

## A GUIDE FOR STUDENT ORGANIZATIONS

The main lobby of the Campus Center is an attractive location for promoting on-campus events. In order to regulate the hanging of banners by university organizations, these guidelines have been established to ensure that fair and equitable time may be given to all organizations wishing to utilize this method of program promotions.

**Approval must be obtained from the Campus Center Management Office in Campus Center 137 *prior* to the hanging of banners in the Campus Center Lobby.**

Please see the reverse side of this card for more specific information about hanging banners in the Campus Center.

**Campus Center Management assumes no liability against theft, damage, or loss of any hanging or discarded banners.**














**CAMPUS CENTER**  
UNIVERSITY AT ALBANY  
State University of New York

**Campus Center 137**

**518-442-5491**

# Banner Hanging Guidelines:

-  Banners may promote University events or organizations ONLY.
-  Banners must prominently indicate the University sponsor of the event.
-  Banners may be hung with STRING from the 2nd floor gallery railings only (no tape). String will be provided.
-  Banners must not extend below the edge of the lobby doorways nor cover any emergency exit signs.
-  Campus Center Management will provide Banner material free of charge to registered student organizations (one per group/semester). Banners must be 3' high and 6' wide. If using an off-campus vendor for printing a Banner, organization must receive and provide documentation for the certification of Flame Retardance by off-campus vendor to Campus Center Management. Documentation must be accepted by Office of Environmental Health and Safety.
-  All approved banners must display the Campus Center Management authorization in a visible area on a bottom corner.
-  Banners may be approved to hang for a maximum of seven consecutive days.
-  Banner sponsors assume the responsibility for the hanging and removal of banners at the expiration of the authorization period.
-  Banners that are not removed by the expiration date will be taken down by the Campus Center Management staff and stored at the Information Desk. Unclaimed banners will be discarded every Friday
-  Campus Center Management reserves the right to re-arrange or temporarily remove a banner to promote a University sponsored activity and/or during an event that utilizes the Campus Center Lobby.
-  The center lobby location below the Ballroom entrance may only be used Monday through Thursday. The space is reserved for the sponsor of the evening activity in the Ballroom beginning Friday morning