

Office of the University Union Policies and Procedures	Subject: Promotion/ Vendors/ Solicitation Policies	Reference: University Union Board Minutes VII.B.
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BANNER POLICY

- A. Banners or items of similar nature may be posted in a designated banner area if in compliance with this policy. Banners are considered to be materials larger than 120 inches in perimeter (i.e., 24' x 36"). Banners must deal with University or Student organization-sponsored events, activities, or issues.
- B. Designated banner areas include:
1. Stair Tower
 2. The tack strip down the first flight of stairs from the Nicolet foyer
 3. The tack strip down the second flight of stairs from the Nicolet foyer
 4. The top wall section of the ramp located opposite University Union Room 102
 5. The center wall section of the ramp located opposite University Union Room 102 (two separate areas---A and B)
 6. The bottom wall section of the ramp located opposite Student Union Room 102
 7. The Burnt Bluff/Manistique/Wequiock Room alcove areas
 8. Banner - Nic A (on west wall in carpeted area)
 9. Banner – Nic B (on high wall above carpeted area near Alumni Rooms)
 10. Banner – Nic C (on wall to the right of the dish drop area)
 11. Banner – Nic D (on high wall above carpeted entry area)

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Maximum banner dimensions for the designated banner areas are available in the University Union (Reservations area).

- C. Reservations of designated banner areas are to be made with the Union Reservations staff. The University Union staff is responsible for the placement and removal of all banners. Banners must have the sponsor/co-sponsor clearly stated and have a designated date for takedown. (The date of the event would meet this requirement.)
- D. Banner areas can be reserved for a maximum of eight calendar days. An organization or an individual may reserve up to a maximum of two banner areas per eight-day period on a first-come, first-serve basis. Banners are to be

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brought to the University Union Information Center no earlier than four days prior to the reserved posting date and no later than one-day prior. If space is available, the banner space reservation is renewable on the reservation end date for one additional five-day period. The eight-day period for the banner locations (Nic B and Nic D) must be from Saturday to Saturday due to the height and the equipment needed to hang in these locations.

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- E. All banner material must be in compliance with the University Alcohol Policy.
- F. Violation of the University Union Banner Policy may result in revocation of banner posting rights at the discretion of the University Union Policy Board.
- G. Enforcement of this policy is a function of the University Union acting in compliance with these guidelines.
- H. Organizations may be granted exceptions to this policy by submitting a written petition to the University Union Policy Board or by appearing before the University Union Policy Board a minimum of one week prior to posting.
- I. Elections
During the three weeks prior to the first day of elections, the hallway adjacent to University Union Room 102 will be reserved for SGA Elections.
 - a) The hallway will be divided into 10 equal five ft. wide by five ft. high (5' x 5') sections – one per candidate/ticket. Each ticket will be under the name of the office they are running for (i.e., SGA, President
During the three weeks prior to the first day of elections, the hallway adjacent to University Union Room 102 will be reserved for SGA /Vice-President candidates will be “SGA Candidates,” UUB Chair/Vice-Chair will be “UUB Candidates,” etc.)
 - b) A candidate cannot reserve a space until they have turned in all necessary nomination papers. Also, the ticket will not receive a reservation unless their name is on the official published list of candidates.
 - c) The banner must be dropped off no later than one day prior to the first day of the reservation. If it is not, the space is forfeited.

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- d) All other non-SGA campaign/election events (University, Department or student organization sponsored events, activities or issues) will be able to use the remaining banner and booth spaces.

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