

E.H. Hereford University Center and Commons

General Guidelines

Advertising, Signs, and Banners

Signs, fliers, and banners must be approved and stamped by the Student Organizations Office before posting. Signs and posters may be placed on designated bulletin boards only. Standard flyer size for display on campus is 8½” x 11”. Any sign less than or equal to 11” x 17” is considered a flyer.

Outdoor banners or posters (larger than 11” x 17”) may be displayed only on the south side of the UC, on the exterior brick wall, and the posters must be approved by the Student Organizations Office prior to posting.

Donation and/or collection bins may be utilized, but are relegated to Lobby 100, the area between Maverick Express and Starbucks on the northwest end of the UC; they must be stamped and approved by Student Organizations Office; no more than one per drive may be on display; and each display is limited to thirty (30) days.

No literature may be left on The Commons and UC tables, literature may be passed out pursuant to Student Organizations Office guidelines, but then all literature must be collected and not left lying around on tables or in other areas.