

UAM OPERATING PROCEDURE 740.1

RE: Banner/Signage installation on
Campus owned/controlled property

July 1, 2011

Revised: August 6, 2013

The posting of banner/signage or other exterior announcement materials on the campus must be approved through the Office of Student Affairs. Approved banner/signage may only be posted in designated areas which include premium banner/signage sites at several locations throughout the campus and/or the chain link fence of the football field and tennis courts. No posting or display should take place until confirmation of approval has been made by the Director of Student Programs and Activities.

Banner/signage may only be used during the approved times of the related activities on campus, should be removed immediately after such activities are completed, and banner poles must be returned to Office of Student Programs & Activities. Any unapproved banner/signage posting is strictly prohibited and will be removed immediately. The sponsoring department, organization, and/or individual posting unapproved banner/signage will be sanctioned accordingly through the Office of Student Affairs and/or University Public Safety.

Banner/signage used for promotional or informational purposes may be displayed for periods up to fourteen (14) days. Extending the time for the display of promotional or informational banner/signage must be obtained from the Vice Chancellor for Student Affairs or his/her designee.

The Office of Student Programs and Activities will manage the content, site-reservation, and pole pick-up/return of premium banner/signage sites on the campus. Institutional banner/signage campaigns will take precedence over all university department/student organization banner/signage campaigns. The University reserves the right to deny banner/signage placements for expression that is obscene or defamatory, or consists of fighting words, threats of physical harm, or incites imminent lawless action. No banner/signage shall be affixed to University buildings, exterior facilities, any other permanent structures, or vehicle windshields. Exceptions will be made for University sponsored function that include, but is not limited to: Homecoming, Parent/Family Appreciation Day, Scholars Day, Commencement or other events explicitly approved by the Executive Council.

University departments/student organizations may reserve premium banner/signage sites at several locations on the campus. The **Premium Banner/Signage Reservation Form** may be obtained in the Office of Student Programs and Activities or by visiting the UAM website at: <http://www.uamont.edu/studentaffairs/StudentPrograms/home.htm> . The form should be submitted no less than five (5) working days prior to the date requested for banner/signage to be posted.

No premium banner/signage site will be scheduled or poles issued until confirmation of approval has been made by the Director of Student Programs and Activities.