To: All Union Staff  
From: Dee Kehrberg  
Re: Banners and Signs  
Effective: August 20, 1999

Outdoor banners and large signs, posted on or around the building, must be approved by the Assistant Director for Operations prior to hanging. Banners may be hung on the railing over the deck on the front of the building or above the Algoma entrance doors by the RMU Staff only. Reservations and requests to do this are handled through the Reservations Coordinator in the Union Administrative Offices and are limited to one week per banner unless specific permission is obtained from the Assistant Director for Operations.

Banners and signs will be approved for campus events and services only. Commercial messages will not be approved. Ideological or politically partisan messages will not be approved. The Union retains the right not to hang banners or signs that may conflict with the mission of the University.

Posters and signs to be hung in either Reeve Union or Blackhawk Commons should be dropped off at the Receptionist Desk, Reeve Administrative Offices. The receptionist should clarify with those dropping off posters/signs that the following conditions apply:

- Event must be sponsored by a recognized student organization or university department
- Posters must pertain to a university event or be student related
- A maximum of 6 posters/signs will be hung throughout the Union and Blackhawk Commons
- Posters/signs will be hung a maximum of two weeks

After receiving posters/signs, the receptionist should stamp one of the lower corners of the poster/sign and write in the date the poster should be taken down and their initials. Stamped posters/signs should be placed in the box provided on the Building Manager’s desk for them to hang.

A centrally located bulletin board in each facility is available for non-university events and services. These bulletin boards will also be used for marketplace advertising such as items for sale, places for rent, and help wanted. A maximum of 1 poster each advertising non-university events/services can be hung in Reeve Union and Blackhawk Commons. Building Managers are responsible for removing dated and inappropriate notices.

Reeve Memorial Union  
Last Revised: 08/18/03