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# **BANNER POLICIES**

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Clemson University's Facility Use Policy provides for posting areas throughout campus because publicizing is necessary to support the success of events and programs of recognized student organizations, University departments, and academic units.

The purpose of this banner policy is to:

- 1) Provide guidelines and procedures by which groups and organizations can post banners on the exterior of the Hendrix Student Center and on Bowman Field.
- 2) Outline the approval process for hanging banners with these facilities.

## **Banner Guidelines:**

- All banners must be approved at the Campus Reservations & Events Reservation/Guest Service Desk, located on the 2<sup>nd</sup> floor of the Hendrix Student Center.
- Only recognized student organizations, university departments, and academic units can hang banners on the exterior of the Union and Hendrix. Only banners that promote an activity or event of campuswide interest will be hung from these facilities.
- Banners must clearly promote the activity or event publicized and the sponsoring University organization or department as its primary message.
- The standard size of an exterior banner can only be a maximum of 4' x 20' on weather-proof vinyl with reinforced grommets in each corner.
- The Campus Reservations & Events operations staff will make arrangements with University Facilities to install all banners from our facilities, and the organization or department will be charged all associated fees.
- Banners will be approved on a first-come, first-served basis for a standard posting period of two weeks. In special circumstances, a request to hang for longer than the standard posting period can be made to the facility manager (i.e., Summer Orientation).
- The content of all items for posting must be consistent with the facility use policy and University standards of good taste and may not jeopardize campus safety.
- The approval is left to the discretion of the facility manager or their designee.
- For additional information on other posting policies, such as small banners, fliers, and bulletin board posting policies, please contact the Campus Reservations & Events Reservation Desk at 864-656-4636.

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## CAMPUS BANNER REQUEST FORM



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This form serves as a request to hang banners outside the facilities only. Spaces are only confirmed once you receive a signature from the reservation manager. By submitting this form, you understand there is a fee associated with hanging these banners and agree that your organization or department will comply with all Clemson University policies and procedures.

**Associate Director of Reservation Services: Shawn Jones**    **Email: [shawn2@clemson.edu](mailto:shawn2@clemson.edu)**    **Phone: (864)656-6551**

**Today's Date:** \_\_\_\_\_

**Requested Location (choose one below):**

Hendrix Student Center

Bowman Field

**Banner Contact:** \_\_\_\_\_

**Banner Start Date:** \_\_\_\_\_ **Banner End Date:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Sponsoring Organization:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **@clemson.edu**

Neither the contents of this policy nor the receipt of a registered stamp for posting should be understood as an endorsement of support by Clemson University for the materials being posted or the actual function(s) being advertised. In the interest of public safety, exceptions to this policy may be made by Campus Reservations & Events. A fee will be incurred depending on FM&O charges.

**To submit this form, please return it to the Reservation/Guest Service Desk, on the 2<sup>nd</sup> floor of the Hendrix Student Center or email [reserve@clemson.edu](mailto:reserve@clemson.edu).**

**Reservation Supervisor's Signature:** \_\_\_\_\_

**Account Number To Be Charged:** \_\_\_\_\_

**Printed Name of Financially Responsible Party:** \_\_\_\_\_

**Signature of Financially Responsible Party:** \_\_\_\_\_

**Location of Banner for pick up and return** \_\_\_\_\_