

Information Desk

The Information Desk accepts flyers, handouts, brochures and similarly approved publicity materials for display at the Information Desk welcome counter.

Materials which do not fit into standard sized counter top displays will not be accepted. (8.5 x 11 flyers or tri-fold brochures)

Promotional Tables

Promotional tables may be reserved by Registered Student Organizations and Affiliated Groups for display and distribution of materials to interested persons in the Charger Union lobby and outdoor locations when the space is not reserved for other use. Solicitation and sales are prohibited unless otherwise approved by the Director of the Charger Union. Reservations can be made through the Charger Union Scheduling Office.

The promotional tables must be reserved in compliance with the general reservation procedures and will be assigned on a first come, first served basis. No more than three promotional tables will be available for reservation at a given time.

Reservations are limited to one (1) table per day up to five (5) days per semester per registered student organization or affiliated campus department.

Tables must be occupied by a member of the reserving group at all times.

Commercial solicitation is not permitted in the Charger Union unless sponsored by a registered student organization or university department and reserved through the Charger Union Scheduling Office. Sponsoring organizations or departments are responsible for the activities taking place. No commercial solicitation for personal gain is permitted nor solicitation that is incompatible with the educational mission of UAH and the Charger Union.

Indoor Banners

Limited space for banners in the Charger Union Atrium/Lobby is available by reservation through the Charger Union Scheduling Office.

Reservations must be made at least 14 days in advance of installation. The duration of a reservation is one week; a week begins Monday and ends Sunday. Limit two consecutive weeklong reservations per event.

Banners must be received in the Charger Union Scheduling Office no later than 12pm on the Friday prior to the reserved week.

Large plywood signs (4 ft. x 8 ft.) are permitted at the Charger Union but space must be reserved with the Charger Union Scheduling Office and are only permitted in the designated location outside of the Charger Union.

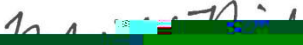

Reservations are available on a first-come, first-served basis; however, advance reservations are encouraged.

Exterior signage must be removed by sponsoring group by midnight following the next business day after the event. Any unclaimed materials will be discarded by Charger Union personnel.


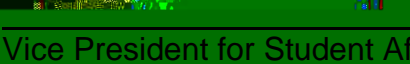
Review

The Auxiliary Services Office is responsible for the review of this policy every five years (or whenever circumstances require).



Approval

Chief University Counsel

Vice President for Student Affairs

Associate Vice President for Auxiliary Services

APPROVED:




President