



## **Signs, Posters, and Banners**

Signs, posters, and banners may only be posted in accordance with this policy.



# Scope: Who is Covered by this Policy?

Employees and Students

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## 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 of Operations (513) 529-7018. 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 facing 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. 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.

Residents in a community may hang signs and posters approved by the residence life professional staff in areas of the building designated by the residence life staff.

Registered student organizations may have signs and posters hung by the residence life staff provided they conform to the general guidelines and prohibitions in this section, they are dropped off at the Office of Residence Life two weeks prior to the event, and they are approved by the Office of Residence Life staff.

Student organization members may not enter residence halls in which they do not reside to post signs. Banners are not approved for hanging in or on residence halls other than those created by the staff in that community. Student organization signs and other promotional materials may not be slipped under the doors of residents.

Signs and posters may not be hung on common space and entry doors, door trim, or the exterior of the buildings. Signs and posters may only be hung with the approved methods.

Generally, fliers and signs posted in areas of the building designated by the residence life staff must be consistent with the mission of 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, and banners, promoting Student Organization events in dining halls from the Office of Student Activities and Leadership no earlier than four weeks and no later than seven calendar days prior to placement date. Please call (513) 529-2266 or stop by 2026 Armstrong Center.

## **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.

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## **Related Form(s)**

Not applicable.

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## **Additional Resources and Procedures**

Not applicable.

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## **FAQ**

Not applicable.

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## **Policy Administration**

### **Next Review Date**

7/1/2027

### **Responsible Officers**

- Vice President for Student Life
- Sr. Vice President for Finance and Business Services
- General Counsel

### **Legal Reference**

First Amendment

## **Compliance Policy**

No

## **Recent Revision History**

Edited July 2018; Amended September 2023; September 2024, Edited October 2025

## **Reference ID(s)**

- MUPIM 16.12
- OAC 3339-16-12

## **Reviewers**

- Vice President for Student Life
- Sr. Vice President for Finance and Business Services
- General Counsel