

STUDENT **Li**FE

CAMPUS DISPLAY REQUEST

FOR REGISTERED STUDENT ORGANIZATIONS

Please return this completed form to the Student Life Office, Union, Room 370, no less than **FIVE (5) WORKING DAYS PRIOR TO DATE REQUESTED FOR DISPLAY TO BE POSTED**. For further information, or if you have questions, contact the Student Life Office at 325-4415.

Student Organizations are responsible for contacting the Student Life Office to confirm approval of this form. No display or posting should take place until confirmation of approval has been made.

If display/posting is in conjunction with an event to be held in University facilities, student organizations must also complete a Facility Use Request or Classroom Use Request no less than ten (10) working days prior to date requested for event.

Registered Student Organization _____

Student Name _____ Phone _____ E-mail _____

Faculty/Staff Adviser _____ Phone _____ E-mail _____

Reason for Publicity _____

Date(s) of Posting _____

Flyers/Posters (Copy must accompany this application)

- In accordance with the Americans with Disabilities Act, printed materials that announce an event or program, must include information to offer accommodations. **An appropriate phrase is:**
- **Accommodations on the basis of disability are available by contacting (name, address, phone) by (date).** Student organization is responsible for the removing all flyers after event. Do not tape flyers to sidewalks, lamp posts, trash cans or other surfaces. Do not tape or staple flyers to benches.
- **All advertising, promotional, or informational material designed for display on any surface is restricted to permanent bulletin boards inside or outside University buildings unless there is prior approval of the Student Affairs Office.**
- Posting in the Housing areas must have prior approval of the Director of Residential Life.
- The Oklahoma Memorial Union will remove any signs/posters on glass doors or walls. Contact the Union Business Office at 325-2121 for more information.
- Is event sponsored by Coca-Cola? Yes No If yes, is the logo printed on poster/flyer?
- Is printing funded or partially funded by UOSA Student Activity Fees? Yes No If yes, the following statement must appear on the flyer/poster: "Printing Funded by UOSA"

Chalked Sidewalks:

- **The material used to mark the walk must be water-soluble YELLOW or WHITE chalk**
- The use of markers, paints, oil-based products, glow-in the dark or spray chalk is prohibited.
- **Chalking must take place on concrete sidewalks, not on buildings, steps or other University-owned property.**
- **Chalking is prohibited on all vertical surfaces, buildings, walls, benches, picnic tables, signs, poles, newsstands, columns, bus stops, mailboxes, light poles and trees.**
- **Chalking must be on a horizontal surface not covered by an overhang. Must be done in open areas that can be directly washed by rain.**
- **Chalking must be kept at least ten feet away from any entry to any building.**
- Chalking must contain the name or be signed by the name of the organization sponsoring it.
- Chalking cannot interfere with another message that has already been chalked.
- Facilities Management reserves the right to clean and remove any chalking, which does not comply with our policies.

Indicate below what will be written on sidewalks: _____

Tree Banner on South Oval – the Student Life Office will assign available tree banner sites. Registered student organizations are responsible for hanging banners and removing. Indicate below what banner will say:

The signatures below indicate that these individuals have read and agree to comply with The University of Oklahoma Facility Use Policy for Student Organizations, and recognize they may be held individually responsible for any violation of the Facility Use Policy, Student Code or other University policy, state, local or federal law committed by the student organization or any of its members or officers.

Signature of Student Responsible for Event (Please Print Name Also) Date

Signature of Faculty/Staff Adviser Responsible for Event (Please Print Name Also) Date

-----**FOR OFFICE USE ONLY**-----

Date/Time Request Received ____ / ____ / ____ a.m./p.m. by _____

Action: Approved ____ / ____ / ____ by (SL staff member's name): _____

Approved ____ / ____ / ____ with Revisions: _____
by (SL staff member's name) _____

Not Approved ____ / ____ / ____ by (SL staff member's name): _____
for the following reason _____

Date _____

Student Organization notification by (SL staff member's name) _____ on ____ / ____ / ____