

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Building Processes			NO. 3.11		
ISSUED February 1988,	REV. February 14, 1995	REV. December 3, 1996	REV. April, 2001	REV. November 13, 2007	REV.
POLICY Banners/Posters & Flyers/Table Tents			PAGE OF 1 2		

PURPOSE: To regulate the placement of banners, posters/flyers, and table tents in the Skutt Student Center and to conform to the Creighton University Code of Student Conduct and to avoid damage to the Skutt Student Center

SOURCE: Student Activities Office and Skutt Student Center Advisory Board

POLICY: BANNERS

Interior- The content of banners to be displayed in the Skutt Student Center must conform to the University Posting Policy and must avoid demeaning, sexual, racial, or other discriminatory references. Only University-recognized student organizations or University departments may hang banners. There are various locations for banners on each side of the grand stairway, first floor (see diagram). Space must be reserved with the Student Activities Office. Space is available on a first come, first served basis. A banner may hang for a maximum of one week. The banner must be displayed on the days reserved or the space may be given away to another group. All banners must be neat in appearance.

Exterior- Two spaces are available for reservations on the railings on the patio adjacent to Rooms 104 and 105. These banners must be constructed of vinyl material with waterproof ink. The size limit is 36” wide by 72” long. Space must be reserved with the Student Activities Office. Space is available on a first come, first served basis. *A banner may hang for a maximum of one week.* The banner must be displayed on the days reserved or the space may be given away to another group. All banners must be neat in appearance.

POSTERS AND FLYERS

The placement of posters and flyers to be displayed in the Skutt Student Center must conform to the Creighton University Posting Policy and must avoid demeaning, sexual, racial, or other discriminatory references.

Posters are not to exceed 18" X 24" in overall size. Only one of each poster or flyer may be displayed per bulletin board. The name of the organization or sponsor must appear on every poster.

All poster or flyers from off-campus establishments or vendors as well as those that advertise events with alcohol must be approved and stamped for posting by the Student Activities Office. Signs that improperly posted, out-of-date, or inconsistent with these guidelines will be removed and returned to the Student Activities Office. Sponsoring organizations that violate these procedures may be denied future space and may be subject to a fine of \$25.00 per violation.

TABLE TENTS

Table tents may be place on tables in Wareham Court, Jack & Ed's, and the Drawing Room. *Table tents are not to be place on tables on the first and second floors of the Skutt Student Center. No more than two table tents may be displayed at one time.* Only University recognized organizations and University departments may reserve space. Space must be reserved on a first come, first served basis. Table tents *may* be placed for *up to* one week. The size limit for all table tents is 8-1/2" X 5-1/2". If at any time a table tent food or drink spilled on it or is torn, it will be discarded. There are approximately 76 tables in the food court area.

Table tents must be approved by the Student Activities Office. Table tents must be placed on tables by noon Monday of the reserved week or the space may be given away. The content of the table tents must conform to Creighton University's posting policy and must avoid demeaning, sexual, racial, or other discriminatory references.

Signature/Date
Skutt Student Center Advisory Board Member

Signature/Date
Vice President for Student Services or
Designated Representative