**Student Union**

**Banner Posting Policies**

* Banner space is available for use by any student organizations and university departments for the purpose of advertising their events.
* Banner space is located on the 2nd floor balcony overlooking the food court.
* Banners **CANNOT** exceed 2’6” tall and 6’ wide in size and **MUST** specify the sponsoring student organization/university department.
* Banners must be approved by the Information Center staff. In order to be approved, the event advertised must be open to all students and sponsored by a registered student organization/university department. All content must be appropriate.
* Banners will be hung by the Student Union staff.
* Banner space is available on a **first come, first serve** basis. There are no reservations.
* Banners will be displayed for a maximum of 2 weeks and will be limited to ONE banner per student organization/university department at a time.
* Banners may be re-hung, but only after they have been taken down for a minimum of one week.
* Banners with glitter are not permitted.