

CSU Poster Holder Policy (Former A-Frame "Sandwich Board")

This policy is an effort to provide an opportunity for MSU organizations and departments to display poster style notices in the Centennial Student Union high traffic areas and while maintaining clear walkways and limiting obstructions for site impaired community members.

Who Can Reserve

Reservations for poster holder locations will be on a first come-first serve basis to Organizations which meet at least one of the following eligibility guidelines:

- Student Activity Fee Funded Programs
- Recognized Student Organizations (RSO's)
- MSU Departments
- Centennial Student Union Tenants
- Non-University in conjunction with other space rentals

Locations

All locations are next to building pillars unless otherwise specified. The locations are all on the edges of the walkways and poster must not interfere with pedestrian movement through the corridors. The following locations will be made available as part of the CSU building reservations: there will be location information at the base of the adjacent pillar or wall.

1. north of south entrance under TV monitor
2. next to pillar across from the Campus Hub
3. next to pillar east side of stairwell I
4. next to pillar west side of stairwell I
5. next to pillar on carpet east of fountain entrance
6. next to pillar on carpet west of fountain entrance
7. next to pillar on carpet west of Stairwell B/elevator
8. in front of Unisex restroom near Ostrander Auditorium

Content

The content of the displays must meet the University's policy regarding posted materials including but not limited to:

- Displays should be educational or culturally enriching in nature.
- Displays must not advertise profit-making goods or services (e.g., restaurants, bars, commercial movies, etc.).
- The Display locations are not for the advancement of political or social agendas. (e.g., gun control, animal rights legislation, abortion issues, etc.) or

any personal advertisements. Programs and events related to social or political agendas may be advertised.

- All written display information must be in English or have an English translation on them.

Size

All displays must fit safely within the edges of the 21" x 27" display area. NO dangerous materials may protrude beyond the edges of the display board or in anyway create a hazard to pedestrians in the area.

Length of Reservation

Poster Holder locations may be reserved for a period of 1-7 days, with a limit of one location, per organization. Reservations can be extended for one additional one-week period if available. Longer time periods may be available during the summer months or holiday break periods with approval from the Director or his or her designee.

Approval Forms and Removal

All display boards must have a signed Reservation Approval slip attached to the inside of the poster holder. Any boards found without approval form will be removed.

The Centennial Student Union shall not be held responsible or accountable for the theft or vandalism of any materials displayed.

Exemptions

Student Senate elections and Campus Wide activities such as Homecoming will not be limited by this policy. The Student Senate Election Committee and the Campus wide event Committees may reserve up to poster holder locations for a two-week time period for their respective events. These organizations must follow the procedures established by their respective committees.

*The CSU Poster Holder policy shall be administered by the appropriate Centennial Student Union staff and in consultation with the Student Union Board of Directors.