

Outdoor Schine Student Center Banner Policy

The following policy is designed to allow recognized student organizations, administrative and academic departments to properly hang banners for recognized student organization sponsored activities and /or Syracuse University related functions. All banners must have approval through Student Centers and Programming Services (SCPS) to be displayed. Banner Reservation Request Forms are available in the Schine Student Center, Suite 228D, Monday-Friday, between 8:30am-5pm.

Requirements:

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

1. Banner Reservation Request Forms must be submitted 1 week prior to the scheduled time the group wishes to hang the banner.
2. 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.
3. Banner must be given to the SCPS Office at least two days prior to reserved hanging date.
4. Banners must include the name of the sponsoring recognized student organization/University department.
5. Any banner not written in English requires an English translation to be kept on file with SCPS, Schine Student Center, Suite 228D.
6. Banners must measure 273" LT x 36" HT, have 6 inch loops on either end and wind flaps cut into the banner.
7. Banners have a two week maximum when not related to a specific event and a one week maximum when related to a specific event.
8. Banners will be removed within 3 working business days upon date completion of the banner reservation request form.
9. 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.
10. 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.