(PLEASE READ POLICIES AND PROCEDURES BEFORE SIGNING)

Only an authorized member of a University Department, Office, or Organization may make a request for a banner location. The authorized member making the request shall hereafter be referred to as the ‘Requestor’. The University Department, Office or Organization he/she is representing shall be hereafter referred to as the ‘Sponsor’. A banner location may be reserved for three days prior to the event the banner will be advertising plus the day/days of the event. The total number of days however may not exceed five for an event. If a banner will not be advertising a specific event the banner location may only be reserved for three days. Only one banner location may be reserved for a Sponsor for any given day.

Completion of this form does not confirm that a banner location is available for use. A banner location is only confirmed when a Computer Reservation Form indicating the request as confirmed has been received by the Requestor, or Advisor if the Requestor is a student. The University Center reserves the right to revoke the Sponsor’s reservation at any time if the Sponsor fails to abide by the policies set forth here. The Sponsor is responsible for hanging and removing their banner (except McAlister banner).

Banners must reflect a responsible attitude towards alcohol. Banners, which advertise events where alcohol will be served, must not overtly or covertly state or imply an invitation to participate in excessive drinking. Banners may not have any alcoholic beverages listed on them. This includes event titles that include alcoholic beverages in them. Banners may not have any illustrations that are identified with alcoholic consumption. Banners must not degrade groups or individuals (including sexism). Banners must have the Sponsor’s name printed on them.

There are four banner locations along the Bruff windows on the Pavilion side. They are designated as Bruff 1, Bruff 2, Bruff 3, and Bruff 4. Banners may not exceed 3’-0” in height and 8’-0” in length. Due to damage by wind and weather, banners should be taped down completely along all four sides.

Sponsors planning banners in the McAlister Drive location must provide banners that have been painted on 6 yards of “unprinted duck” canvas. Do not write on the border of the canvas and leave 8-10 inches on both ends, and at least 2 inches on the top and bottom. There must be a seam on top and bottom to hold the rope. The Sponsor must provide the rope to hang the banner. Student Organizations must submit a Job Order request to Facilities Services at least two weeks in advance to hang their banner across McAlister. A fee will be charged.

The Sponsor is responsible for the hanging and removal of banner (except McAlister banner). Banners must be removed by 8:00 a.m. on the day following the end of their reservation time. All tape and remaining paper from the banner must be removed. Failure to remove a banner will result in the banner being discarded.