

TYPE: TM-6

Temporary Advertisements

FUNCTION

Posting of temporary signs, posters, banners, sidewalk wraps, H-Frames, A-Frames, and flyers on campus is limited to recognized student organizations, Ohio State departments, faculty & staff members, and any Ohio State registered student.

LOCATION

Posting temporary signage is limited ONLY to designed open posting boards (inside) and kiosks (outside). Posting is strictly prohibited in or on the following:

- ad dispensers
- bathrooms
- benches
- borders and frames of posting boards or kiosks
- brick
- bus stops
- campus signage
- columns
- concrete
- construction signs
- doors
- emergency call phones
- fixtures
- glass
- light poles
- mailboxes
- newsstands painted surfaces
- picnic tables
- pilings
- private property
- railings
- seating
- seating walls
- sidewalks
- staircases
- traffic signs
- trash cans
- trees
- utility boxes
- vegetation
- vehicles
- walls (interior & exterior)
- windows
- wood surfaces

CONTENT

- Advertising must be for a campus-wide event, fraternity & sorority event, or any event open to all students.
- Each posting must contain the name of the student organization, department, or individual(s), and must provide current contact information. Postings without contact information will be removed.
- Postings should never be hung where they cover up any previously posted current materials, unless the previously posted material is past the date of the event advertised or seven days (in the case of educational flyers).
- No more than one posting for each event shall be placed on each side of a posting board or kiosk. Wallpapering the board is not permitted.
- Foreign language materials must have the name of the sponsoring organization, department, or individual(s) and contact information in English.

VIOLATIONS

Violations constitute grounds for removal of the material by Facilities Operations and Development, which reserves the right to charge for the cost of removal and any associated repairs. A minimal charge for any cleaning will be \$57 for each separate location.

NOT PERMITTED

- Commercial interest informational.
- Non-university event related information.
- Third party advertising
- Temporary signage may not be used for commercial advertising or promoting any political candidate, parties on issues, or identifying, advertising or promoting any religion.

NOTE: See TM-3 for Banner Submittal Requirements