Posting Policy

The Memorial Union Assistant Director for Facilities and Operations approves items for posting on exterior surfaces or the surrounding property, and in all common areas within the building to include (but not limited to) lounges, stairwells, corridors, restrooms, etc. Dining Services approves items posted within Old Main Marketplace, Stomping Grounds, and the Xpress Convenience Store.

Display cases are available for reservation through the Memorial Union Service Center based on a first come-first served basis. Display cases can be reserved for a maximum of 14 days. Customers can request extensions, if the cases have not been requested by other users.

Promotional materials may not contain references to alcohol as part of the promotion, event, sponsorship, theme, etc. References include (but are not limited to): pictures, graphics, product logos, slogans, etc. Promotional material with the intent of educating or raising awareness on the responsible use or associated problems of alcohol may be considered for display.

Promotional materials must include a legible contact name (first and last name for individuals), full name of the sponsoring organization or department, and a complete phone number displayed on the item. Promotional material will also be date stamped by the Memorial Union Administrative Office.

The Memorial Union determines and designates the locations within the building where promotional material may be displayed or placed for distribution.

Memorial Union building partners may display or distribute promotional materials within their respective areas.

Promotional material will not be posted on exterior doors. Exceptions include informational materials relating to Memorial Union operations (i.e., hours of operation, etc.).

Posters displayed on easels, tripods, or display stands (floor mounted displays) should be limited to specific events being held within the Memorial Union. The Memorial Union determines and approves the location of all floor mounted displays. This applies to displays brought into the Union from other organizations or departments.

The Memorial Union is not responsible for any damage to posted material while they are on display or when the material is taken down by Memorial Union staff. Organizations or departments who want their material returned, must advise the Memorial Union Administrative Office and make arrangements to pick up the material after it has been taken down.

Promotional material that is found displayed without proper approval will be removed by the Memorial Union staff. The staff will not be responsible for any damage to promotional material during removal as a result of unauthorized posting. Student Organizations, departments or individuals may be held responsible for damages that occur to painted surfaces or vinyl wall covering when unauthorized promotional material is removed.

Promotional material posted within the Memorial Union does not necessarily reflect the official views of, or constitute endorsement by the University of North Dakota, the Memorial Union, or its tenants.

Student Government Election campaign material will be removed from the Memorial Union before the Union closes for business, on the day before Election Day. This includes promotional items on bulletin boards, table tents, in display cases, etc.