

University of Michigan – Guidelines for Posting Flyers, Posters, and Other Related Items on University Property

Applies to: All buildings, structures, landscapes, and properties owned or leased by the University of Michigan in Ann Arbor. This guideline applies to the exteriors of buildings, etc., and the university grounds, but does not apply to the interior of buildings.

Purpose: To provide a guideline for controlling the placement of flyers, posters, etc., on campus to maintain a safe environment, control waste, and prevent damage to university property.

Guidelines:

Flyers, posters, etc., may only be placed on the round concrete kiosks specifically designed for the posting of such items (see photo), but not on the top metal cap. Therefore, flyers, posters, etc., may not be posted, stapled, or taped on:

- the exterior of buildings, either on glass of doors and windows, or on masonry, metal, wood, or other exterior building material;
- trees or other landscape vegetation; or
- sidewalks, seatwalls, benches, light poles, emergency phones, trash receptacles, triangular Diag boards, or any other outdoor furniture or feature, including public art. Taping flyers on sidewalks creates a slipping hazard.

The round concrete kiosks will be cleaned off by U-M Grounds staff on the first and third Wednesday of the month and as needed if flyers are damaged due to weather or becoming litter due to overcrowding. If unclear what a kiosk is, consult the University Planner's Office (734-764-2455).

Flyers placed on other elements of campus, including on buildings and sidewalks, will be removed by U-M Grounds staff without notice.

Persons, groups, and organizations placing flyers on surfaces other than the round kiosks, may be liable for any damage caused by the adherent technique (tape, staples, etc.).

With prior approval, Diag advertising boards and banner poles may be used to advertise events. Contact the Student Organizations Resource Center <http://campusinvolvement.umich.edu/sorc>.

Flyers proposed for posting on bulletin boards and other interior surfaces of a building will be at the discretion of the school, college, department, or unit responsible for the building. No flyers will be allowed on interior surfaces without prior authorization from the appropriate administrator of the building.

The paper flyers cannot be recycled because of the amount of tape being used on them. Help conserve paper and reduce litter by getting your message out in other ways such as e-mail, radio station announcements, or Michigan Daily ads.

