HOLMES STUDENT CENTER
BANNER POLICY

1. The Director of the Holmes Student Center determines which events are considered “all campus” events. A banner is limited to events of this type.

2. The display of a banner shall be limited to a fourteen (14) calendar day period prior to and including the time of the event. The organization will schedule the use of the banner hanging through the General Office.

3. A banner must be removed within twenty four (24) hours following the event. Failure to do so may result in sanctions in future banner displays and a charge for building service to remove the banner.

4. The designated area where a banner will be permitted is by the south steps.

5. The hanging of a banner will be done at a time when hallway traffic is at a minimum preferably after working hours – 8a.m.-4:30p.m.

6. HSC Building Service staff will provide a ladder.

7. For events sponsored by CAB—a banner may be placed that does not necessarily coincide with traditional all campus events. The Director of HSC with CAB representatives will determine the legitimacy of whether a banner is appropriate.

8. A banner should be a size that does not impede with the flow of stair traffic or cause problems.

The organization agrees to all the above.

Name of the Organization_________________________________________________________

Event________________________ Date(s) Requested________________________

Location Approved___________________________________________________________

Signature of Person Responsible_______________________________________________

Today’s Date________________________

Revised 7/17/2007