

University of Florida

Banner Policy

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The hanging and draping of banners on the interior or exterior of campus buildings and/or from trees or poles installed specifically for such support, is authorized under the following conditions:

- A. Only officially registered University organizations are allowed to hang or drape banners on campus.
- B. Organizations planning to hang or drape banners on campus must file a banner permit application with the Student Activities Center in the J. Wayne Reitz Union for approval by the Director of Student Activities. The Director will review the application to determine whether the proposed banner complies with university Rules, particularly the Code of Student Conduct and Rule 6C1-2.019. Permits will be approved no more than thirty (30) days before the day the banner is to be hung. Banners may be hung for a maximum of ten (10) days.
- C. Banners to be hung outdoors must meet the following specifications:
 1. Banners erected as overheads must:
 - a. Be no more than 100 square foot in size.
 - b. Be constructed of heavy cloth, heavy vinyl or heavy plastic, properly sewn and vented.
 - c. Use rope or cloth tape fasteners of sufficient strength to hold the banner. No staples, wire, nails, or screws may be used to connect banners to trees or buildings.
 - d. If posts are used, have post not exceeding 18 inches in depth.
 - e. Have all rope guys marked to be visible day and night. No wire guys may be used.
 2. No banners may be placed on building roofs, over a campus road or roadway or placed in such a manner as to impede the normal passage of foot or bicycle traffic.
 3. No banner may be placed under or in the immediate area of utility (electrical or telephone) lines or facilities.
 4. Banners can be erected at the Plaza of the Americas, the southern area of the Music building, in front of Turlington Hall, and in housing areas as approved by the Assistant Director of Housing having responsibility over that area. Other locations may be approved upon request by the Director of Student Activities.
 5. The organization requesting approval of the banner must defray its cost, and be responsible for the erection and removal of, and any damage caused by, such banner.
 6. Commercial advertising or sponsorship involving commercial off-campus vendors which is inconsistent with University policy will not be allowed. Refer to Rule 6C1-4.006.
- D. Organizations are responsible for preventing damage to University property such as telephone systems, underground irrigation systems, trees and shrubs. Prior to digging post holes, organizations should consult with the Work Management Center of the Physical Plant Division concerning the location of such systems.
- E. The number of banners will be limited to the capacity of the area as determined by the University official responsible for the area or building where the banners will be hung or draped.
- F. Fraternities and sororities should abide by these regulations when hanging or draping banners on the property of the fraternity or sorority.
- G. Exceptions to this policy may be requested in writing to the Office of the Vice President for Administrative Affairs, 204 Tigert Hall.



BANNER/SIGNBOARD PERMIT APPLICATION

PERIOD FOR WHICH PERMIT IS DESIRED: From _____ 19__ to _____ 19__

ACTIVITY: Name of activity or event to be advertised _____

SPONSORING ORGANIZATION:

Name: _____

Address: _____

Telephone Number: _____

PRESIDENT OR EXECUTIVE OFFICER OF SPONSORING ORGANIZATION:

Name: _____

Title: _____

Telephone Number: _____

ADVERTISING COPY: (Indicate complete wording on Banner/Signboard.)

REQUESTED LOCATION OF BANNER:

(MAY NOT HANG OVER SIDEWALK/PATHWAY, MAY NOT TOUCH THE GROUND, MAY NOT BE PLACED ON A BUILDING - BETWEEN TREES ONLY)

SIZE OF BANNER: _____ *(MUST BE LESS THAN 100 SQ FT)*

The undersigned applicant hereby certifies that all required University Grounds Department and/or area or building director requirements will be met and agrees that the banner or signboard will be removed upon the expiration date of this permit.

DATE: ___/___/___

Name of Applicant Organization

Signature of President or Executive Officer

APPROVAL RECOMMENDED:

Signature of Authority Responsible for Locality

APPROVED ___/___/___

Office of Student Activities