

**University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual**

**Topic: UCSA Window Painting Procedure
Updated: January 21, 2006**

Painting of windows in the approved location of the University Commons (windows located on the west side of the building, facing Argos Green) will be permitted for special campus-wide events (Welcome Week, Homecoming, Fall Frenzy, etc.) The following guidelines will be in effect:

1. Drawings must be submitted and approved in advance by the Associate Director(s), University Commons and Student Activities.
2. Paint to be used must be an approved water-soluble product for window use (can be purchased at local hobby stores).
3. Artwork is to remain not longer than one week on glass.
4. Windows will be cleaned by the sponsoring organization. Cleaning product will be available through the UCSA office and a \$10 product fee will be assessed.
5. Failure to remove paint from window in the specified time frame will result in a \$50 cleaning fee.