

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

**Topic: UCSA Banner Material Policy**  
**Updated: January 6, 2006**

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Due to the substantial cost of providing banner paper and related supplies and the number of student organizations needing this service, the following fee structure is established.

Officially Registered Student Organizations, Sports Clubs, and Student Service Agencies such as Ambassadors, Campus Activities Board, CLOVE, Forensics, Homecoming, Jazz Band, Mentors, Orientation, Residence Life, Student Government and Voyager will each be eligible for five (5) free sheets of banner paper per semester. Additional use will result in a usage fee of \$1.00 per roll for agencies listed above and student organizations.

University departments and individual users will be charged \$1.00 per roll for all paper used (no free paper benefit).

Funded organizations and departments may charge the fee directly to their University accounts. Non-funded organizations and individuals must pay at the time of use.

The banner making room may be used to paint sheets at no charge. Groups and individuals must provide their own sheets and paint. Our banner markers may not be used for sheets: (1) the sheets require an excessive amount of ink and (2) the ink will run when exposed to rain or dew. Oil based paints and spray paints are prohibited in the banner making room, any area inside the University Commons, and on any paved surface.