

Posting flyers on campus is limited to recognized student organizations, Ohio State departments, faculty members, staff members, and any Ohio State registered student. Posting on campus must comply with the following procedures:

- **Posting flyers is limited ONLY to designated open posting boards and kiosks. Posting is strictly PROHIBITED in or on the following:**

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| <ul style="list-style-type: none"><li>- ad dispensers</li><li>- ash urns</li><li>- bathrooms</li><li>- benches</li><li>- borders and frames of posting boards</li><li>- brick</li><li>- bus stops</li><li>- campus signage</li><li>- columns</li><li>- concrete</li><li>- doors</li><li>- emergency call phones</li><li>- fixtures</li><li>- glass</li><li>- light poles</li><li>- mailboxes</li><li>- motor vehicles</li></ul> | <ul style="list-style-type: none"><li>- newsstands</li><li>- painted surfaces</li><li>- picnic tables</li><li>- pilings</li><li>- private property</li><li>- railings</li><li>- seating</li><li>- seating walls</li><li>- sidewalks</li><li>- staircases</li><li>- traffic signs</li><li>- trash cans</li><li>- trees</li><li>- utility boxes</li><li>- walls (interior &amp; exterior)</li><li>- windows</li><li>- wood surfaces</li><li>- etc.</li></ul> |
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- Advertising must be for a campus-wide event, including any event open to all students as well as fraternity and sorority events.
- Printed materials must be no larger than 11 x 17 inches.
- Each posting must contain the name of the student organization, department, or individual, 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 flyer/posting for each event shall be placed on each side of a posting board or kiosks. Wallpapering the board is not permitted.
- Foreign language materials must have the name of the sponsoring organization, department, or individual and contact information in English.

Some campus buildings – such as the unions, the university libraries, athletic buildings, and all residence halls – may have more restrictive regulations on postings. Contact the administrator in charge of each building for specific guidelines.

Violations to this policy 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.

