

MUNSTER UNIVERSITY CENTER ADVERTISING AND CHARITY POLICY
Updated Summer 2022 by
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The purpose for the Advertising Policy is to ensure that all campus organizations have equal access to free public advertising space and to equalize opportunities for effective, non-redundant placement of materials.

Signs

- All signs must be brought to the Muenster Center Information (MUC) Desk for approval. The MUC staff will be responsible for hanging all signs in the correct area. The MUC staff will remove any non-approved signs.
- All signs must meet the following criteria:
 - Contains name of recognized student organization and campus organization sponsoring the event/activity (Or community organization near Vermillion for Community Wall)
 - No signs can use college branding in an unauthorized way. Please reach out to Marketing or Creative Services if you are unsure if branding is incorrect.
 - Signs will be limited in size as follows, posters larger than the dimensions below will be treated as banners and must be reserved through the MUC Information Desk:
 - Flyers - 8 1/2" x 11"
 - Posters - 11" x 17"
 - Signs will not be approved if:
 - The sign promotes the sale of products for profit.
 - The sign specifies alcohol or displays alcoholic trademarks or copyright concepts or images.
 - The sign must be specific and list the below details
 - Organization (Organization full name and what it is)
 - Contact Information – for event coordinator or organization
 - MUST HAVE A PHONE NUMBER OR EMAIL
 - Advertisement/Event Details (What, Where, When)
- Posting will be posted on a first come/first serve basis if there is no space on the MUC advertising wall.
- Signs will be removed the day after the event and will be disposed of accordingly.
- If an advertisement does not have a specific event date, the sign will only be posted for a maximum of two weeks.

It is **HIGHLY Encouraged** for all signage to have a disability statement for students to help make every event/activity more accessible:

Example: If you are a person with a disability and need a special accommodation to fully participate, please contact Disability Services at least 48 hours before an event. Disability Services can be reached at 605-658-3745 or email disabilityservices@usd.edu.

Banners – Posters and Signs larger than 8/12 x 11 or 11 x 17

- Reservations can be made on 25Live by reserving (U*MC*BNRI – MUC Banner 1) or by emailing muc@usd.edu.
- Space for banners may be reserved up to one year in advance.
- There is only space for one banner on our advertising wall. Only one reservation will be confirmed/approved for each date/time.
- All current advertising policies apply:
 - Maximum size: 36" x 68".
 - Limit one banner per event.
 - Posting is limited to a maximum of seven consecutive days.
- Banners must be brought to the MUC Information Desk a day prior to your reservation and the Information Desk Staff will then post the banner.

Charitable Donations/Fundraising at the MUC

Many organizations host fundraising drives or otherwise collect money or items for community causes. Your organization must email muc@usd.edu to have your collection approved in the MUC.

- All fundraising or drives in the MUC must be approved and reserved by the Director or Coordinator of the MUC (muc@usd.edu) prior than being brought to the MUC Info Desk.
- Fundraising must meet all criteria set forth by the University of South Dakota and the Board of Regents.
- Charitable Donation boxes must be created and dropped of by the organizer. Charitable Donation Boxes must meet the following criteria, or they will be discarded:
 - All Donation boxes must be labeled clearly and large enough to easily view, explaining the purpose of the box so MUC patrons know what the fundraiser is and can participate if desired.
 - Contact Information for the organizer must be left on the box.
- There are limited spots available for fundraising/charitable drives or collections in the MUC.
- Charitable boxes for collections will be placed by the MUC Staff in designated locations based on the best place for these items.
- A representative from the organization must consistently return to the MUC to maintain the box and collect overflow items.
- Charitable Drives cannot be left in the MUC for longer than 2 weeks.