The following conditions must be met in order to receive banner approval:

- Banner space applications must be submitted a minimum of five (5) – seven (7) business days prior to reservation date, though more lead time is appreciated.
- Banner space may be utilized only by registered student organizations or MTSU departments for the purpose of advertising events and/or promoting their organization.
- Banners may be displayed up to two (2) consecutive weeks unless approved by the Dean of Student Life or his/her designee for a longer period of time.
- Banners are limited to one per organization unless approved by the Dean of Student Life or his/her designee.
- Banners must be retrieved from the Information Desk of the building where they were hung (KUC or Student Union) no later than five (5) business days following the removal date, after which they will be discarded. The Student Unions department is not responsible for the loss or damage to any banner.
- Banner space is available on a first-come, first-served basis. Placement will be determined by available space in the requested location at the time of the reservation.

Banner Space Requested (check all requested spaces):

- Keathley University Center Patio Railings
  Banners intended for the KUC patio rails will be hung and removed by Student Unions staff. Banners may not exceed 3 ft x 5 ft and must have metal grommets in all four corners so that they may be securely fastened to the rails. Professionally printed banners are recommended to best advertise your organization/event, but canvas fabric (also known as duck cloth) is an inexpensive option for handmade banners. **BED SHEETS WILL NO LONGER BE ACCEPTED.** Please drop banners at the KUC Information Desk (located on the 2nd floor of the KUC) no later than one business day before your reservation.

- Keathley University Center Columns
  (Must be hung by Facility Services and will incur charges. University account number required)
  Banners intended for the KUC columns must be professionally printed, include metal grommets in the corners, and may not exceed 8 ft x 10 ft. The organization will incur charges from Facilities Services to hang and remove the banner, so an account number must be provided. Student Unions staff must submit a Facilities work order to request the banner hanging service, so banners must be turned into the KUC Information Desk no later than 5 business days prior to the first date of the reservation. Bungee cords are provided by the Student Unions department for the purpose of hanging banners.

- Student Union Atrium, 2nd Floor Railing
  Banners intended for the Student Union Atrium 2nd floor railing may not exceed 3 ft x 5 ft and must have metal grommets in all four corners so that they may be securely fastened to the railing by Student Unions staff. Professionally printed banners are recommended to best advertise your organization/event, but canvas fabric (also known as duck cloth) is an inexpensive option for handmade banners. **BED SHEETS ARE NOT PERMISSIBLE.** Please drop banners at the Student Union Information Desk (1st floor lobby of the Student Union building) no later than one business day before your reservation.
Requestor Information (please print legibly):

Contact name: ________________________________________ Date: __________________________

Email address: ________________________________________ Phone: __________________________

Sponsoring organization(s): __________________________________________________________

Banner purpose and/or advertised event: __________________________________________________

Requested display date: ______________________________________ Date for removal: ________________

(Banners may be displayed up to two consecutive weeks, unless an exception by the Dean of Students is granted for a longer period of time)

Please indicate your wishes for the banner at the conclusion of the reservation:

☐ The Student Unions staff may discard the banner after removal.

☐ The Student Unions staff should leave the banner at the Information Desk (KUC or Student Union, according to the reservation) for retrieval by the requestor within five business days.

Approved by:

Student Unions Designee: ______________________________________ Date: __________________________

Dean of Student Life: _______________________________________ Date: __________________________

Please return completed form to Student Union Information Desk

Updated 6/2013