



# Outdoor Banner Approval Form

Name(print): \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Organization: \_\_\_\_\_  
\_\_\_\_\_

Organizations are responsible for hanging and taking down banners for the spaces on the bridge between McClain and Baldwin Hall. Banners may hang at this location for a maximum of two (2) weeks.

For more information regarding hanging banners from residence hall windows, pillars, etc., see the *Residential Living Handbook*, and/or contact the appropriate residence hall director.

**Union & Involvement Services**  
**Student Union Building 2000**  
**(660) 785-4222**

## Location desired:

- Pickler Memorial Library
- McClain Hall
- Fence by Pershing
- McClain/Baldwin Bridge (hang self)

## Banner Requirements:

1. Banners must be approved through the U&I prior to taking them to Physical Plant.
2. Banners will be hung on a first-come, first-served basis by the Physical Plant.
3. Banner must be of a material able to withstand wind stress. The preferred size is 66" x 96" (twin size sheet).
4. The organization shall provide a minimum of 50' of rope, which is not reusable.
5. The hanging of a banner is limited to a 2week period.
6. Banners will be returned to the U&I and a notice will be put in the orgs mailbox. If the banner is not picked up within a week it will be thrown away.

## Short description of banner:

(please include event, color on banner, etc.):

**Dates desired:** (Up) \_\_\_\_\_ (Down) \_\_\_\_\_

(Maximum of 2 weeks)

U&I staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Banners must meet the same requirements as other posted materials.**

a) The name of the chartered organization, department, or office must appear on the posted material as the designated sponsor.

I, undersigned, have read and understand the above conditions regarding the hanging of our organization's banner:

b) Commercial postings are only permitted to be hung in Pickler Memorial Library on the general rotating board. Otherwise, outside

entities are not permitted to post on campus unless it is working with a chartered group, University department or University office to sponsor a function. Commercial advertising alone is prohibited.

- c) Materials promoting the consumption of alcohol and tobacco may not be posted on campus. This also includes the co-sponsorship of events by alcoholic beverage distributors.
- d) Banners sponsored by individuals are permitted during campus elections, Homecoming, and Greek Week for campaigning purposes, limited to one banner per person. The name of the chartered organization or University department or office must appear as a sponsor.
- e) **The University reserves the right to remove any form of posted material, and in particular, any material that does not comply with these policies.**