K. **Poster Display Policy**

1. There are three locations in Comstock Memorial Union in which poster/displays may be used to advertise events. These locations are available on a first-come, first-served basis to student organizations and departments.

   a. Can stands/sandwich boards may be utilized only the day before an event and the day of an event.

   b. Reservations for use of can/or CMU space to place stands/boards shall be made at the CMU Recreation and Outing Center.

   c. Organizations and departments may schedule can stands/sandwich boards and/or CMU space to place stands/boards for the current academic year only.

   d. Only one student organization or department may reserve the CMU can stand/sandwich board space on any given day.

   e. Can stands may be a maximum of five feet tall, the maximum display area shall be no larger than 11” x 17”. Sandwich boards may be a maximum of five feet tall by two feet wide, display items must be contained within this space.

2. Poster boards may only be located in the following CMU locations: 1.) the hallway just inside the southwest entrance or the sidewalk just outside the southwest entrance (one area but not both), 2.) the hallway just inside the southeast entrance or the sidewalk just outside the southeast entrance (one area but not both), 3.) the hallway just inside the northeast entrance or the sidewalk just outside the northeast entrance (one area but not both).

   a. Under no circumstances shall can stands/sandwich boards be placed in or outside of the building so as to impair emergency access to/from the building.

3. Can stands/sandwich boards must be returned in the condition they were checked out. Failure to return or returning damaged can stands/sandwich boards will result in a $10.00 fee charged to your university account.

Placement of any publicity outside of the CMU must be approved in advance by the Office of Administrative Affairs.