



STUDENT RECREATION CENTER

Flyers & Posters

The Student Recreation Center is a beautiful facility with an abundance of glass walls. Coupled with the necessity of the Campus Recreation department needing to post its own program flyers and promotional materials, the availability for flyer and poster postings by non-Campus Recreation organizations and departments is very limited. The following guidelines for posting follow.

1. All materials must be approved by the Campus Recreation office.
2. All flyers and posters will be placed by Campus Recreation staff.
3. For student organizations, only events and programs that promote physical activity or wellness will be considered, not guaranteed.
4. Postings for student organization events must be open to the entire university community.
5. ISU Departmental flyers and posters promoting an event or function not related to physical activity or wellness may be considered under special circumstances but not guaranteed.
6. 8 ½ X 11 flyers in portrait layout is the most acceptable format. Landscape formats will not fit flyer sleeves. Most flyers will be posted in the flyer sleeves of the restroom stalls.
7. Posters will usually be denied as the SRC has very limited space for such. In the event that a poster space is available, only one or two will be posted.
8. No flyers or posters will be allowed to be taped to any windows or doors.
9. Any promotional materials posted without Campus Recreation approval will be taken down and disposed of immediately.

Table Reservations

Tabling is the use of one table and two chairs for the purpose of promoting an activity or event. Guidelines for Tabling follow:

1. Tabling must be reserved a minimum of 14 days in advance through the campus recreation Assistant Director for Membership Services/Reservations Brittani Lee Brittani.Lee@indstate.edu
2. Tabling in the SRC will be limited to club sports organizations, ISU campus organizations promoting a physical activity or wellness event open to the ISU community, or assessment purposes related to physical activity or wellness.
3. Tabling will be limited to the area directly in front of the Welcome Desk area or the south vestibule. The location is at the discretion of the Campus Recreation staff.
4. Flyers and other hand-out materials may be distributed only to individuals who are leaving the facility.
5. Any giveaways or handouts must be approved prior to the reservation. (No Stickers)
6. Cancellations- groups must cancel within 2 business days of the reservation. Failure to show up or notify Brittani.Lee@indstate.edu will result in loss of future reservations.
7. All tabling individuals must following Campus Recreation policies and Staff/Supervisor instructions or requests during their reservation time. A reservation may be cancelled at any time for failure to cooperate with staff and abide by our policies. Groups that are disruptive will be asked to leave and future reservations will be cancelled.