

Signs, Posters and Banners

Scope: Who is Covered by this Policy?

Employees and Students

Policy

Signs, posters, and banners may only be posted in accordance with this policy. Any sign, poster, or banner posted in violation of this policy may be removed, without notice or warning, by the University. Questions or concerns should be directed to the Senior Director for Facilities Operations (513) 529-7070. Violation of this policy may lead to disciplinary action.

Definitions

Sign: A written communication on a fixed medium (i.e., paper) that is displayed on campus property.

Poster: A sign that is 11 inches by 17 inches or larger. Posters may not exceed six square feet.

Banner: A sign on a bed sheet, streamer, ribbon, etc. Banners may not exceed 40 square feet (size of one twin bed sheet).

General Guidelines

Event/Posting Date

Signs, posters, and banners must include an event date or posting date so that they may be removed in a timely manner. Any sign, poster, or banner without an event date or posting date will be removed.

Time Limits

No sign, poster, or banner may be posted for more than 14 calendar days. Any sign, poster, or banner promoting an event must be removed within 24 hours following the event.

Signs

Signs may be posted with thumbtacks on exterior bulletin boards and kiosks. Tape and staples may NOT be used. No more than one sign for the same event may be posted on each bulletin board or kiosk. Signs may not be posted on top of others.

Posters

Posters may be affixed to trees and light poles only with string or rope. Tape and metal fasteners (tacks, staples, nails, or wire) may NOT be used. Posters must be tied to tree branches that are at least two inches in diameter to avoid damage to the tree. Posters larger than 12 inches by 18 inches may not be placed on bulletin boards or kiosks.

Banners

Banners may be affixed to trees and light poles only with string or rope. Tape and metal fasteners (tacks, staples, nails, or wire) may NOT be used. Banners should be tied to tree branches that are at least two inches in diameter to avoid damage to the tree.

General Prohibitions

Signs, posters, and banners may not be posted on fences, chains, benches, sculptures or exterior buildingfacing surfaces including windows, building doors, walls, etc. Signs, posters, and banners may not be placed on any horizontal surface including sidewalks, patios, or steps, etc. No paint or chalk may be used.

Sandwich board signs are reserved for University use only and may not be used by Student Organizations without written permission from the Office of Student Activities. Sandwich boards may only be used for University events that are held on campus and are not intended for any commercial activity or commercial advertising purpose.

No signs, posters, or banners may be posted in Bishop Woods.

Signs, posters, and banners encouraging, promoting, or advertising illegal activity, alcoholic beverages or tobacco are prohibited.

Signs, posters, and banners promoting commercial activity of any person or entity other than a Student Organization are prohibited. Signs, posters, and banners promoting commercial activity must indicate the name of the sponsoring student organization.

Signs, posters, and banners are subject to all applicable state and federal laws including intellectual property and libel laws. ~~Students~~Faculty, staff, students and student organizations are personally responsible for any violation of law including defamatory statements in signs, posters, and banners. Signs, posters, and banners are subject to all applicable University policies including the Policy Prohibiting Harassment and Discrimination.

Signs, Posters, and Banners in Residence Halls

The General Guidelines and Prohibitions above must be followed.

Signs, posters, and banners within the residence halls must conform to the Guide to Residence Hall Living and may only be posted in designated areas. For a list of the designated areas contact the Resident Director for the residence hall. A list of staff members may be obtained from the Office of Residence Life.

Signs, Posters, and Banners in Academic and Administrative Buildings

Signs, posters, and banners may only be posted in designated areas within academic and administrative buildings. For a list of the designated areas contact the building director.

Signs or posters promoting commercial activity may NOT be placed in any academic or administrative building.

**Please note that certain buildings are not available for general posting of signs, posters, or banners except for designated groups (e.g., Millett Assembly Hall is reserved for Intercollegiate Athletics' signs, posters, and banners.).*

Dining Halls

Student Organizations may request permission to place signs, posters, banners, and table tents promoting Student Organization events in dining halls from the Office of Student Activities and Leadership no earlier than four weeks and not later than seven calendar days prior to placement date. Please call (513) 529-2266 or stop by 2026 Armstrong Center.

Table tents must not exceed four by six inches after being folded. All table tents must include the name of the sponsoring organization or department and bear the Office of Student Activities and Leadership stamp.

Table tents must be placed on dining hall tables by members of the sponsoring organization. The maximum time allocated for one table tent will be seven calendar days. All table tents for a particular week will be placed on tables on Monday and all will be taken down by dining hall staff the following Sunday.

- A maximum of twelve table tents may be approved for any one time period.
- Eight table tents are for use exclusively by Student Life and student organizations.
- Four table tents are for use exclusively for academic and department table tents and may not be used by student groups or organizations.
- Academic and department table tents can be booked a maximum of one semester in advance of scheduled use.
- Table tents may not be used to advertise the same event or activity for more than one week in succession.
- University departments and student groups or organizations must skip at least one week in between reservations.
- During the last full week of classes each semester, the Office of Student Activities will authorize student organizations and groups to reserve table tents for the first four weeks of the next semester on a first-come, first-served basis.

Violations

Any violation of this policy may result in the immediate suspension of the reservation and may prevent the Sponsoring Organization from conducting similar activities in the

future. In addition, violation of these policies and procedures by employees or students may also result in disciplinary action.

Related Form(s)

Not applicable.

Additional Resources and Procedures

Not applicable.

FAQ

Not applicable.

Policy Administration

Next Review Date

7/1/2023

Responsible Officers

Sr. Vice President of Finance and Business Services

Legal Authority

Not Applicable.

Compliance Policy

No

Recent Revision History

Edited July 2018

Reference ID(s)

- MUPIM 16.12
- OAC 3339-16-12

Reviewing Bodies

Administrative