

Flyers and Tabling Policies

Flyers & Posters

The Student Recreation Center has numerous locations across the facility that can be used to display information regarding events and activities occurring on the Indiana State Campus. The Office of Campus Recreation does allow for a limited number of non-Campus Recreation organizations and departments to post promotional items across the facility. The following guidelines to receive approval must be followed:

1. All materials must be approved by the Director of Campus Recreation
2. All Flyers and Posters will be required to be placed in the facility by Recreation Staff
3. If a Student Organization wishes to promote their event, it must be an event that promotes physical activity and wellness to be considered
4. Any posting in the facility must be open to all of the University Community
5. University Departments may promote events not related to physical activity or wellness, however these must be approved by Campus Recreation
6. Large posters will likely be declined by the SRC due to the limited spaces available for advertising. 8 ½ X 11 flyers are recommended.
7. No flyers or posters will be allowed to be taped to any window or door
8. Any materials posted without the approval of the Director of Campus Recreation will be taken down and disposed of.

Tabling

Tabling in the Student Recreation Center must follow the following guidelines:

1. Requests for space must be made at least 14 days in advance using the Reservation Request Form
2. Tabling will be limited to the area in front of the Welcome Desk or South Vestibule Area
3. Flyers and hand-outs can only be given to individuals who are leaving the facility
4. Any handouts must be approved by Campus Recreation before the event
5. Cancellations must be made 2 days in advance
6. All individuals tabling must follow Campus Recreation policies and staff instructions. Reservations can be cancelled at any time if they fail to cooperate with staff and policies.
7. Tabling is limited to 1 table and two chairs per activity

Complete the [Campus Recreation Reservation Request Form](#) to request a tabling location.