



202 West Boyd Street, Carson Engineering Center, Room 107
Norman, Oklahoma 73019
(405) 325-2621, Fax (405) 325-7508

COLLEGE OF ENGINEERING RULES FOR POSTING FLYERS AND ADVERTISEMENTS AROUND AND ON COLLEGE OF ENGINEERING FACILITIES/BUILDINGS

NO POSTING OF FLYERS OR INFORMATION ON DOORS, WINDOWS, OR WALLS ON THE NEW DEVON ENERGY HALL AND EXXONMOBIL LAWRENCE G. RAWL ENGINEERING PRACTICE FACILITY. Please look for Bulletin Boards that are in each building to post appropriate Flyers and Information.

*NOTE: The OU College of Engineering plans to go **GREEN** soon – paperless! Please turn in any upcoming meeting notices or other information for College of Engineering students to: coe_newsletter@ou.edu to be included with the weekly CoE Williams Student Services Center E-Newsletter!*

For the present time: For Postings on Felgar Hall and Carson Engineering Center, if students **DO NOT** want their flyers removed by Housekeeping or the College of Engineering, please follow the guidelines as listed below:

1. The flyer **must** be about University related events and functions – all other advertisements will be promptly removed.
2. All flyers **must include:** Accommodations on the basis of disability statement. Example: Accommodations on the basis of disability are available by contacting (name, e-mail address, phone) by (date).
3. The flyers may **NOT** be posted on painted, finished, or brick surfaces. The adhesive in the tape causes damage to these surfaces.
4. **NEVER USE DUCT TAPE** to post flyers. The adhesive on the duct tape can be damaging to glass or surfaces. **“Scotch” type tape** only can be used on glass surfaces!!
5. Flyers posted on glass doors should not **block the line of sight**, i.e. the whole panel can’t be covered – you must be able to see through to the other side. (This is a safety issue and is regulated by The University of Oklahoma).
6. All flyers must include a **DATE** for a specific event. (Once that date has passed the flyers **MUST** be promptly removed by the Student organization or Department).
7. All flyers must have the approval of the faculty/staff adviser or Tiffany Smith, Student Leadership and External Relations Coordinator. A copy of the flyer must be on file with Tiffany Smith located in the Engineering Practice Facility, Suite 241, before posting.

OTHER CAMPUS FLYER POSTINGS - If posting in or on facilities that are not engineering buildings, the University requires student groups to fill out and return a **Campus Display Request form** (separate form) and turn it into the Center for Student Life, OMU, Room 363, for approval. The form requires the signature of the Faculty/Staff Adviser. The form further requires no less than **FIVE (5) WORKING DAYS PRIOR TO DATE REQUESTED FOR DISPLAY TO BE POSTED**. For further information, please call the Center for Student Life at 325-4415.

CHALKING - The Campus Display request form includes guidelines about chalking on campus.

Find these forms and more information at <http://studentlife.ou.edu/content/view/231/181>.