

IUPUI CAMPUS CENTER
Bell Tower Banner Request

Banner space to advertise IUPUI sponsored campus programs and events is available on the interior wall of Campus Center. This form is only a request. Confirmations will be sent via email, usually within 3 business days. Completed forms may be returned to the Campus Center Administrative Office (CE 278) or faxed to 278-0828. Space for this type of advertising is on a first come first serve basis and space is very limited. The following regulations do apply:

Banners

- Banners should be professional looking
- Display is limited to the interior south wall of the bell tower (facing North)
- There is a **30-day maximum limit** for banner displays
- Events advertised must be sponsored by an IUPUI department/school or registered student organization
- Events must be open or applicable to the entire IUPUI campus community
- The maximum size is permitted is **76" (width) x 264" (length)**
- All banners must have a horizontal sleeve at the stop for proper installation on hanging rod
- Banners can only be hanged using existing hardware rod provided
- Requests will be accepted on a case-by-case basis, as space is available
- The sponsoring IUPUI department or registered organization is responsible for all costs associated with hanging and removal of a banner (**cost is approximately \$ 80.00**)
- Arrangement for the display and removal of banner will be made by Campus Center staff
- Banners not picked up within three (3) business day after removal will be discarded

Requestor and Sponsoring Group

Name: _____ Campus ID # _____

Phone # _____ Email: _____

Dept. /Organization: _____

Event/Posting Information (Requests must be submitted at least **10 business days** prior to the posting start date)

Name of Event: _____

Proposed Posting Start Date: _____

Proposed Posting End Date: _____

IUPUI Account # _____ <p style="text-align: center;">IUPUI Departments</p> Fiscal Officer Signature (Required) _____ <small>*We <u>must</u> have the department's fiscal officer's signature to process the request.</small>
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Registered student organizations must make payment for the hanging and removal of a banner before the posting start date or the banner will not be installed.

I have read and agree to abide by the policies governing the use of the IUPUI Campus Center, as listed in the Campus Center Policy and Procedures Manual. I certify that I am a current student, faculty, or staff at IUPUI. I certify that the information I have submitted is correct. I understand that submitting this form is only a request, and space may not be available. I understand that if I do not adhere to this agreement or any part hereof, that my privilege of using this manner of display in the Campus Center can be forfeited.

Signature	Date
For office use only: Approved: Yes No Dates: From _____ To _____	
7/28/10 Ini. _____ Date _____	