# The University of Arizona Banner Policy & Request Form

Mall Event Scheduling Office • Student Union Memorial Center 348 Phone: (520) 626-2630 • Fax: (520) 621-2545

The following shall be the Banner Policy for the Mall:

#### 1. Approval to hang banner between the palm trees West of the stage on the UA Mall:

- A. Permission must be obtained through Mall Event Scheduling in the SUMC, Rm 348.
- B. Space between the palm trees is 23'.
- C. Banner must be in conjunction with an on-campus program.
- D. Facilities Management, 621-7332, can hang banners for a fee.
- **E.** Contact them at least 10 business days in advance of the hanging date.

## 2. Approval for hanging banners in the Student Union Memorial Center:

- A. Permission must be obtained through the Event Planning Office in SUMC, call 621-1989 or visit www.union.arizona.edu/policies
- **B.** The Student Union charges a fee to hang and remove a banner.

#### 3. Approval for hanging banners from Old Main: contact 621-7060

- A. Permission must be obtained through through the Dean of Students Office, call 621-7060.
- B. Old Main Banner Request Forms can be found at http://dos.web.arizona.edu
- C. Facilities Management, 621-7332, can hang banners for a fee.
- **D.** Contact them at least 10 business days in advance of the hanging date.

### 4. Approval for hanging banners on light poles (Campbell to Park): contact 626-4414

Banners must be in good taste, clean, neat, have correct grammar, and contain no commercial comment other than a small endorsement or acknowledgment. Groups displaying banners must be recognized campus organizations or departments. No banners may be attached to university buildings without permission from the building monitor. For the name of a building monitor contact Facilities Management, 621-1299.

lease type or print legibly.			
nme of Organization			
ontact Person(s)	Phone _	Email	I
cal Address	City	State	Zip
rpose of Banner / In conjunction with event:			
ate(s) Requested for placement (starting and ending)			
ocation(s) requested	Size of banner	(W x H)	
ording/Text of Banner (refer to policy)			
All banner placements must have a signature from Facilities Management.  Facilities Management, Special Events, 621-7332, 1200 N. Mountain			Date
agree to abide by the rules as set out in the University of A.  and may prevent future banner privileges. The University of A.  gnature of Contact Person			-
gnature of Contact Person	Date	Contact Person Name	
DMMENTS/CONDITIONS:			
anner Request: [] Approved [] Disapproved	By: Commerci	al and Mall Activity Coordinator	 