**THUNDAR BOLTS**

ADVERTISING OPTIONS ON CAMPUS
(updated 3/2024)

**General Policies-** *(NDSU Rights & Responsibilities of Community: A Code of Student Behavior, August 2014)*

*Section 8.2.1-* All individuals or organizations responsible for distribution of literature on campus must be identified on the literature.

*Section 8.2.2-* All individuals or organizations distributing literature will be held responsible for cleaning up all liter resulting from its distribution and clean-up costs will be assessed to any such person or group which does not clean up all such liter within a reasonable time.

*Section 8.5-* Placing posters, signs, or handbills except on one’s own personal property or in areas authorized and provided for that purpose by the university is prohibited. In general, individuals should seek permission to post from the individual(s) who has (have) administrative control of that location. For guidance where this person is unknown, please contact the Dean of Student Life Office.

 **Building Policies & Contact Persons**

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| **Building** | **Contact name-Phone** | **#/ Size of poster** | **Policy** |
| Agriculture and Biosystems Engineering  | Chelsie- 7261Or Julie Bietz  |  (2) 11x17  | Approval needed from Main Office, 1st level. Must be a student org and must use pushpins  |
| Architecture & Landscape Architecture | Tim - 9733 |  (2) 81/2 X 11  | Check posters at front desk. Posters will be posted in the studios and doors in the building. |
| Askanase Hall | Karen Dregseth - 8752 |  (1)81/2 X 11  | Dropped of at rm. 107 and Karen will hang them.  |
| Barry Hall | Kay - 8805 |  No poster hanging space. Just Electronic monitors  | Must go to College of Business Dean to get approved to have something on electronic monitor  |
| Bentson Bunker Fieldhouse | Nancy- 7474 |  (2)81/2 X 11/Smaller | Poster board on North wall, lower level and poster boards outside office lower level. |
| Bison Sports Arena | SHAC- 6378 |  (1) 81/2 X 11 | Approval needed Room 102. |
| Civil and Industrial Engineering | Mikki- 7244 |  (6) 81/2 X 11 | Approval needed from Room 201. |
| Construction Management & Engineering. | Mikki- 7244 |  (6) 81/2 X 11 | Approval needed from Room 201. |

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| Dining Services | Residence dining centerTara- 6306 |  1 (8 ½ x11) Digital advertising in all dining centers- This can be found at dining services digital advertising  | Approval needed from Dining Center managers.Residence Dining Center (1 poster)  |
| Dolve Hall | Tonya- 8671 |  (2)81/2 X 11/11 X 17 | Approval needed from Room 111. For NDSU community, no more than 2 posters. Posters should not display prohibited materials.  |
| Electrical Engineering | Eileen -7019 |  (2)Any size/11X17 | Approval needed from Room 101C. |
| E. Morrow Lebedeff Hall/ Family Life Center  | Nancy- 7474 |  (2) 81/2 X 11 | One poster at each entrance. Approval needed from Nancy Moberg |
| Fine Arts | Bill Law- 7420 |  (1) 81/2 X11 | Approval needed from Bill Law, Music Ed. Building. |
| Hultz | - 7712 |  (1)81/2 X 11/11X17 | Approval needed from main office 101 |
| Klai  | Teresa Enderson 1- 6151 | 1. 8 ½ x11
 | Approval needed from, Admin Assistant for school of design or Suite 110 Renaissance  |
| Library | Circulation Desk in lobby  |  (1) 81/2 X 11 | Approval needed from Circulation Desk, 1st level. |
| Loftsgard Hall | Eilene-7973Kamie - 7123Karen -8163 |  (1)81/2 X 11/11X 17 | Poster board lower level and door. Small bulletin board. For Students use  |
| Memorial Union | Student Admin- 8241 |  (3) 11X 17 | Approval needed from Administrative Office, Room 246 |
| Minard Hall | Go to AHSS Dean’s Office for approval  |  (1) 81/2 X 11 | Must be NDSU related.For Dept. boards, see to that department.Check posters in Room 204.Bulletin board on 1st floor  |
| Music Building | Margaret - 9442 |  (3) 11X 17 | Poster board in the student lounge on the second level and Minard Annex. |
| Newman Center | Brain Walker 701-365-3109 brian@bisoncatholic.org |  | Approval needed from Main Office. |
| Putnam Hall | Contact Office personnel. |  - |  - |
| Quentin Burdick Building | Help Desk- 8685 |  (1)81/2 X 11/11X 17 | Check posters at Help desk. |
| Renaissance Hall | Tim - 9733 |  (1) 81/2 X 11 | Check poster in suite 110. Small poster areas and larger ones throughout the building  |
| Residence Hall and University Village | Residence life Office or email ndsu.residence.life@ndsu.edu  |  (34) Max:11X1716 Res Hall18 APT building  | One per residence hall. Approval needed from Residence Life Office, West bison court (they will distribute).3,125 mailbox stuffers \*if approved\*  |
| South Engineering  | Paul Omernik paul.omernik@ndsu.edu  |  (1) 81/2 X 11 | Approval needed from Room 110, Nothing larger than standard letter paper, NDSU Student Orgs and Departments, must be “egregious” not to hang it. Must go to department head to date and hang it.  |
| Stevens Hall | James- 7087 |  (1) 81/2 X 11 | Approval needed at front desk, Room 201. |
| Sudro Hall | Jamie- 7601 |  (1)81/2 X 11/ smaller | Approval needed from Room 123. |
| Van Es | Jeri- 7512 |  (1) 81/2 X 11 | Approval needed from Main Office, Room 150. |

**Outside Banner Policies & Contact Persons**

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| Engineering Walkway | 7494 |  (1) “Bedsheet Size” | Approval needed from Engineering Administration, Room 203. |
| Outside Banner Displays | 1887 |  | Banners- contract(s) for banner(s) need to be signed at facilities management. Banner(s) placement include:1. Trees in front of the library
2. Railings by Engineering buildings
3. Entryway of main library
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| 1. Glenn Hill Center (STEM)
 |  |  | Posters can be hung freely on any poster board that has space. |