PURPOSE: To regulate the placement of banners, posters/flyers, and table tents in the Harper Center for Student Life and Learning and to conform to the Creighton University posting policies.

SOURCE: Harper Center for Student Life and Learning Administration

POLICY: No hanging of banners, display of posters or placement of table tents will be allowed within common spaces, at the Welcome Center of the Harper Center for Student Life and Learning, or within Billy Blues Alumni Grill. A request to override this policy on an individual basis may be placed with the director of the Skutt and Harper Centers’ office. Example: a special all-University event such as Founder’s Week; conferences; large single one-day events; etc. The activities listed on the banners must be scheduled in the Harper Center for Student Life and Living.

An application form must be completed and submitted prior to the request and can be secured in the Reservations and Event Planning offices.

Should a request to override the policy be granted the following guidelines must be adhered to:

- The application form must be submitted to the director of the Skutt and Harper Centers, or his/her designee, 10 days prior to the date of the event.
- Locations and placement for the banner(s) and posters will be negotiable but must be in a location where no special attachments are necessary which will affect surfaces within the facility.
- Regulations for banners, posters, and table tents will be in accordance with guidelines regulated through the Student Activities Office in the Skutt Student Center.
- The Harper Center for Student Life and Learning staff will hang and remove all banners and posters.
- Materials used to construct banners must be of professional grade fabric and all written content must be professionally produced. Poster construction must meet the standards set forth by the Student Activities Office.

Table tents will be allowed in the Brew Jay and Billy Blues Alumni Grill seating areas. These requests will be handled through the Student Activities Office (280-1715) in the Skutt Student Center which oversees posting of this type of advertising. All existing guidelines must be followed.

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[LLC2.7BannerEtc]
Reviewed 2/07; 2/09