

## **University of Cincinnati Use of Facilities Policy Manual**

### Fundraising

Services of facilities are not available for fundraising purposes if the funds are designed solely to enrich an individual or commercial sponsor. This does not preclude fundraising activities in support of University groups or organizations.

### Distribution of Printed Materials, Publicity, Promotional Methods, Posted Materials

Individuals wanting to distribute printed materials on the West Campus grounds must first schedule the activity/distribution points in the Campus Scheduling Office. Distribution to the University community of printed materials, including fliers, handbills, and announcements, is limited to the east section of Mc Micken Commons, the sidewalk in front of Baldwin and the angled sidewalk on Sigma Sigma Commons (see diagram). In the interests of patient care, no distribution of printed materials is allowed on East Campus grounds.

Distribution must be done in an orderly manner and must not interrupt traffic on campus or otherwise interfere with the normal use of the area. Material distributed must have the name of the sponsoring person or group clearly indicated on the material. Individuals distributing printed materials are responsible for cleaning up debris in the areas affected. Non-University literature may be distributed to University employees only during the employees' non-working time and in non-working areas.

Advertising and promotional literature of events sponsored or co-sponsored by a University group must identify the specific University Department or Organization. All such material must be approved by the sponsor or co-sponsor prior to publication. Non-University groups may not use the University name, seal, logo, or other University identification in any advertising or promotional literature, except to note location of the event.

Any publicity within campus buildings must be registered by the appropriate office and/or person responsible for each bulletin board in the building. Posting is permitted on specified bulletin boards ONLY, not on walls or glass. Posters/fliers must be in reference to a University event or activity and must clearly state the name of the sponsoring group or organization. Posters/fliers must be removed immediately following the event.

### Bulletin Boards

Available West Campus Bulletin Board locations are on file at the Campus Scheduling Office. East Campus locations can be obtained from the appropriate Dean's or Departmental office. Priority is assigned in the following order.

1. Official University events or activities
2. Events or activities sponsored by a recognized University group or unit.
3. Events or activities co-sponsored by a recognized University group or unit.
4. Events or activities sponsored by a non-University group, which may be of benefit or interest to the campus community. Materials in this category are considered only if they do not conflict with University events and if space is available.