Display Boards on the Student Union Plaza

Summary/Purpose: This policy is for advertising display boards on the Student Union Plaza.

1. Reservations are made through the Department of Campus Programming, where a reservation agreement must be completed.
2. Reservations are open to all registered student organizations and campus departments. There is no charge. Space for student organizations or campus departments is restricted to the northeast section of the Union Plaza (alongside the Grove).
3. Requests must be submitted at least one (1) week in advance of the desired time of display.
4. Organizations are limited to one (1) display board space to promote a specific activity or event.
5. Organizations will not be allowed to “block book” consecutive weeks. Reservations may only be made for up to one week at a time.
6. Display boards are limited to 24 inches (width), 36 inches (height), 24 inches (diameter at base). Displays that do not meet the specified dimensions will not be approved.
7. Following is an example of the type of information that may be posted on display boards:
   - Name of the organization and/or organization logo;
   - Meeting time, place and date(s);
   - Description of upcoming event(s);
   - Pictures and/or graphics that relate to the event or program.
8. The organization is responsible for the removal of the display at the end of the designated advertising time. If the display is not removed by 4:00 p.m. on the last approved day, the sponsoring organization or its representative will be billed for the cost of removal (a minimum of $50) of the display board.
9. Sandwich boards in unauthorized areas will be removed at the sponsor’s expense (a minimum of $50 per board).
10. Space is available throughout the year with the exception of campus-wide elections coordinated through the Associated Student Body. (ASB campaign signs can be displayed only during the specific campaign time periods.)
11. At the discretion of the Department of Campus Programming, student organizations and campus departments may forfeit their right to reserve space if they fail to set-up the board on the date(s) reserved.
12. Interpretation of the regulations and their adjustment to special circumstances (e.g. ASB campaign signs) shall be the prerogative of the Department of Campus Programming.
13. Failure to abide by these guidelines will result in loss of privileges and/or further disciplinary action by the Office of the Dean of Students.