



**STUDENT
UNIONS**
STUDENT UNION MEMORIAL CENTER
PARK STUDENT UNION

Bulletin Board and Flyer Posting Policy

Only posters/flyers promoting a specific University function, program, service or event are allowed to be posted in the Student Union Memorial Center (SUMC) and Park Student Union bulletin boards. Any posters/flyers hung outside of the approved boards will be removed and the club, department or organization may forfeit their posting privileges and be held responsible for any damage incurred upon removal.

1. All posters/flyers must be approved at the Student Union Memorial Center Information Desk, and must be stamped, dated and hung by the Information Desk staff.
2. All posters/flyers must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be clearly printed/displayed on the poster.
3. Posters/flyers can only be posted on the seven (7) "approved" bulletin boards located within the Student Union Memorial Center.
4. Any posters/flyers hung outside of the approved boards will be removed and the club, department or organization may forfeit their posting privileges.
5. The Arizona Student Unions reserve the right to dispose of any unauthorized posters/flyers.
6. Posters/flyers may remain on the Bulletin Boards for up to fourteen (14) days or the day after the event, whichever comes first.
7. Posters/flyers will be displayed on a first come first serve basis.
8. Only one poster per club, organization, event and/or department may be posted at any given time.
9. Recommended poster/flyer size is 8 1/2" x 11", and not to exceed 11" x 17". **Fast Copy**, located on the main floor of the SUMC, provides competitively priced service for design, copy or printing posters and flyers.
10. Posters/flyers may be bi-lingual as long as there is a comparable English translation on the flyer.
11. Posters/flyers advertising alcohol related events are not allowed and will not be approved.
12. Posters/flyers advertising rooms/apartments/houses for rent are not allowed and will not be posted—regardless of sponsorship. Contact Off-Campus Housing at 520-621-6501 for approved advertising options.
13. No outside vendors, companies, organizations or agencies may post flyers or posters on the bulletin boards unless they have scheduled the use of facilities within the Arizona Student Unions through the Event Planning Office.

For more information, visit the SUMC Information Desk, 621-7755.

www.union.arizona.edu