



25130.TBD

Student Union: Meeting & Conf. Services Manager

Campus Posting, Chalking, and Banner Policy

A. General Policy:

Any group or agency seeking the right to post on the campus of Oklahoma State University, the Student Union, classroom buildings, and/or adjacent outdoor spaces through the posting of signs, flyers, banners, or handbills; or through the use of sidewalk chalk must seek prior approval.

Posting is defined as the placement of messages by any media for the purpose of marketing, promoting, solicitation, advertising, order-taking, sales, proselytization, and campaigning (political or other) for a future event, meeting, product, or service.

Defined areas for which the Director of the Student Union has posting responsibility include, but may not be limited to: the Student Union Building, Student Union North Plaza, Student Union parking garage, Formal Gardens, Engineering South Lawn, Civil Engineering South Lawn, Classroom Building Lawn, International Mall, Noble Research Center Lawn, Old Central Lawn, Gundersen Lawn, Seretean Lawn, Life Sciences East Lawn, Willard Lawn, Theta Pond, Paul Miller Lawn, Bartlett Lawn, Thatcher Lawn, the Southeast Plaza of the Student Union across from the Alumni Center, Ag Hall (multiple bulletin boards on each floor by the stairwells), the Business Building (20 bulletin boards), Campus Life offices and complex, Classroom Building (5 bulletin boards on each floor at each end), Colvin Center Annex (front bulletin board near the entry door), Engineering North (bulletin board inside the south doors), Engineering South (bulletin boards inside the SE and SW entrances), Human Sciences (15 bulletin boards), Life Science East (1st floor bulletin board), Life Science West (bulletin board at the south entrance), Math Science (bulletin board at the north entrance), Morrill Hall (2nd floor bulletin board next to room 203), Physical Science (bulletin board across from room 116), Seretean Center (2 bulletin boards across from room 121 and front desk counter), Wellness Center (flyers at the front desk) and Whitehurst.

Permission to post within these areas will be limited to recognized campus organizations, university departments and governmental or educational agencies. A contact person for the organization must be designated. Posting by all groups is limited to designated and approved areas and requires a posting permit by Student Union Meeting Conference Services.

The scheduling of all posting is the decision of the Meeting and Conference Services manager and at his/her discretion. Space will be assigned on a first come, first serve basis and is subject to availability and with consideration to other events previously scheduled in and around the area of the posting.

Any exceptions to the policy are to be presented for consideration to the Manager, Meeting and Conference Services and the Director of the Student Union or his/her designee. Meeting and Conference Services reserves the right to relocate or cancel reservations in instances where or a safety hazard is present.

B. Posting of Signs, Handbills, Flyers and Displays in the Student Union and Classroom Buildings

Procedure: In order to have a poster registered for campus posting, a representative of the sponsoring group or unit must bring the material to be posted to Meeting and Conference

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Services (M&CS) in 179 Student Union for a permit. Once the permit is filled out, the group representative will stamp each poster/flyer with the M&CS stamp.

Regulations:

1. Posters and flyers must not exceed 400 square inches in size. Signs exceeding this limitation must receive permission from the manager of Meeting and Conference Services or his/her designee.
2. Banner stand displays are only to be used in tabling in compliance with the *Student Union Solicitation Policy and Procedure 25130.02* and must receive special permission from the Manager, Meeting & Conference Services or his/her designee for placement. Banner stands are not to be larger than 84"x36".
3. The name of the sponsoring group or unit must appear on each flyer, sign, and display. The spelled out organization name is preferred, but Greek letters, acronyms, and logos will be accepted if these clearly identify the sponsor. In case of symbols or initials which are not clear, the group will be required to spell out the entire name of the sponsoring organization.
4. Posters and displays which are in languages other than English will have an exact translation of the material on the poster in English in order to allow for all OSU students to be aware of the poster's message.
5. Publicity encouraging the abuse of alcohol at events sponsored by registered or recognized student organizations is prohibited.
6. All posters without a registered stamp or those remaining up beyond the expiration date will be removed. Only one poster per event is permitted on each bulletin board.
7. Posters are not to be posted on walls (interior or exterior), trees, shrubs, trash cans, elevators, etc. Only bulletin boards and sign standards are approved as posting places. Any signs posted in unapproved areas will be removed and may result in the individual group being billed for the signs removal plus any damages that may occur.
8. The painting of sidewalks, building, etc. is not permitted. Chalking of sidewalks is permitted if a permit is obtained from the Meeting and Conference Services office in 179 Student Union.
9. Lawn signs for campus elections will be registered by the SGA Election Agency. The manager of Meeting and Conference Services may approve lawn signs for special events of an all-campus interest.
10. Movement or relocation of signage or displays is prohibited. Requests for relocation should be made to Meeting and Conference Services before any attempt to move or relocate the media.
11. Groups must comply with all University policies, State and Federal laws and local ordinances.
12. The solicitor agrees to abide by the rules and regulations of Oklahoma State University and the Student Union.
13. The posting permit may be denied or revoked for justifiable reasons to include but not limited to the following:
 - Failure to comply with regulations outlined
 - Misrepresentation of information pertaining to meeting, event, or service

- Falsification of information on the application for a permit
- Posting interferes with the educational mission of OSU
- Posting impedes normal traffic flow within, to or from the Campus

14. In addition to revoking the solicitation permit, the solicitor may not be permitted to conduct future solicitation within the Student Union adjacent outdoor spaces for a specified time.

