Posting Policies
Ohio Union – Event Services

The Ohio Union welcomes the opportunity to promote upcoming events, and follows and administers all university policies pertaining to the posting of promotional materials. These materials include but are not limited to flyers, handouts, posters, magazines, brochures, etc. Any promotional material in the building must be approved by the Ohio Union in the Business Office, room 237, during regular business hours (M-F, 8am-5pm). Failure to comply with these policies will result in the posting being removed and the Ohio Union reserves the right to charge for their removal. While staying consistent with the non-discrimination policy, the Ohio Union will not approve postings that contain inappropriate content such as suggestive pictures or offensive language.

PAPER POSTINGS
The following is a list of guidelines the Union uses to manage promotional material posting:

- Only Police Crime Alerts and information generated by the Ohio Union may be posted directly on glass door panels. Other approved materials may be posted on the glass panels adjacent to the doors, but not on the doors themselves. Postings on doors not falling in this category will be removed daily.

- All approved postings will be taken down either two weeks after approval or after the event date being publicized, whichever is sooner. Unapproved postings will be removed daily.

A maximum of five copies of the promotional material to be posted should be presented at the time of approval. The Business Office will provide a stamp of approval and will hang a posting at each space available:

- On a glass panel next to the Northwest entrance doors (near Campus Corner)
- On the glass panels adjacent to the Northeast entrance doors
- On the glass panel next to the Southwest door
- On the glass panel next to the Southwest doors on the 2nd floor

The fifth copy will be kept at the Information Center for reference. If you are posting information about an event in the Ohio Union, please reconfirm the details of such with the Event Services area prior to your posting.

BULLETIN BOARDS & BANNERS
Bulletin boards within the Ohio Union, as well as banner space on the exterior of the Union are available for rental in one-week blocks for two consecutive weeks per quarter from Ohio Union Event Services. The charges per week for these boards & banners are: 50% off the standard rate for student organizations, 25% off for a university sponsored group, and the standard rate charge for a non-university sponsored group. A rental week is determined from Sunday through Saturday. Partial week reservations are not available.

The Ohio Union is not responsible for any valuables placed in bulletin boards. Should they deem it necessary, groups can provide their own locks for their display area. If this should occur, please remove the lock upon the conclusion of your reservation, as it will be permanently removed and therefore unusable if left on. All materials must be removed on the last day of the rental period. The Ohio Union staff will discard any remaining items after the expiration of the confirmed end date.

Approval for banners to be hung in reserved spaces will be issued by the Business Office (237 Ohio Union). Only banners that promote events taking place in or sponsored by the Ohio Union will be eligible for hanging from the exterior of the facility, the only exception being campaigning season for student government elected positions. The Ohio Union staff will hang your banner upon approval and it will remain hanging until the expiration of the confirmed end date or two weeks time, whichever is sooner.