

## Display Boards on the Student Union Plaza

**Summary/Purpose:** This policy is for advertising display boards on the Student Union Plaza.

To ensure that reservations conducted at the Student Union are in accordance with established policies and procedures, the Ole Miss Student Union retains the authorization to supervise reservations in the Student Union. The following is the policy for reserving advertising display boards in the Student Union Plaza:

1. Reservations are made through the Ole Miss Student Union, where a reservation agreement must be completed.
2. Reservations are open to all registered student organizations and campus departments. There is no charge. Space for student organizations or campus departments is restricted to the northeast section of the Union Plaza (alongside the Grove).
3. Requests must be submitted at least one (1) week in advance of the desired time of display.
4. Organizations are limited to one (1) display board space to promote a specific activity or event.
5. Organizations will not be allowed to “block book” consecutive weeks. Reservations may only be made for up to one week at a time.
6. Display boards are limited to 36 inches (width), 60 inches (height), 36 inches (diameter at base). Displays that do not meet the specified dimensions will not be approved.
7. Following is an example of the type of information that may be posted on display boards:
  - Name of the organization and/or organization logo;
  - Meeting time, place and date(s);
  - Description of upcoming event(s);
  - Pictures and/or graphics that relate to the event or program.
8. The organization is responsible for the removal of the display at the end of the designated advertising time. If the display is not removed by 4:00 p.m. on the last approved day, the sponsoring organization or its representative will be billed for the cost of removal (a minimum of \$50) of the display board. No signs may be left out over the weekend.
9. Sandwich boards in unauthorized areas will be removed at the sponsor’s expense (a minimum of \$50 per board).
10. No signs can be staked in the ground on the Union Plaza or in The Grove.
11. Space is available throughout the year with the exception of campus-wide elections coordinated through the Associated Student Body. (ASB campaign signs can be displayed only during the specific campaign time periods.)

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12. At the discretion of the Ole Miss Student Union, student organizations and campus departments may forfeit their right to reserve space if they fail to set-up the board on the date(s) reserved.
13. Sandwich boards may not be placed on the grass in The Grove or in the center of the Student Union Plaza.
14. Fronting is prohibited. Fronting is when an individual or organization uses university space/facilities and services under the guise that the activity is a university-sponsored program. Violator's will have their reservation privileges revoked.
15. Interpretation of the regulations and their adjustment to special circumstances (e.g. ASB campaign signs) shall be the prerogative of the Ole Miss Student Union.
16. In the event that the university suspends campus activities or closes, the reservation will be cancelled, and the user will have the opportunity to reschedule.
17. Failure to abide by these guidelines will result in sign removal, loss of privileges and/or further disciplinary action by the Office of the Dean of Students.