



UNIVERSITY OF MINNESOTA ROCHESTER

Temporary Educational Display Board Policy and Procedure:

Those interested in having a display board on UMR's campus must reserve USquare 302 (3rd-floor lounge) or USquare 402 (4th-floor lounge) through [25Live](#). Those interested in having a display board in the Intercultural Student Center should contact [Sharonda Pugh](#).

Student groups interested in a display board should contact Student Activities (stuact@umn.edu) to access the display board and arrange pick up.

Requirements:

- Reservations for an educational display board can be up for a maximum of one week. If the board is still up after seven days, the organization will be contacted and they will be asked to take it down.
- The interested group/organization is in charge of putting the board up and taking the board down.
- Each side of the display board should include in a conspicuous manner, a statement of who the information was provided by.
 - Examples:
 - Information provided on behalf of the Rochester Student Association
 - Information provided on behalf of the University of Minnesota Rochester Diversity and Inclusion Committee

Display boards with the following information will not be allowed:

- Political candidates and messaging
- Non-educational, information must include citations
- Messages of hate and/or bias

This policy and procedure is implemented by the University of Minnesota Rochester (UMR) Marketing & Communication Department.