C. Posting of Signs, Handbills, Flyers and Displays in Residence Halls

Procedure: Persons wishing to post in the Residence Halls must register posters in the Meeting and Conference Services office in room 179 Student Union. The regulations 1-14 cited above for posting in the Student Union and Classroom Buildings (section “B”) are applicable for posting in the Residence Halls as well. Arrangements for posting the halls must be made with the Residence Hall Coordinator in each hall.

Publicity Distribution: Following is a list of bulletin board locations on campus.

<u>Building Name</u>	<u># of Bulletin Boards</u>	<u>Corresponding Location(s)</u>
Ag Hall		On each floor by the stairwells
Business Building	20	Mailroom organization boxes only
Campus Life	2	2 nd Floor of the Student Union
Classroom Building	5	On each floor at each end
Colvin Center Annex	1	Front board near the entry door
Engineering North	1	Inside the south doors
Engineering South	2	SE and SW entrances
Human Sciences	TBD	TBD
Life Sciences East	1	1 st floor
Life Sciences West	1	At south entrance
Math Science	1	At north entrance
Morrill Hall	1	2 nd floor next to room 203
Physical Science	1	Across from 116
Seretean Center	2	Front desk & across from room 121
Wellness Center	1	Flyers only at the front desk
Whitehurst	TBD	TBD

D. Solicitation applications and permits can be picked up at the Meeting and Conference Services office in 179 Student Union.

E. Chalking Guidelines

Procedure: Entities interested in chalking on campus must apply and obtain a permit through Meeting and Conference Services in 179 Student Union.

Regulations:

1. The name of the sponsoring group or unit must appear within the content of the chalking. In case of symbols or initials which are not clear, the group will be required to spell out the entire name of the sponsoring organization.
2. Size and dimension are restricted to a 5-foot by 5-foot square.
3. Groups must separate their own chalking by at least 15 feet; however, *other groups may chalk in-between spaces.*
4. No sealants or fixatives may be used to permanently or semi-permanently adhere chalking.
5. All spray chalk is *prohibited.*

6. All building steps, ramps, and awning-covered areas are considered portions of the building and therefore are restricted from being used for chalking.
7. One group or organization's chalking may not touch or overlap another's location or chalking.
8. Groups must obtain a permit for *each* announcement.
9. Details of all chalking must be provided on the permit and the request must be approved by Meeting and Conference Services prior to chalking.

F. Banner Guidelines

Procedure:

In partnership with Space Utilization and Signage Committee, all campus banner requests, signage requests (including election signs), and/or symbolic decoration requests will be facilitated and processed through Meeting and Conference Services in 179 Student Union. This policy does not apply to permanently affixed messaging structures (flags/flagpoles, banner bars, street-pole/light-pole banners, etc.). A request must be submitted with the proposed verbiage, artwork, and timeframe no later than 10 days prior to the requested time period. All OSU-Stillwater buildings are subject to the guidelines below. Any exception to the policy will be subject to approval by the University Space Utilization and Signage Committee and/or their designee.

Process:

1. Individuals or groups interested in reserving banner space or signage locations must apply and obtain a permit through Meeting and Conference Services in 179 Student Union.
2. The requesting individual or group must provide a university account number or credit card number at the time that the application is submitted. If applicable, the appropriate account will be charged at the time of approval.
3. The name of the university sponsoring student organization or department must appear on each sign if applicable. The spelled out name of the sponsoring group is preferred, but Greek letters, acronyms, and logos will be accepted if these clearly identify the sponsor. In case of symbols or initials which are not clear, the group will be required to spell out the entire name of the sponsoring organization.
4. Meeting and Conference Services will review the permit and hold the reservation until the artwork is submitted.

Guidelines:

1. Banners are not to be hung on buildings without prior approval of Student Union Meeting and Conference Services.
2. Banners must be no taller than 3' in height and no longer than 8' in length. Exceptions are subject to approval by the University Space Utilization and Signage Committee or their designee.
3. Banners are to be hung and placed by Facilities Management for all buildings with the exception of the Student Union and Conoco Phillips Alumni Center.
4. The duration of a banner being up should not exceed 5 business days. This applies to outdoor banners and banners in the Student Union Atrium.

G. Disclaimers:

1. All reservations for any signage or banner are made on a first-come, first-served basis.
2. All agencies, departments and organizations shall apply for applicable permits and approval at the Meeting and Conference Services office in 179 Student Union or through the reservation website at meetings.okstate.edu.
3. The OSU Student Union assumes no responsibility for personal or organizational items lost, stolen or damaged.
4. Failure to comply with policies could result in possible cancellation of space use and future loss of privilege.

APPROVED:

E. Mitchell Kilcrease, Student Union Director

Date

June, 2016