



Administrative Policies and Procedures

Office of the Executive Vice President for Administration

Policy Title Interior Banners/Temporary Signage/Electronic Displays

Banners and temporary signage may be placed on a first come, first served, space available basis at designated sites in many of the classroom buildings on campus as well as the Tivoli Student Union. These sites are for advertising programs and services sponsored by CCD, MSCD and UCDHSC Student Activities/Life Offices, Student Governments and institutionally recognized student organizations, as well as any student organization sponsored by the aforementioned. Institutional departments will also be allowed to hang banners. Banners must meet the following regulations:

1. Banners and signage must advertise open events and may be placed no more than two weeks prior to the day of the event. If the event is ongoing, a banner may only be hung for a maximum period of two weeks, with the exception of established series events directly sponsored by the Student Activities / Life Offices of the Institutions or other series event-producing departments such as theater or music departments.
2. Maximum banner size permitted is limited to fifteen (15) feet horizontal length by four (4) feet in vertical height. Most locations in the classroom buildings cannot accept that size of banner. Please contact the Auraria Campus Event Services (ACES) Office for size limitations for specific locations prior to making the banner. ACES will approve vertical banners where possible.
3. All banners and signage must contain the name and contact information of the organization sponsoring the event(s) or services.
4. Banner space must be reserved through the ACES Office at least two business days before the reserved posting date. ACES staff will hang the banner and remove it once the reservation is over unless prior arrangements have been authorized by ACES.
5. While ACES staff will be diligent in their efforts to preserve banners, ACES staff are not responsible for returning banners to sponsoring organizations, nor for damage incurred in its removal or for the period in which it is hung. Banners must be picked up by the sponsoring organization within two business days following the advertised event.
6. Banners placed in approved locations during student elections and student referendums may come under special guidelines dependent upon location of polling place. Individuals are required to check special regulations for elections with their institutional election commissioners.
7. Requests for other types of temporary signage will be evaluated on a case-by-case basis by ACES. Most other types of temporary signage may be covered by the ACES Posting Policy. Temporary way finding or control signage are examples of temporary signage that should be evaluated to assure maximum functionality from all perspectives.
8. The ACES staff, in consultation with the Student Activities/Life Offices, or other affected departments, reserves the right to rearrange banners, or other temporary signage if needed. This may be done in order to insure heating/air conditioning vents remain clear, entries are not blocked, safety or security concerns are addressed, and advertising potential for all parties is maximized.

9. An LED board is available in the Tivoli Student Union for advertising campus events. There are very specific guidelines for use of this board. Please see ACES staff for information about the use of this board. Other LED boards are in different campus buildings. These boards are programmed and controlled by their respective institutional departments. Requests for installation of additional audio/visual components anywhere on campus must be submitted to Facilities Management.
10. The Director of ACES may authorize modifications of the above policies to maximize the advertising opportunities for campus entities.

Buildings and Locations of Banner Space:

<i>Building</i>	<i>Location</i>
Arts Building	Stairwells
Central Classroom	Stairwells
King Center Performing Arts Section*	
King Center Classroom Section	Stairwells
North Classroom	Stairwells
PER Building	Stairwells and Railings
Event Center**	
Plaza Building	Stairwells and Lower Corridor Wall
Science Building	Stairwells
South Classroom	Lobby and Stairwells
Technology Building	East and North Entry
Tivoli Student Union	Atrium and Tavern
West Classroom	Stairwells

* Requests for banners or other signage at the King Center Performing Arts Section are subject to approval by the King Center Advisory Committee.

** Because of the special nature of the Event Center, requests for banners and temporary signage may not be allowed and are subject to approval by the Event Center Stakeholders Committee.