



Banner Request Form

Date of Request _____
Contact Name _____
Organization Name _____
Telephone Number _____
Email Address _____
Requested Posted Date _____

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

Banners:

- 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.
- Only one (1) banner per UH Department or On-Campus Contracted Business may be posted at any given time.
- All banners are required to have the organization's name clearly printed on the banner.
- The maximum posting period will be limited to fourteen (14) days.
- 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 the initial posting dates in the original request.

Removal:

- The organization is responsible for the removal of banners by the designated due date noted on written confirmations issued by the SC Conference and Reservation Services (CARS) office.
- Expired banners not removed by reserving organization will be removed and disposed of by a SC staff member.

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

Signature of Organization 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; (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.