

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

**Topic: Outdoor Promotional Banners****Updated: June 18, 2007****Safety**

- Students hanging promotional banners on campus do so at their own risk. Caution should be exercised when hanging and removing banners.
- Do not leave vehicles parked in the roadway.

**Site Restrictions**

- Outdoor promotional must be placed at least 50 feet from the entrances of the University.
- Banners should be at least 150 feet from any crosswalk.
- No banners will be allowed between the electronic sign within the median near the Welcome Center and the Baptist Student Center access drive.
  
- Banners may be attached to trees with string or twine but may not be fastened to boulevard light or regulatory signage poles.
- Banners are not permitted on the Commons Patio.
- Banners are not to be hung from the roofs of campus buildings.

**Removal Instructions**

- Banners not advertising a particular event must be taken down after two weeks.
- Banners advertising for an event must be taken down one (1) day after the event takes place.
- Failure to take down banners will result in the following:

- \* 2 days after event takes place = \$10 fine

- \* 3 days after event takes place = \$20 fine

- \* 4 days after event takes place = \$20 fine + \$30 removal fee = \$50 fine

Unregistered sheets will be removed and the sponsoring organization will be charged \$30. Organizations can check out tools from the UC Service Desk if needed for removing sheet banners.

The UCSA staff reserves the right to remove banners that are not in compliance with this procedure that create a potential hazard to personnel or property, or that are improperly displayed or damaged.

Students will be required to sign the Banner Agreement Log.