

## BANNER POLICY

Ten (10) banner spaces are available for use by chartered student organizations and Institute departments for the purpose of marketing Institute related events and awareness initiatives. Banners are placed on the second floor balcony facing the Campanile.

Reservations are accepted on a first come, first served basis through virtual EMS within the semester of the desired reservation. Chartered Student Groups and Departments may reserve one (1) banner space, once per month, for a maximum of ten (10) consecutive days at a time. Banners with confirmed reservations are to be brought to the Student Center Information Desk and will be hung by a Student Center team member within one business day of receiving the banner. Banners should be delivered during normal hours of operation, Monday-Friday, 8:00 a.m.-8:00 p.m. during the Academic Year and 8:00 a.m.-5:00 p.m. during the summer.

Banners must remain in the same banner space for the duration of the reservation. The Student Center team will remove banners at the end of the reservation period or the day following the event date, whichever comes first.

Banners will be held for a period of 3 business days after removal for pickup. After 3 business days, unclaimed banners will be discarded.

### **SETTING UP YOUR BANNER:**

- Banners must be no larger than 5 feet wide and 6 feet long.
- Banners must not contain objects that can fall off.
- Banners must have reinforced grommet holes for hanging.

All banners are subject to review by Student Center Staff. The Student Center is not responsible for banners that are damaged or removed.

The centermost banner location is reserved for the exclusive use of the Student Center Programs Council.