



**EASTERN KENTUCKY UNIVERSITY**

*Serving Kentuckians Since 1906*

Office of Student Life

128 Powell Student Center  
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**OFFICE OF STUDENT LIFE OFFICIAL BANNER POSTING POLICY**

The University recognizes that **advertisements and expressions are important to a vibrant student life**. In order for this information to be delivered in the most effective manner, the following are the established policies and procedures governing the posting of items on Powell Student Center balconies:

**Items Advertising Specific Programs/Events:**

1. Approval will be based on the following content-neutral information being present on the item:
  - Name of the event;
  - Date and time of the event;
  - The organization sponsoring the event;
  - Contact phone number or e-mail
2. All banners **MUST** be approved according to the above criteria **PRIOR** to posting. Any banners found hanging that have not been approved will be immediately removed.
3. Banners may only be hung with zip ties, string, rope, or chains/cables. The use of tape is prohibited. Banners hung with material other than zip ties or string will be taken down immediately.
4. Each approved banner will be permitted to hang for seven business days from the approval date.
5. Each organization is responsible for removing their banner at the end of the approved week.

**Items Advertising Public Service Campaigns/Announcements:**

1. Approval will be based on the following content-neutral information being present on the item:
  - Name of the organization delivering the message.
2. Policies 2 through 5 above apply.

Organizations whose banners are removed by the Office of Student Life will receive a phone call to pick up their banner in Powell 128. The banners will be kept for 3 business days and if not picked up, will be discarded. Fraternity and sorority banners, if removed by the Office of Student Life will be placed in the organization's mailbox.

I have read and agree to the above stated policy. I also understand that failure to abide by the above policy may result in the loss of posting privileges.

Is this a reusable banner? YES / NO

Would you like this banner returned to you if the Office of Student Life removes it? YES / NO

Banner Name _____	Organization Name _____
Post Date _____	Tear Down Date _____
Contact Name _____	Contact Phone _____
Signature _____	Student Life Staff Initials _____ Date _____

