



## Emory Student Center Operations & Events Outdoor Banner Reservation Process and Guidelines

### Objective

Provide opportunity for banner hanging through pilot program beginning with Fall 2024 semester, and ensure banners are hung properly without harming the natural environment and removed promptly, in accordance with Emory Student Center Operations and Events Posting policy.

### Banners

During the pilot, banners for registered student events in the Hub may be hung on one of two designated, reservable outdoor banner poles when the regular fall and spring classes are in session, and reservations must be submitted by recognized student organizations and approved through the Hub and 25Live. Banners will be approved no less than fourteen (14) days (two weeks) before the day the banner is to be hung.

Banners will not be approved during exam periods and breaks. Banners must be hung on designated poles without harming university property, including elements of the natural landscape such as trees and shrubs. The recognized student organization requesting approval of the banner must pay for and be responsible for putting up and removing the banner and any damage caused by it. SCOE does not provide banners. Banners are not permitted in any other location around the Student Centers.

### Banners Schedule

There is a limit of one banner per designated area per event, regardless of the number of sponsoring organizations. Recognized Student Organizations can reserve these locations through the reservation system on a first-come, first-served basis.

Banner reservations begin at 10 a.m., Monday and Wednesday for a maximum of 48 hours and Friday at 10 a.m. for 72 hours. To provide opportunities for recognized student organizations and to use the limited number of banner pole locations, consecutive reservations are not permitted. After each banner is removed there is a (14) day (two week) lag time for each Recognized Student Organization and before they can hang another banner.

Banners remaining at the start of the next reservation timeframe will be removed and discarded by SCOE; individuals wanting to keep their banners must take care to remove them before the hour (i.e., 9 a.m.) before the designated reservation end time (i.e., 10 a.m.). Materials may also be removed on occasion when preparing for major university events.

### Banner Materials

- The banner must be constructed of heavy cloth, vinyl, or plastic, properly sewn, and vented. It must also have grommets for attaching to the banner using clips.
- Banners should not touch the ground. Any banner that is too large or is sagging will be removed.
- Banners must have all ropes marked to be visible day and night. No wire may be used.

**Banner Check and Removal Schedule**

On Monday, Wednesday, and Friday at 9 a.m., banners with expired reservations will be removed; at 10 a.m., the approved reserving organization can hang new banners.