

The Commons Posting Procedures

University of Maryland Baltimore County

The Commons provides designated areas to be used for advertising programs, events and services of interest to student organizations, and the University Community. This policy establishes conditions and procedures to accomplish that purpose in an attractive, environmentally sensitive, and orderly manner.

- All items for posting must be submitted to The Campus Information Center (Located at the North Entrance, Lobby level) to be approved.
- Postings must be removed within two (2) working days following an activity or event.
- Postings should not be posted more than one (1) week prior to an activity.
- No more than three postings per event may be hung in The Commons.
- Advertisements representing more than one event or ongoing programs may be removed (At the discretion of The Commons Staff) to facilitate other postings.
- Posters may be no larger 11 x 17.
- The Commons Information Center staff will determine if Operations staff assistance is required to facilitate posting.
- The Commons Staff will remove any postings that are not advertisements for “on campus” events, torn, falling apart, outdated, or in multiple copies. Non-dated material shall be removed to accommodate advertisement for other events.
- Posters and flyers must specifically state what the UMBC event is, where it will be located, who is the sponsor as well as the date and time of the event.
- Leaflets/handout materials are considered posting/advertisements and must be approved prior to hand-out by the Information Center (no stamp required).
- Leaflets/handout materials will only be approved if they are directly related to a UMBC departmental or recognized student organizational on campus activity.
- Leaflet/handout materials left on the handout table located in the lobby of The Commons must directly relate to a UMBC departmental or recognized student organization on campus activity. Any other materials will be discarded at the discretion of The Commons Staff. Non-dated material shall be removed to accommodate advertisement for other events.
- Outside organizations and campus visitors may rent a vendor table through the Campus Scheduling and Guest Services Office to distribute or sell merchandise and/or literature. The UMBC Sales and Solicitation and Concessions Policies will apply.
- The Commons is not responsible for any theft or destruction of any postings. Complaints of this nature may be filed with the University Police.
- Posters may be purchased at Commonvision located on the Ground Floor Rm. 004.
- Newspapers in The Commons may only be distributed by those companies who have an established relationship with the University and who have written permission from the Director of The Commons to do so.
- A limit of five (5) newspapers may be distributed in The Commons. The University newspaper is included in this count and has priority over all other newspapers.

Update 8/17/04

- Newspapers must be placed in racks, supplied by the newspaper and must be kept in an orderly fashion by the newspaper distributor. Papers that are left in bundles outside of the facility in the morning will be discarded prior to circulation.
- Once a newspaper registers with the Director of The Commons or his designee they will have a 60 day trial period in which The Commons Administrative staff will evaluate the service. If at the end of 60 days it is determined that the campus community is not utilizing the distribution, or if the company providing the papers is not maintaining their delivery/rack, then the newspaper will no longer be allowed to distribute in The Commons.