

# CAMPUS DISPLAY FORM

## For Non-Student Organizations/Individuals

Please return this completed form to the Office of Real Estate Operations, 3200 Marshall Avenue, Suite 220, Norman, Oklahoma 73072 no less than **FIVE (5) WORKING DAYS PRIOR TO DATE REQUESTED FOR DISPLAY TO BE POSTED**. Please provide all information requested on the form. **Organizations/Individuals are responsible for contacting the Real Estate Operations Office to confirm approval of this form.** For further information, or if you have questions, please call Real Estate Operations at 325-6041. **No display or posting should take place until receipt of written confirmation.**

Organization/Individual Name \_\_\_\_\_

Organization/Individual Making Request \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Reason for Publicity \_\_\_\_\_

Type of Display \_\_\_\_\_

Date(s) of Posting \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ a.m. /p.m. to \_\_\_\_\_ a.m. /p.m.

**Flyers/Posters** (Copy must accompany this application)

In accordance with the Americans with Disabilities Act, printed materials that announce an event or program, must include information to offer accommodations. An appropriate phrase is:

*Accommodations on the basis of disability are available by contacting (name, address, phone) by (date).*

Organization/individual is responsible for removing all flyers after event. Do not tape flyers to sidewalks, lamp posts, trash cans or other surfaces. Do not tape or staple flyers to benches.

All advertising, promotional, or informational material designed for display on any surface is restricted to permanent bulletin boards inside or outside University buildings unless there is prior approval of the Administrative Affairs Office.

Posting in the Housing areas must have prior approval of the respective Housing Center Coordinators.

The Oklahoma Memorial Union will remove any signs/posters on glass doors or walls. Contact the Union Business Office at 325-2121 for more information.

**Chalked Sidewalks** (Indicate below what will be written on sidewalks:)

\_\_\_\_\_  
\_\_\_\_\_

**Chalking must take place on concrete sidewalks**, not on buildings, steps or other University-owned property. Chalking is prohibited on all vertical surfaces, buildings, walls, benches, picnic tables, signs, poles, newsstands, columns, bus stops, mailboxes, light poles and trees.

- **Chalking must be on a horizontal surface not covered by an overhang. Must be done in open areas that can be directly washed by rain.**
- **The material used to mark the walk must be water-soluble YELLOW or WHITE chalk** (railroad sidewalk chalk may be purchased at Copelin's Office Center). The use of markers, paints, oil-based products, glow-in the dark or spray chalk is prohibited.
- Chalking must be kept at least 10 feet away from any entry to any building.
- Chalking must contain the name or be signed by the name of the organization sponsoring it.
- Chalking cannot interfere with another message that has already been chalked.
- Facilities Management reserves the right to clean and remove any chalking, which does not comply with our policies.

The signatures below indicate that these individuals have read and agree to comply with The University of Oklahoma Facility Use Policy for non-student organizations, and recognize they may be held individually responsible for any violation of the Facility Use Policy, or other University policy, state, local or federal law committed by organization/individual or any of its members or officers.

Signature of Person Responsible for Event \_\_\_\_\_ (Please Print Name Also) \_\_\_\_\_ Date \_\_\_\_\_

-----**FOR OFFICE USE ONLY**-----

Date/Time Request Received \_\_\_\_/\_\_\_\_/\_\_\_\_ a.m./p.m. by \_\_\_\_\_

Action:  Approved \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

Not Approved \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

Date: \_\_\_\_\_