



UWM Union
Reservations & Event Planning Services

2200 E. Kenwood Blvd
PO Box 413
Milwaukee, WI
53201-0413
414 229-4828 phone
414-229-3243 fax

HANDBILLS/LITERATURE DISTRIBUTION REGISTRATION FORM

No. _____

This certifies that _____ has registered with Reservations and Event Planning Services or its designated representative to distribute handbills/literature in the common areas (hallways and lounge areas) and concourse of the UWM Union. Any distribution of literature in Food Service areas (terrace or Atrium) or Event Spaces (meeting rooms, large event spaces) is prohibited.

Person(s) distributing literature: _____

Organization Represented: _____

Date(s): _____

Time: _____

I understand and agree to abide by the rules governing the distribution of literature/handbills in the Union and on University grounds.

Signature: _____

Student Organization: _____

Sponsor: _____

Issued by: _____

Date: _____

- **This registration form must be shown to University personnel upon request.**

Student, Student Organizations and/or members of groups sponsored by student organizations may be authorized to distribute printed material in any public area upon prior registration with the Reservations and Event Planning Services office.

Handbills and other printed material may be distributed outside the buildings, in lobbies and public corridors of buildings provided such distribution is not unreasonable and does not interfere with the movement of traffic of other scheduled activities.





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Appropriate Hand Bill Locations

Hand Bills are restricted to these locations:

- ❑ Street Level (Ground Level)
 - Kenwood Boulevard Union Entrance (in circle driveway)
 - Single Individual at Maryland Avenue Union Entrance (Outside)
 - South of Black Curtain in Concourse (by Kenwood Entrance)
 - Behind Stairs in Concourse by Elevators
 - Area by Parking and Transit Hallway (backside of old Union Station)
- ❑ Campus Level
 - Bolton Exchange Hallway
 - Business Exchange Hallway
- ❑ Second Level
 - Bolton Exchange Hallway
 - At top of Concourse Stairs

- ❑ Hand billing is not allowing immediately adjacent to any special event space unless the material is associated with the event and approved by Reservations and Event Planning Services.

