

**Banner, Table Tent and Display Case
Request Form**

Group Name*: _____

Group Contact Name/Title/Phone: _____

Group Contact Email Address: _____

Name and Type of Event: _____

Date/Time/Place of Event: _____

Requested Posting Date: _____

Banner Location Preference: ☐ UC Arbor First Floor ☐ UC Arbor Second Floor ☐ UC Satellite

Table Tent Location Preference: ☐ UC Food Court ☐ UC Satellite Food Court

Display Case: ☐ (Located on ramp leading into the UC Underground)

*Registered Student Organizations; UH Campus Departments; On-Campus Contracted Businesses Only

Banner, Table Tent and Display Cases Policies: (Summary, See UC Policy for complete policy)

Banners:

- Only two (2) banners per UH Registered Student Organization may be posted at any given time.
- Only one (1) banner per UH Department or On-Campus Contracted Business may be posted at any given time.
- A banner's dimensions may not exceed 5' tall by 15' wide in the UC Arbor, or 3' tall by 15' wide in the UC Satellite.
- All banners are required to have the group's name clearly printed on the banner.
- Maximum posting period will be limited to fourteen (14) days.
- Banners to be posted on landing area over the UC Arbor Fountain must be requested in advance only (minimum one (1) business day prior to scheduled event) and will be limited to posting on the day of event only since this space is considered a prime posting location.
- For information on the use of banners for Traditional Banner Contests, contact the Center for Student Involvement.

Table Tents:

- Only one (1) table tent per table per reservation may be posted
- Table Tents must not exceed the maximum size of 8.5' x 11'.
- Reservations for table tent locations are limited to three (3) consecutive business days
- All Table Tents are required to have the group's name clearly printed on the Table Tents.

Display Cases:

- Maximum posting period will be limited to fourteen (14) days.
- Display cases are available to Registered Student Organizations only.
- Group's name must be clearly visible within the display case.

Removal:

- The group is responsible for removal of displays by the designated due date noted on written confirmations issued by the UC Conference and Reservation Services (UC CARS) Office.
- Expired displays not removed by reserving organization will be removed by UC staff and may be destroyed or stored in the UC CARS Office for pickup for no more than 2 (two) weeks.

Display Time Period Extensions & Multiple Banners:

- The standard two-week posting period may be extended/granted through approval during non-peak posting times of the year. Extensions should be requested in advance of initial posting dates in the original request.
- UH Registered Student Organizations will have the option to post up to two (2) banners at one time or have overlapping times in the event two (2) separate events are planned by the organization.
- UH Departments and On-Campus Contracted Businesses will remain limited to one (1) banner posted at any time.

I agree my group is responsible for following all policies related to posting of banners and table tents as noted in the ***Student Organizations Handbook*** and the ***University Centers Facilities Use Policies***.

Signature of Group Representative _____

Date _____

State Law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.