

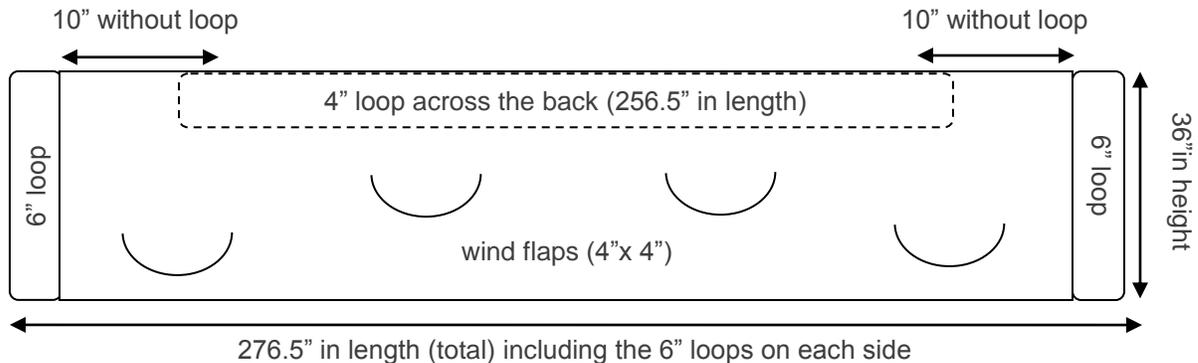
## Schine and Goldstein Student Centers Banner Policy

The following policy is designed to allow Recognized Student Organizations, Administrative Departments, and Academic Departments to properly hang banners for Recognized Student Organization sponsored activities and/or Syracuse University related functions in the Schine and Goldstein Student Centers. All banners must have approval through Student Centers and Programming Services (SCPS) to be displayed.

### Requirements

All banners must adhere to the following rules and regulations to be displayed.

1. A purchase requisition for Physical Plant **estimated** charges of \$120 to have outside banners (Schine only) installed must be submitted to SCPS. There is no charge for hanging of indoor banners. **The reservation will not be confirmed until the requisition has been received.**
2. Banner Reservation Request Forms must be submitted 1 week prior to the scheduled time the group wishes to hang the banner.
3. In the event of more than one request submitted for a given time period, preference is given to Recognized Student Organizations, versus Academic and Administrative departments with priority given in the order in which requests were received.
4. Banner must be given to the SCPS office at least two days prior to reservation hanging date.
5. Banners must include the name of the sponsoring Recognized Student Organization or University Department.
6. Any banner not written in English requires an English translation to be kept on file with SCPS, Schine Student Center, Suite 228D.
7. **Outside banners (Schine only)** must measure 276.5 inches long x 36 inches high, have 6 inch loops on both ends (included in the length, not added onto the 276.5 inches), a 4 inch loop centered across the back of the banner (along the top) measuring 256.5 inches (leaving 10 inches without the loop on each end), and have wind flaps (4 inches x 4 inches) cut into the banner.



8. **Inside banners (Schine and Goldstein)** must measure no more than 8 feet long by 4 feet high with grommets all along the top of the banner, every two feet.
9. Banners have a two week maximum when not related to a specific event and a one week maximum when related to a specific event.
10. Banners will be removed within 3 working business days upon date completion of the banner reservation request form.
11. Banners can be picked up in the SCPS Suite 228D for up to one week after event dates. It is the responsibility of the organization/department to pick up the banner within this allotted time.
12. SCPS is not responsible for lost or damaged banners.

**The SCPS office reserves the right to not put up any banner that does not meet these requirements.**