

# UC Commons Banner Guidelines

1. Only UTC departments, offices, and registered Student Organizations are permitted to reserve banner space.
2. Banner spaces will be available one (1) month in advance.
3. Groups cannot reserve banner space for two weeks in a row. If a group wishes to have banners two weeks in a row, they can reserve one week and then check with the UC office on the Friday before the second week they wish to reserve. If space is available the group will be allowed to reserve their second week at that time.
4. Groups failing to provide a banner by the Tuesday of their reserved week may lose their banner privileges.
5. All banners should be completed (including dry-time) by Friday afternoon at 4:00pm of the week before their reservation.
6. Banners will be hung by Sunday afternoon. Any banners that are not ready for hanging by Sunday must wait until the next Operations shift to have their banner hung. **GROUPS MAY NOT HANG THEIR OWN BANNER.**
7. No group is allowed to remove another group's reservation or move another group from a requested spot without the approval of the UC Staff.
8. Groups no longer needing their reserved banner space should contact the University Center Office (423-425-4455) as soon as possible so that other groups may reserve that space.
9. Banners should be no longer than 9' 6" or taller than 3' to be displayed horizontally. **BANNERS CANNOT BE DISPLAYED VERTICALLY.**
10. Banners that are too large or whose content does not meet community standards will not be hung. Groups will be notified to change their banner in these instances.
11. Groups may only place banners advertising weekly meetings **ONCE** per semester. Special events may be advertised for a week at a time.
12. All banners will be saved in the UC Office for 2 weeks after they are taken down. Groups wishing to keep their banner should pick up their banner within that time frame.