Who may make a reservation:
Only an authorized member of a University Department, Office, or Organization may make a request for a banner location.

When a reservation may be made:
Generally reservations for banners may be made, provided space is available for any day of the week. Student Organization banners may not be reserved during study and exam periods. 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.

Policies for banner use:
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.

Locations and hanging of banners:
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. The Sponsor is responsible for the hanging and removal of banner (except McAlister banner). Banners must be removed by 8:00am 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. Sponsors reserving banner space 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 an I.T. to Facilities Services at least two weeks in advance to hang their banner across McAlister. A fee will be charged.

Making a reservation:
The authorized member of the Department, Office, or Organization who makes the reservation is known as the ‘Requestor’. The Department, Office, or Organization he/she is a member of is known as the ‘Sponsor’. A reservation may be make by calling the University Center Operations and Reservations Office (room 108, McAlister Auditorium) between the hours of 8:30am and 4:30pm Monday-Friday, except holidays. STUDENT ORGANIZATIONS MUST SUBMIT A REQUEST FORM SIGNED BY THEIR FACULTY/STAFF ADVISER. Once a reservation has been made, a Confirmation Form
is generated and sent to the requestor. The form is sent to the appropriate Student Organization adviser when a reservation is made for a student organization. The Adviser is then responsible for forwarding the copy to the requestor. This form is the Requestor’s confirmation of the reservation.

**Changing a reservation:**
To change a reservation, the requestor or her/his designate must call or come by the University Center Operations and Reservations Office. Changes must be made at least one working day in advance. When a change is made the University Center Operations and Reservations Office will generate a Change Notice indicating the change made and who requested the change. This notice will be sent to the requestor. The notice is sent to the appropriate Student Adviser when the change is made for a Student Organization. The Adviser is then responsible for forwarding the copy to the requestor. This notice is the Requestor’s confirmation that a change was made.

**Canceling a reservation:**
A Requestor who determines that they will not be using a banner they have reserved must cancel the reservation. To cancel a reservation, the Requestor or his/her designate must call or come by the University Center Operations and Reservations Office. When a cancellation is made, the University Center Operations and Reservation Office will generate a Cancellation Notice indicating who made the cancellation. This notice is sent to the appropriate Student Organization adviser when a reservation is made for a Student Organization. The Adviser is then responsible for forwarding the copy to requestor. This notice is the requestor’s confirmation that a cancellation was made. Failure to notify the University Center Operations and Reservations office of a cancellation is advance may result in temporary loss of reservation privileges.