

# University of Michigan – Guidelines for Posting Flyers, Posters, and Other Related Items on University Property

Applies to: All buildings, structures, landscapes, and properties owned or leased by the University of Michigan in Ann Arbor. This guideline applies to the exteriors of buildings, etc., and the university grounds, but does not apply to the interior of buildings.

Purpose: To provide a guideline for controlling placement of flyers, posters, etc., on campus in order to maintain a safe environment, control waste, and prevent damage to university property.

## Guidelines:

- Flyers, posters, etc., may be placed only on the round concrete kiosks specifically designed for the posting of such items (see photo), but not on the top metal cap. Therefore flyers, posters, etc., may not be posted, stapled or taped on:
  - the exterior of buildings, either on glass of doors and windows, or on masonry, metal, wood or other exterior building material;
  - trees or other landscape vegetation; or
  - sidewalks, seatwalls, benches, light poles, emergency phones, trash receptacles, triangular Diag boards, or any other outdoor furniture or feature, including public art. Taping flyers on sidewalks creates a slipping hazard.
- The round concrete kiosks will be cleaned off by U-M Grounds staff when papers get too thick and start peeling off, and at a minimum at the end of each term.
- Flyers placed on other elements of campus, including on buildings and sidewalks, will be removed by U-M Grounds staff without notice.
- If unclear what a kiosk is, consult the University Planner's Office (734-764-2455).



Kiosks to be used for posting flyers

## Additional Information:

- Persons, groups, and organizations placing flyers on surfaces other than the round kiosks, may be liable for any damage caused by the adherent technique (tape, staples, etc.).
- With prior approval, Diag advertising boards and banner poles may be used to advertise events. Contact the Student Organizations Resource Center <http://campusinvolvement.umich.edu/sorc>.
- Flyers proposed for posting on bulletin boards and other interior surfaces of a building will be at the discretion of the school, college, department, or unit responsible for the building. No flyers will be allowed on interior surfaces without prior authorization from the appropriate administrator of the building.
- The paper flyers cannot be recycled because of the amount of tape being used on them. Help conserve paper and reduce litter by getting your message out in other ways: e-mail, radio station announcements, *Michigan Daily* ads, reserved posting on campus buses, etc.