BUILDING SIGNAGE POLICIES

- Materials for display in the Bone Student Center must be dropped off at the InfoCentre for approval prior to posting. Materials for display in the Bowling and Billiards Center must be dropped off at the Bowling and Billiards Center front desk for approval prior to posting. Materials will be posted on bulletin boards only by Bone Student Center/Bowling and Billiards Center staff.
- Only Illinois State University departments, registered student organizations, faculty, staff, or ISU students with a valid Redbird Card may submit items for posting.
- Contact information for the individual submitting the materials should be printed clearly on the back of the materials.
- Materials displayed in the building are not intended for the purpose of advertising any external (non-University) companies, products, etc.
- Materials may not promote any items or programs which conflict with existing lease contracts in the Bone Student Center.
- The Bone Student Center does not accept more than 2 total posters for an event.
- The Bone Student Center does not accept more than 4 total posters (for 2 events or promotions) from one organization at one time.
- Materials should contain an approved Illinois State University logo.
- Materials should contain the Illinois State University accommodations statement: “If you need a special accommodation to fully participate in this program/event, please contact (name, host organization) at (phone number). Please allow sufficient time to arrange the accommodation.”
- Materials must be printed on recycled paper and contain a recycled paper logo, whenever possible. Larger materials may be an exception.
- 17x24 is the maximum measurement for bulletin board materials.
- 14x22 is the maximum measurement for sign standards.
- Materials must contain at least one method for contacting the group sponsoring the event or promotion (phone, email, or website).
- Materials are accepted on a first come/first serve basis and are displayed as space permits.
- Materials will not be displayed longer than 14 days.
- The Bone Student Center reserves the right to deny any request if it does not meet the above criteria or is deemed to include inappropriate content (i.e., nudity, vulgar language, alcohol, etc.).
- Materials found in violation will be removed and recycled. Any group or individual found in violation may be held financially responsible for removal of the posting and for any damages caused by posting such material and may be referred to the Office of Community Rights and Responsibilities.
- Policies/Procedures regarding campus distribution of information specifically for registered student organizations may be obtained from the Dean of Students Office (http://deanofstudents.illinoisstate.edu/students/get-involved/student-involvement-center/resources/event-planning/).
Table Tents
Table tents are not allowed in the Bone Student Center. Digital Signage in the building can be used as an alternative.

Petition/Distribution of Literature
These activities must be registered with the Scheduling and Events Office prior to taking place, and requires a concourse table reservation. Samples of materials to be distributed or surveys/petitions are required for both noncommercial and commercial activities.

Petitioning and distribution of literature may take place only in the concourses at pre-registered tables and must not interfere with those utilizing the building. Traffic must be allowed to flow freely and should not be solicited. Those who refuse to accept literature or sign a petition should not be harassed.

Indoor Clings
1. Clings must relate specifically to an Illinois State University activity or sponsored event that is being held in the Bone/Braden/BB/C/SSB.
2. Effective May 29, 2015: A request for a cling must be made through the Bone Student Center Scheduling Office at 309.438.2222 and should be made when making an event reservation.
4. Clings may be hung from the following locations in the Bone Student Center:
   a. Inside glass at 1 Concourse west – Facing east
   b. Inside glass at 2 Concourse east – Facing west
   c. Inside glass at 2 Concourse east – Facing east
   d. Inside glass at 2 Concourse west – Facing east
5. Only Illinois State University sponsored groups and/or organizations are allowed to make a request.
6. Clings requests must be made 14 days prior to the desired date of the requested reservation. However, it is recommended much earlier than 14 days due to the popularity of space.
7. The name of the department or student group sponsoring the event must be on the banner. In the event of a cooperative arrangement between a University organization and an outside organization, both sponsors' names should appear on the banner. The sponsoring University organization's name should be the larger of the two.
8. Clings cannot promote, advertise or otherwise advocate illegal activity or violate any Bone Student Center, Illinois State University, state, or federal laws and/or policies. This includes alcohol, tobacco, firearms, and/or other commercial endorsements of similar product.
9. PIP personnel will be responsible for hanging and removal of clings.
10. Clings may be displayed for a maximum of 14 days.
11. Clings will be removed by 4:30PM on the last day of the scheduled reservation.
12. The Bone Student Center accepts no responsibility for damage to or theft of clings.
13. The Bone Student Center reserves the right to modify or suspend these guidelines at any time for any reason – especially during times of special university-wide events/programs.
Exceptions to Rule #1 above if the event does not take place in the Bone:

1. The group requesting the cling must be part of the Dean of Students or UPB.
2. Approval of the cling must first be obtained by the Director or the Associate Director of the BSC. The Director may be contacted via email at mspaul@ilstu.edu and by including a .cc to the Associate Director at bldalli@ilstu.edu.
3. The event must take place on the campus of ISU.
4. The window cling will be displayed for one week prior to the event.
5. The window cling location will be at the 2 West entrance.
6. If the event is off-campus, but the BSC serves as the rain site, special consideration may be given to advertise. However, the location of the event may not be a competing entity of the Bone, ie: US Cellular Coliseum, The Marriott, etc.

Digital Signage

1. Digital Signage requests must relate specifically to an Illinois State University activity or sponsored event that is being held in the Bone/Braden/BBC.
2. Only Illinois State University sponsored groups and/or organizations are allowed to make a request.
3. Digital files must be 877 pixels wide by 681 pixels high at 72 dpi.
4. Digital files must be submitted in jpg or png format.
5. Digital Signage requests should be submitted to the Bone Student Center Marketing Coordinator for consideration and approval via the website BoneStudentCenter.IllinoisState.edu/about/advertising.
6. Digital Signage requests must be made at least 14 days prior to the desired start date.
7. The Bone Student Center cannot guarantee placement of all digital files. Due to limited space, requests will be considered on a first-come, first-serve basis.
8. The name of the department or student group sponsoring the event must be on the digital file. In the event of a cooperative arrangement between a University organization and an outside organization, both sponsors’ names should appear on the file. The sponsoring University organization’s name should be the larger of the two.
9. Digital signage cannot promote, advertise, or otherwise advocate illegal activity or violate any Bone Student Center, Illinois State University, state, or federal laws and/or policies. This includes alcohol, tobacco, firearms, and/or other commercial endorsements of similar product.
10. University personnel will be responsible for displaying digital files.
11. Digital files may be displayed for a maximum of 14 days.
12. The Bone Student Center reserves the right to modify or suspend these guidelines at any time for any reason – especially during times of special university-wide events/programs.

Exceptions to Rule #1 above if the event does not take place in the Bone:

1. The group requesting the digital signage must be part of the Dean of Students or UPB.
2. If the event is off-campus, but the BSC serves as the rain site, special consideration may be given to advertise. However, the location of the event may not be a competing entity of the Bone, ie: US Cellular Coliseum, Marriott Hotel & Conference Center, etc.

Please direct any questions, comments or concerns to the InfoCentre Supervisor:
Erin Watts, Marketing Coordinator: 309.438.8837 or emwatts@ilstu.edu