

## POSTING PROCEDURES

- I. Posting locations in 7800 York Road are designed to bulletin boards and tack boards only.
- II. Department fliers must bear the current TU/Departmental logo.
- III. Student fliers must bear the SGA Affiliated stamp; when applicable.
- IV. **NO TAPING** is allowed to any surface, including perimeter doors.
- V. **NO STAPLING** is allowed on any surface.
- VI. No hanging fliers outside of classrooms. Those spaces are for course cancellation/relocation notices only.
- VII. Hanging/taping anything (paper or other objects) on the interior or exterior of any of the doors or glass in the building (including interior office suites) is prohibited. Room numbering signs may not be covered at any time. (*Push-pin boards mounted next to each office sign are for the individual use of professor & staff members occupying assigned office.*)
- VIII. No posting in classrooms, on the glass panels of the classroom, lab, or research space.

## LOST & FOUND PROCEDURES

- I. All lost & found items are turned in and picked up from room YR406 or the CIS TechHub/YR403. Hours of operation are from 8AM-9PM Monday -Friday.

## LAB & CLASSROOM POLICIES

- I. No food or drinks allowed. Exceptions made for drinks in spill-proof cups or screw top bottles.
- II. Throw away all trash before leaving the room.
- III. Vandalism of school property is strictly prohibited.

Questions or issues regarding PCs or other equipment in the room, please contact the Lab Administrators in YR-416.

For questions or concerns please reach out to [FCSM@towson.edu](mailto:FCSM@towson.edu).