



UNIVERSITY OF CENTRAL FLORIDA

Student Union Pole Banner Policy

The UCF Student Union reserves the right to make any changes to this policy manual at any time. The most current version of this manual will always be available online at studentunion.ucf.edu.

Updated 11/28/2022 • Student Union Administration



Pole Banners

The Student Union permits Student Government, SG Agencies, and University Departments to hang pole banners. Banners must be promoting a university-wide multi-day event, celebration, recognition, or initiative relevant to UCF student engagement.

There are approximately **57** pole banner locations. Please see the breakdown of each location below:

- South Patio – **14**
- Boardwalk – **36**
 - East boardwalk – **9**
 - North boardwalk – **12**
 - Bus loop – **6**
 - Central seating area – **9**
- 2nd floor Atrium – **7**

Total: 57

To submit a request for a pole banner to be displayed on the Student Union South Patio, Boardwalk, or Atrium, please complete the **Pole Banner Reservation Form** available on our website.

For any questions or concerns please email unionres@ucf.edu.

Timelines

In an effort to provide Student Government, SG Agencies, and University Departments the opportunity to utilize our outside pole banners the Student Union has implemented the following timelines:

- **Minimum Booking Length** - 1 calendar week - weekday to weekday
- **Maximum Booking Length** - 1 calendar month - not starting or ending on a weekend
- **Reservation Deadline** – All banner reservation requests must be made 3 weeks prior to the first day of banner reservation to ensure ample time for staffing.
- **Labor Fee** – A \$100 labor fee will be applied to each reservation to cover setup, strike, and handling.
- **Banner Set Date** - morning (before 10a) of first day of booking
- **Banner Pickup** – All banner pickups must be scheduled with an Event Planning Assistant
- **Banner Disposal** – Banners will be considered abandoned and subject to immediate disposal if not retrieved within 5 days after strike.

Policies and Procedures

The UCF Student Union Event Team works hard to help our students, university staff, and campus partners reserve outside banner spaces around the Student Union. The goal of our outside banner policy is to increase understanding and usage of processes to ensure a safe and successful experience. The Student Union has implemented the following policies and procedures for our outside banners:

- **Size**

All banners must be 25" wide, 37" tall, 4" pockets on top and bottom.

- **Quantity**

The **maximum** quantity of banner spaces available is 57. For reservations spanning both outdoor locations (South Patio and Boardwalk), the Student Union recommends a **minimum** quantity of 43 banners.

- **Content**

In efforts to promote the Student Union being the heart of campus, all banners must be student-focused and promote a university-wide multi-day event, celebration, recognition, or initiative.

- **Responsibility for Banners**

The Student Union will be held harmless for damage or theft of banners set in public areas, including but not limited to the South Patio, Boardwalk, and Atrium locations.

All banner pickups must be scheduled with an Event Planning Assistant and must be retrieved within 5 business days of strike. After 5 business days, the Student Union will no longer be held responsible for banners. Banners not retrieved within this timeframe will be considered abandoned and are subject to immediate disposal.