As a Registered Student Organization (RSO), one of the privileges given is the ability to promote your organization through posting. The Posting Policy is regulated through the Dean of Students Student Life Policies. For more information, please contact the Dean of Students Office at 832-842-6183 or the Center for Student Involvement at 832-842-6245.

General Posting Policies

All materials must be sponsored or cosponsored by a registered student organization. The materials must include the full name of the organization. Materials may not be posted on any undesignated areas, including doors, glass, walls, car windshields, or over previously posted materials. Failure by a student organization to comply with regulations in this policy may result in suspension of posting privileges for one semester (15 school weeks). Continuing to post while privileges are revoked can result in the suspension of the student organization.

Materials may not include advertising for personal or commercial gain. Materials from other campuses, non-profit organizations or those not affiliated with the University which advertise student, university, or community programs and are cosponsored with a registered student organization may be posted with special approval from the Director of the Center for Student Involvement (CSI).

Special Requirements for Posters and Flyers

Posting is permitted on general university bulletin boards. Use of departmental or special area boards requires that permission be obtained from the related office. All general University bulletin boards are cleared around 4 p.m. on the first and third Tuesday of each month. Poster size cannot exceed 14 inches by 22 inches. Only one posting per event is allowed per bulletin board. The University may remove and discard any posters displayed on campus property which are in violation of these policies.

With prior approval from the area coordinator offices, signs may be posted at designated areas in residence hall locations. Poster size in the residence halls may not exceed 8-1/2 inches by 14 inches. (Call Residential Life at 713-743-6020 for more information)

Special Requirements for Banners

Banners are permitted in the University Center and UC Satellite with a confirmed reservation from the University Center’s Conference and Reservation Services (CARS) Office. Banners may only be posted on the railing or landing area over the UC Arbor fountain. Banners are required to have the group’s name clearly printed on the banner. UC CARS does not oversee the approval process for banners to be posted in other buildings or locations. To obtain permission for other areas, see the appropriate dean or area coordinator for that building.

Maximum posting period for event banners will be limited to 10 business days prior to a scheduled event. Space is available on a first-come, first-served basis. Registered student organizations may post up to two banners at one time if the organization has two separate events planned.
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A banner’s dimensions cannot exceed 5 feet tall by 15 feet wide in the UC Arbor, or 3 feet tall by 15 feet wide in the UC Satellite. The standard two-week posting period may be extended through approval during non-peak posting times of the year. Extensions should be requested in advance of initial posting dates in the original request. Banner reservations may be renewed, subject to space availability, every 2 weeks by submitting a new reservation request form.

Student organizations are required to paint their banners on the 1st floor landing above the World Affairs Lounge, and only water-soluble paints may be used. No spray paints allowed. Floors must be covered with cloth or paper to protect from paint. Organizations should not block doorways and access to the elevator. Student organizations are responsible for cleaning the area when finished and must clean their paint brushes in one of two designated areas: 1) the custodial closet on the ground level between the Men’s restroom and the entrance to the UC Games Room or 2) the custodial closet on the Underground level adjacent to the World Affairs Lounge. Student organizations are not permitted to clean paint brushes in drinking fountains, the Men’s/Women’s restrooms, the Mediterranean Room kitchen, or the fountains in the UC Arbor or the World Affairs Lounge.

Student organizations are responsible for removing banners on the expiration date. Failure to remove banners on due date may result in revocation of privileges. The University Center does not assume responsibility for loss or destruction of banners. The University Center may remove and discard any banner without a current reservation.

Grievance Procedures
Complaints regarding alleged violations of the posting policy are handled by the Director of CSI or designate. Grievances may be submitted in writing to the Director of CSI. Appeals of decisions by the Director of CSI should be submitted in writing to the Dean of Students.