

University of North Carolina at Charlotte
Student Union
Posting Policy

1.0 PURPOSE

- 1.1. This policy outlines standards for UNC Charlotte officially recognized student organizations and campus departments interested in posting information in the Student Union.
- 1.2. No information, advertisement, document, or notice of any kind may be attached to any wall, door, window, railing, or other interior and/or exterior building surface, landscape, or hardscape outside the approved posting areas specified in this policy. Materials posted in unapproved locations will be removed and discarded by Student Union personnel.
 - 1.2.1. Damage to walls or other surfaces resulting from violation of this policy will require that the organization and/or individual responsible pay the costs of repair.
 - 1.2.2. Parties responsible for posting materials in unauthorized spaces will receive a written notice on their first offense. Subsequent offenses could result in the loss of posting privileges.
- 1.3. Content or event promotion must be of student interest or student-oriented in nature, and must be open to all students and/or a broad segment of the campus community.
 - 1.3.1. Content must comply with UNC Charlotte Policy Statements #21 and #40 regarding advertising and promotion on campus.
 - 1.3.2. Events involving alcohol must comply with University Policy Statement #57.
 - 1.3.3. Content inconsistent with the mission of the Student Union and/or the University will not be allowed and is subject to immediate review by the Student Union Executive Director and/or Student Union Advisory Board, and subsequent removal if necessary by Student Union personnel.

2.0 INFORMATION CENTER

- 2.1. The Information Center accepts flyers, handouts, brochures and similarly approved publicity materials for display at the Information Center welcome counters.
- 2.2. The Information Center provides display stands (E-clips) upon request on a first-come, first-served basis for day-of-event informational or directional signage.

3.0 INFORMATION TABLES (Indoor & Outdoor)

- 3.1. Information tables in the Student Union are available for reservation by registered student organizations through Conferences, Reservations and Event Services (CRES) in Room 252 of the Student Union.
- 3.2. Table reservations are available on a first-come, first-served basis for the Student Union lobby and patio areas; however, advance reservations are encouraged. Please note:

table reservations for other areas of campus are supplied from the Cone University Center and must be reserved at least 24-hours in advance of the requested date and time through the CRES Office.

- 3.3. At least one representative from the reserving registered student organization must attend the table for the duration of the reservation.
- 3.4. Please refer to the Student Union Reservations Policy for additional information regarding table reservations.

4.0 INDOOR BANNERS

- 4.1. Limited space for banners in the Student Union Rotunda is available by reservation through CRES.
 - 4.1.1. Reservations must be made at least 14 days in advance of installation. The duration of a reservation is one week; a week begins Monday and ends Sunday. Limit two consecutive weeklong reservations per event.
 - 4.1.2. Banners must be received in the Student Union CRES Office no later than 12pm on the Friday prior to the reserved week.
- 4.2. Banners must be constructed of paper or vinyl. Wood, cardboard, fabric, glitter or other similar type materials are not permitted due to fire and safety hazards.
- 4.3. Two banner sizes (horizontal in orientation) are accepted: 3'(h)x5'(w) and 3'(h)x10'(w). Any exceptions to these sizes will be based on space availability.
- 4.4. Installation and removal is performed by Student Union personnel only. Banners will be available for pickup in the Student Union CRES Office for one week after removal. At the expiration of this time period, any unclaimed banners will be discarded.

5.0 OUTDOOR BANNERS

- 5.1. The designated location for Student Union outdoor banners are the two columns at the south (front) main entrance to the Student Union. Banners will only be hung vertically on the columns; no horizontal placement between the columns will be allowed.
- 5.2. Outdoor banners may only be secured to the building using the mounting hardware installed on the building.
- 5.3. Banners must be constructed of fire protected fabric colored vinyl with re-enforced top and bottom edging.
- 5.4. One banner size (vertical in orientation) is accepted: 22-24'(h)x5'(w).
- 5.5. The use of the Student Union Outdoor Banner location is limited to Student Union Offices and Programs.

- 5.6. Only banners promoting significant campus-wide events and/or annual Student Union Programs (e.g.: Welcome Week, Homecoming, Haunted Union, etc) will be considered for posting.
- 5.7. Installation and removal is performed by Student Union personnel only.
- 5.8. For installation of all other outdoor banners on campus grounds, contact CRES for assistance to coordinate with UNC Charlotte Facilities Management.

6.0 BULLETIN BOARDS

- 6.1. Bulletin boards are located throughout the lower level, first, and second floors for campus-related posting. Content of material must comply with Section 1.0 of this document. General use posting is not permitted at this time.
 - 6.1.1. All materials must be date-stamped by the Information Center prior to posting.
 - 6.1.2. Materials must not exceed 11"x17"; limit one poster per event, per posting location.
 - 6.1.3. Materials may be posted 21 days prior to or up to the event date, whichever comes first.
 - 6.1.4. Removal of materials will be performed by Student Union personnel only.
- 6.2. Use of the bulletin boards in the following locations is reserved for those units named below:
 - 6.2.1. Student Government and Organizations Complex (SGOC) – SGOC occupants per the SGOC Posting Policy.
 - 6.2.2. Movie Theater – Student Union Staff
 - 6.2.3. Art Gallery – Student Union Staff

7.0 INFORMATION KIOSKS

- 7.1. Information Kiosks are located on the first and second floors.
 - 7.1.1. Posters and flyers must be submitted to the Information Center for posting.
 - 7.1.2. Installation and removal of materials will be performed by Student Union personnel only.
 - 7.1.3. Materials may be submitted one month prior or up to the event date, whichever comes first.

8.0 DIGITAL SIGNAGE & MOVIE THEATER

Please refer to the Student Union Digital Signage Policy.

9.0 TABLE TENTS

- 9.1. Table tents or similar type table handbills are not permitted in the Rotunda, Norm's or interior or exterior seating areas of the Student Union. Such materials will be removed or discarded by Student Union personnel.
- 9.2. Refer to Dining Services for table tent opportunities in Crown Commons or Union Square.

10.0 EXTERIOR GROUNDS SIGNAGE

- 10.1. Exterior signage such as A-Frames and yard signs is permitted on the front (south) and back (north) patios, and designated walkway areas where they do not impede pedestrian traffic, in accordance with UNC Charlotte Facilities Management policies.
- 10.2. Reserving organizations or individuals are responsible for supplying their own exterior signage that meets UNC Charlotte Facilities Management specifications; see CRES for details.
- 10.3. Reservations are available on a first-come, first-served basis; however, advance reservations are encouraged.
- 10.4. Exterior signage must be removed by midnight following the next business day after the event. Any unclaimed materials will be discarded by Student Union personnel.

11.0 QUESTIONS OR COMMENTS

Questions or comments should be referred to CRES at 704-687-CRES (2737) or cres@uncc.edu, located in Room 252 of the Student Union.

Adopted: February 19, 2010
Amended: April 29, 2011