

Banner Policy

The hanging and draping of banners on the poles installed specifically for such support, is authorized under the following conditions:

- A. Only university departments and officially registered University organizations are allowed to hang or drape banners on campus.
- B. Organizations planning to hang or drape banners on campus must file a banner permit application with the Office of Campus Programs in the J. Wayne Reitz Union, room 330, for approval. OCP staff will review the application to determine whether the proposed banner complies with University Rules, particularly the Code of Student Conduct and Rule 6C1-2.019. Permits will be approved no more than twenty (20) class days before the day the banner is to be hung. Organizations may reserve a maximum of five (5) days of banner space per month.
- C. Banners to be hung outdoors must meet the following specifications:
1. Be hung from the banner poles using the existing ropes and hardware.
 2. Banners must be **EXACTLY** 10 feet wide and **EXACTLY** 8 feet tall. There are no exceptions to this size. Groups will hang banners back to back, sharing the provided clips.
 3. Be constructed of heavy cloth, heavy vinyl or heavy plastic, properly sewn and vented. Banners must have grommets to attach the banners using the clips provided.
 4. Banners should not touch the ground. Any banner that is too large or is sagging will be removed. (Note: this is a safety precaution so that individuals cannot hide behind the banners.)
- D. No banners may be placed on building roofs, over a campus road or roadway or placed in such a manner as to impede the normal passage of foot or bicycle traffic.
- E. The organization requesting approval of the banner must defray its cost, and be responsible for the erection and removal of, and any damage caused by such banner. All banners that are NOT removed by the last day of your organization's banner reservation will be disposed of by the Union. Your organization will also lose banner privileges for one semester.
- F. Advertising or sponsorship involving commercial off-campus vendors which is inconsistent with University policy will not be allowed. Refer to Rule 6C1-4.006.
- G. Student Organizations are responsible for knowing and adhering to all banner policies. Failure to do so will result in the loss of an organization's ability to hang banners and possibly the incurrence of fees.

Best Practices for Hanging Banners

Banners should be hung between the pre-installed banner poles on the North Lawn and the Plaza of the Americas.

The poles are pre-installed with measurements of 10' wide and 8' high. If you do not hang your banner with the long side going parallel to the ground, you will be in violation of the banner policy and your banner will be removed.

You should cut wind vents in your banner to prevent the wind from damaging your banner.

It is recommended to:

- use exterior house paint so that rain or sprinklers will not wash the text away.
- use light colored banner materials for your banners so that the text may be easily seen.