



Library Banner Form

ORGANIZATION _____

CONTACT PERSON _____ COLLEGE _____

EMAIL _____ PVC POLE SET BORROWED: # _____

BANNER TO HANG THROUGH (DATE) _____

Banners may be hung Monday - Friday during office hours but before 4:30 pm. They may not be hung during inclement weather.

Banner must be checked by the Office of Student Activities before being hung.

Please sketch the design of your banner in the space to the left.

Form must be signed in the Office of Student Activities. Signed form should be taken to the library with the banner.

- I promise to remove my banner from Fondren Library by the date listed above. If I do not remove my banner by the appointed time, it will be confiscated and I may be fined according to the Student Handbook.
- I promise to return the PVC pipes and ropes, if borrowed, to the Office of Student Activities, otherwise I will pay a fine.
- I promise to remove from the roof and return to the Office of Student Activities any banner that I remove while hanging mine.
- I have followed all the rules for banners, including using PVC pipe, a twin bed sheet and waterproof paint.
- I promise to check my banner frequently to make sure it is in good condition and hanging properly.
- I am aware that I will be held responsible for any property damages or injuries caused by my actions.

SIGNATURE _____ DATE _____

APPROVED BY _____ DATE _____

Guidelines for Hanging a Library Banner

These guidelines have been established to ensure that student organizations and colleges will be able to continue hanging library banners. The implementation of the following procedures ensures the safety of students and passersby and minimizes damage to the roof and library wall.

Reservation & Approval

Stop by the Student Activities Office to reserve a space for your banner well in advance. (Only five banners are allowed at any one time).

Read the following guidelines, sketch your banner in the space provided on the library banner form and sign that you agree to abide by the rules. Get the form approved in the Office of Student Activities. Please note: banners advertising alcohol must also include wording regarding food and sodas. No offensive banners will be approved.

Supplies

(Note: these supplies when available may be borrowed from the Office of Student Activities but must be returned for use by other student organizations).

- **TWIN BED SHEET** (larger sheets will not fit due to the placement of the hooks on the library roof).
- **PVC PIPES** (2 inches longer than the banner on each side).
- **ROPE** to secure the banner at the top and bottom.
- **DUCT TAPE** to secure the ends of the sheet to the poles.

Construction, design and implementation

- **USE WATERPROOF PAINT ONLY!** Latex house paint and spray will work, but tempera will not. (You will be responsible for the cost of clean-up for any paint on the library walls.)
- **ALLOW SUFFICIENT SPACE** at the top and bottom of the sheet to make a sleeve to slip the piping through. Begin your painting inside these parameters.
- **SECURE THE SLEEVE FOR THE PIPE** either by thoroughly stapling or sewing. Thread the pipes through the sleeves and secure the sheet at each end with masking or electrical tape. Thread the ropes through the PVC pipe.
- **CUT SLOTS** in the banner to minimize wind damage.
- **TAKE THE BANNER** fully constructed to the 3rd floor of the library (Karen Hyde, Library Administration, Brown Library). Show them your signed form and you will be let out onto the roof. You will not be permitted to take scissors or staplers or any sharp object onto the roof. You may not go on the roof alone. Take someone with you. In inclement weather, no one will be allowed on the roof.
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