

# Tulane

## Banner Location Request Form

Lavin-Bernick Center for University Life

Day and Dates Required

Location: (in order of priority)

- LBC 1  LBC 2  LBC 3  LBC 4  LBC 5  
 LBC 6  Stern 1  Stern 2  Stern 3  Stern 4  
 Stern 5  Stern 6  Pocket Park  McAlister

Title of Event (for calendar)

Tulane Department, Office, or Organization (Sponsor)

Your Name (Requestor)

Phone Number

Email Address

If Student Organization, provide Adviser name and email address

### **PLEASE READ POLICIES AND PROCEDURES BEFORE SIGNING**

Only an authorized member of a University Department, Office, or Organization may make a request for a banner location. The authorized member making the request shall hereafter be referred to as the 'Requestor'. The University Department, Office or Organization he/she is representing shall be hereafter referred to as the 'Sponsor'. A banner location may be reserved for seven days (this includes Saturday and Sunday). Only one banner location may be reserved for a Sponsor for any given day.

***Completion of this form does not confirm that a banner location is available for use.*** A banner location is only confirmed when a Computer Reservation Form indicating the request as confirmed has been received by the Requestor, and Adviser if the Requestor is a student. The Lavin-Bernick Center reserves the right to revoke the Sponsor's reservation at any time if the Sponsor fails to abide by the policies set forth here. The Lavin-Bernick Center student employees will only hang the LBC Banners 1-6 and remove them when the reservation ends. Please bring banner to the Information Desk either the day before or the day of your banner reservation. If you would like to reuse the banner at a later date you must retrieve your banner the day after your reservation ends. The banner may be picked up at the Information Desk. Banners left after two days will be discarded.

Banners must reflect a responsible attitude towards alcohol. Banners, which advertise events where alcohol will be served, must not overtly or covertly state or imply an invitation to participate in excessive drinking. Banners may not have any alcoholic beverages listed on them. This includes event titles that include alcoholic beverages in them. Banners may not have any illustrations that are identified with alcoholic consumption. Banners must not degrade groups or individuals (including sexism). Banners must have the Sponsor's name printed on them.

There are six banner locations along the 2<sup>nd</sup> floor railings of the LBC lobby areas. They are designated as LBC 1, LBC 2, LBC 3, LBC 4, LBC 5, and LBC 6. Banners may not exceed 3'-0" in height and 8'-0" in length. The Pocket Park banner is outside so it must be painted on unprinted duck canvas and not exceed 3'-0" in height and 8'-0" in length. The Sponsor must provide rope/ties and hang the Pocket Park banner or submit an Interdepartmental Order Form to Facilities Services to hang the banner. A fee is charged for this service. There are 6 banner locations under Percival Stern adjacent to PJ's Stern on the academic quad side. These banner spaces are labeled 1-6 and are different lengths and must be professionally produced. Banners to be placed in spaces 1, 3 and 5 should measure 3'x3'. Banners to be hung in spaces 2, 4 and 6 should measure 3'x7'. The Sponsor must provide rope/ties and hang the Stern banner or submit an Interdepartmental Order Form to Facilities Services to hang the banner. A fee is charged for this service.

Sponsors reserving banners in the McAlister Drive location must provide Facilities Services with banners that are 30 feet long by 4 feet high with D-ring grommets at each corner. In addition, ask for reinforced stitching on the sides where you hang the banner to avoid tearing due to wind, etc. Student Organizations must submit an Interdepartmental Order Form to Facilities Services at least two weeks in advance to hang their banner across McAlister. A fee is charged for this service.