



CAMPUS SHEET SIGN/BANNER POSTING POLICY

The following policy is designed to allow registered, in good standing, student organizations, administrative and academic departments, and individual employees to properly post sheet signs and banners on the VSU campus in a manner consistent with the mission of the University.

Banners/Sheet Signs:

- 1) Must be approved by the Office of Student Life (1st floor, Hopper Hall, 333-5674).
- 2) To be hung on the University Center building must be approved by the Office of Event Services (UC North, entrance #2, 333-5998). Two weeks advance notice is required. Office of Plant Operations must be contacted to hang the sign (333-5875).
- 3) To be hung on VSU shuttle buses must be approved by the Parking & Transportation Office (114Georgia Avenue, 293-PARK).
- 4) May be hung from Trees and Lampposts. However, No Banners or Sheet Signs may be hung from nor attached to buildings or walls.
- 5) Can be displayed up to ten (10) business days prior to the event and both the Banner/Sheet Sign and the Rope or Twine must be removed by the sponsoring organization or individual within one day after the event. In special circumstances, approval may be granted for longer display periods.
- 6) Must include the Name of the sponsoring organization(s), department(s), or individual(s); b) the Date, Time, and Location of the program or event; and c) the Required Office of Student Life Approval.
- 7) May not be obscene or defamatory, and must not violate University, federal, state, or local laws.
- 8) May be hung/attached using only Twine, String or Rope and must not be attached in ways that will cause damage to trees, light posts, or other objects. All String, Twine, Rope, etc. must be removed within one day after the event. May not be suspended from the walkway over Oak Street. May not be displayed in areas that will obstruct traffic or the normal use of facilities.
- 9) Will be approved on a first-come, first-served basis.
- 10) The Office of Student Life is not responsible for any loss of or damage done to a banner/sheet sign posted on the VSU campus.

Any Banners/Sheet Signs which violate this posting policy will be removed regardless of content or sponsoring entity, and disposed of by the Office of Student Life. The first time this policy is violated, a warning letter will be issued to the responsible organization or individual. Further instances of failure to comply with these regulations will result in loss of privileges for hanging sheet signs and banners on campus for the remainder of that semester, and/or loss of facilities use privileges, and/or other appropriate disciplinary measures.

Complaints filed against any University student, faculty, or staff member, or student organization that destroys, defaces, or removes banners/sheet signs without permission will be under the jurisdiction of the University Judicial System.

The University reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy. The University reserves the right to update and amend this policy at any time.

I understand and agree to the terms of the VSU Campus Sheet Sign/Banner Posting Policy.

Print Organization Name _____

Print Name _____ **Signature** _____

Phone(s) _____ **Email** _____

Location of Sheet Sign/Banner _____

Date Sheet Sign/Banner Put Up _____ **Date To Be Removed** _____