

## **Leaflet Distribution and Distribution of Materials**

Written or printed materials may be distributed inside of the LUC with a reservation for a meeting space, event space, or lobby table. Distribution of materials may not interfere with ingress and egress, blocking walkways, hallways, stairwells, etc.

Notices, flyers, table tents, and the like may not be distributed on the tables, chairs, walls, or windows in the facility; however notices or flyers may be posted on the bulletin boards designated for public use. (See [Bulletin Board Usage](#))

Advertising an event using easels, signs, posters, or freestanding displays is available on the day of the event by contacting the LUC Reservations Office. Advertisements must be removed immediately following the conclusion of the reservation period.

## **Bulletin Board Usage**

LUC provides four bulletin boards for marketing advertisements for the University community and individuals associated with the institution.

Maximum size for flyers posted on the bulletin boards shall not exceed 11”x 17”. All postings must be approved at the LUC Information Desk. Approval can be obtained by taking the posting to the Information Desk. Postings that are deemed offensive, and/or that promote alcohol use, abuse, sale or distribution, will not be approved and are not permitted to be posted on LUC bulletin boards, with the exception of events approved by the University.

Advertisements may be posted for a period not to exceed fourteen (14) days and will be removed after the conclusion of the event or the end of the fourteen (14) day period. A maximum of one flyer per bulletin board will be permitted per activity, subject, etc.

The LUC will only approve flyers advertising a public showing of a copyrighted movie if the student organization provides proof of license prior to requesting to display the advertisement.

The LUC does not supply any posting materials or supplies. Pushpins or thumb tacks are the only permitted attaching materials to be used on bulletin boards. Advertisements are not to be posted over other advertisements. The LUC is not responsible for any loss of or damage done to a notice, flyer, or banner posted in the building.

Any posting which violates the above regulations may be removed and disposed of immediately at the discretion of the LUC staff and may jeopardize the offending parties’ LUC reservation privileges and future posting of flyers.

## **Banners**

All banners for display within the LUC must be approved by the LUC prior to being displayed. Banners must be sponsored by a recognized student organization or department. Banners may only be displayed in the approved space designated by the LUC. Any banner hung outside of the

reserved space will be removed and the recognized student organization or department may forfeit their reservation privileges for a period of 12 months.

### **Student Organization Requests**

Six (6) banner spaces are available for recognized student organizations on the railings above the first floor lobby. Spaces may be reserved through the LUC Reservations Office. Space is allocated on a first-come, first-serve basis with a maximum of two weeks per semester, per event. Banners may be a maximum of six feet wide and four feet long and may be removed, relocated, etc., based on operational necessity. Banners that are obscene, defamatory, or could incite a breach of peace are prohibited. Banners must be delivered to the LUC Reservations Office to be hung and removed and must be delivered at least one (1) business day prior to the beginning of the reservation period. Banners must be picked up by Noon first business day following the conclusion of a reservation period. Banners not picked up by this time will be disposed of.