

BANNER POLICY and REQUEST

Requests must be submitted at least ten (10) business days in advance to A.S. Meeting Services. Requests will be reviewed by the A.S. Facilities Board for approval. Off-campus customers are not permitted to submit Banner Requests. The A.S. Facilities Board reserves the right to refuse banners.

Student organization banners may be hung for no longer than one (1) week. Associated students and University Departments may hang banners for no longer than two (2) weeks. Business tenants of Aztec Center may hang banners no longer than two (2) weeks during the semester.

The A.S. Meeting Services cannot guarantee display locations, as they will be placed on a space-available-basis. The sponsoring organization/department will be responsible for the \$40.00 labor charge to hang and remove the approved banners.

GUIDELINES:

- Required Size: **10 feet wide x 3 feet high**, grommet to grommet. Banners must be made of sturdy canvas or vinyl and have grommets. **Banners that do not meet the required size will not be hung.**
- Banners that are political in nature will not be allowed during the week of A.S. elections.
- Banners must be delivered to the A.S. Meeting Services one (1) week before the banner is to be hung.
- Banners must be picked up from the Meeting Services Office within one (1) week of the date it is removed. After one (1) week, Meeting Services accepts no responsibility for the condition of the banner.
- Meeting Services reserves the right to change banner locations. Banners not picked up will automatically be disposed of.

Start Date

End Date

Sponsoring Organization

Name of Requester (Please Print)

Requester Phone

Requester E-mail

Requester Signature

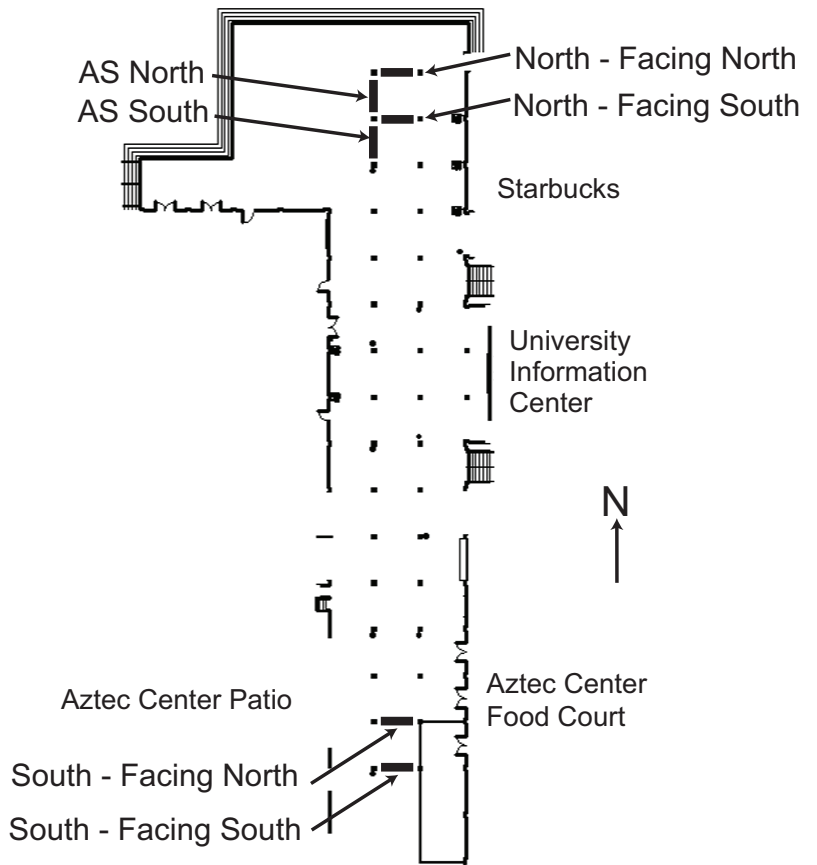
Requested Location: (not guaranteed)

- Walkway North - Facing North
- Walkway North - Facing South
- Walkway South - Facing North
- Walkway South - Facing South

AS USE ONLY	
Reserved for Associates Students	
<input type="checkbox"/>	AS North
<input type="checkbox"/>	AS South
<input type="checkbox"/>	AS Ticket Office

Banner to Read

Aztec Center Walkway & Free Speech Area



A.S. Facilities Board Designee	

Date	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied
Reservation #	_____