

**FACILITY POLICY**  
**Harper Center for Student Life and Learning**

SECTION Facility Information			NO. 2.6b		
ISSUED March 2009	REV. January 2011	REV. May 2011	REV.	REV.	REV.
POLICY Banners/Posters & Flyers/Table Tents – Harper Center for Student Life and Learning			PAGE 1 OF 1		

**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 Harper Center for Student life and Learning.

**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, within Billy Blues Alumni Grill or the Brew Jay. 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 Learning.

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 noted in 2.6a.
- 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.
- The content of the banner, poster or table tents must conform to Creighton University’s posting policy and must avoid demeaning, sexual, racial, or other discriminatory references.