

The content of a banner must be approved by the Office of Student Involvement.

- Banners may not exceed twelve (12) feet in length and four (4) feet in height
- There is not a fee for reserving the banner space( first come, first serve basis)
- The location and methods for displaying banners is determined by the OSI staff.
- Banner reservations are for a maximum of one week (seven days).
- Banners may not be used for advertising vendors, product names or logos, or any special acknowledgment other than the activity, date(s), location, and name of student organization/department.
- Banners are displayed from the east, south, and west sides of the second floor of the atrium.
- The Student Centers are not responsible for banners torn down or damaged.
- Banners cannot be displayed on the exterior of the Lincoln Park Student Center.

### **Easels**

- Easels can be requested during business hours by contacting the Student Centers building manager at the information desk on the first floor and may be used to display advertising for the day of the event only. An equipment release form must be filled out before the easel can be checked out.
- Easels can also be requested for use as part of an event reservation within the reserved room. These easels should be made at the time of the room reservation.
- Easels are limited in number and subject to availability.
- The content of the material placed on the easels is subject to the approval of the Office of Student Involvement.
- Posting requests for the promotional walls and bulletin boards must be approved and stamped in the Office of Student Involvement.

### **Front Porch**

- Though not formally reservable in EMS, the space outside of the east and west entrance and exit of the Student Center (the “front porch”) can be reserved and approved on a case by case basis for demonstrations and protests. All efforts should be made to keep activity on the west side of the facility and only during business hours.
- No signage or objects may be placed on the Fr. Egan Statue.
- Furniture may not be requested for the space and no amplified sound may be used
- Messages can be written using sidewalk chalk on the horizontal cement surfaces and walkways of campus. Messages may not contain profanity or may not abuse, assail, intimidate, demean, victimize, or have the effect of creating a hostile environment for any person or group of people based on any of the protected characteristics in the University's Anti-Discriminatory Harassment Policy (available on the University's Policies & Procedures website) (see “Chalking”)
- See also **“Protests/Demonstrations/Prayer Vigils”** and **“Outdoor Spaces”**.