



**ELLIOTT UNIVERSITY CENTER  
OUTDOOR BANNER  
RESERVATION FORM**

Dates Requested: Start \_\_\_\_\_ End \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Name of event, activity: \_\_\_\_\_

Actual date/s of event: \_\_\_\_\_

**For Office Use Only:**

Approved EUC Asst. Director: \_\_\_\_\_ Date: \_\_\_\_\_

Actual Dates Assigned: \_\_\_\_\_

Received Banfin 59 Form: \_\_\_\_\_

Banners shall be made of canvas or permanent banner cloth. Please request outdoor banner material.

Banner space may be reserved in blocks of one (1) week (Monday - Friday). Banners may hang for a maximum of 2 weeks and will be removed by noon the first working day following the event.

Banner Size: Minimum - 4' high by 12' long /maximum - 4' high by 16' long. Banners smaller than the minimum size or larger than the maximum size will not be hung.

Banners are to be horizontal and must have grommets or reinforced holes across the top of the banner. The banners will be hung only in specified locations on the banner tracks provided.

Facilities Operations is responsible for putting up and taking down banners. Requests to hang banners must be made at least two weeks in advance in order to insure staff from Facilities Operations. The Assistant Director for the EUC must initial the Banfin 59 form prior to sending it to Facilities Operations to confirm the dates.

The organization/department will be responsible for the costs to hang and take down the banner. Average cost to hang the banners is \$60.00-\$100.00. Banners should be delivered and picked up in room 251 of the EUC. Facilities Operations will remove the banners and leave them in Room 251 of Elliott University Center. Unclaimed banners will be disposed of after 3 business days.

Revised 7/20/06