

<b>Office of the University Union  Policies and Procedures</b>	Subject: Promotion/ Vendors/ Solicitation Policies	Reference: VII.E.
	Issued: Amended 3/1998, 3/2002, 3/2004, 10/2005	Page: 1 of 1
	Director's Approval:	

## DISTRIBUTION OF FLYERS, HANDOUTS, AND TABLE TENTS POLICY

### **Table Tents**

In compliance with the University Union's Posting Policy, only University and Student Organization Sponsored events, activities, or issues can be advertised on table tents in the dining areas (Nicolet Room, Phoenix Club, and Garden Café). Table tents are prohibited in the Common Grounds coffee house; unless promoting an event occurring in the coffee house. A table tent is defined as a freestanding object with the sponsoring group clearly identified. These approved groups can produce and distribute their own table tents. Groups distributing table tents must remove their table tents by 8 pm on Friday of every week. Those table tents that are not removed by this time or not in compliance with this policy and the Posting Policy will be removed and recycled by a member of the Union staff. Groups can begin to redistribute their table tents by Saturday morning when the Union opens (or the next day the Union is open).

### **Handouts, Flyers, etc.**

The only group allowed to randomly place a publication in various areas in the Union is the student newspaper staff when they distribute *The Fourth Estate*. Any other (in compliance with the posting Policy) should receive approval from the University Union staff to do so and, with approval, will be directed to place the material in a University Union brochure rack. Any unapproved materials will be removed and recycled by Union staff.

Revised Spring 1998  
 Revised Spring 2002  
 Revised Spring 2004  
 Revised Fall 2005