

STUDENT LIFE

TEMPORARY BANNER AND SIGN REQUEST FORM FOR UNIVERSITY DEPARTMENTS

Please return this completed form to the Student Life Office, Union, Room 359, no less than **FIVE (5) WORKING DAYS PRIOR TO DATE REQUESTED FOR DISPLAY TO BE POSTED**. For further information, or if you have questions, contact the Student Life Office at 325-4415. **No display or posting should take place until confirmation of approval has been made.**

University Department _____

Name _____ Phone _____ E-mail _____

Reason for Publicity _____

Date(s) of Posting _____

Temporary Stake Signs (for more than 24 hours):

- OU departments requesting stake signs for NCAA OU athletic events, campus wide events sponsored by academic or administrative departments or directional signs for OU-hosted events for a 24-hour period or less do not require permission (unregistered). Unregistered stake signs left beyond the 24-hour period may be removed at the expense of the sponsoring department.
- Quality and message of temporary stake signs must be approved by Student Life (or Student Affairs for UOSA elections) prior to production.
- The quantity of temporary stake signs that may be placed on campus for any one event is limited to 50 signs.
- Stake signs should not be placed in landscaping beds or damage landscaping in any way.
- Stakes for temporary signs must be no longer than 12 inches to prevent damage to underground irrigation systems and utilities.
- Temporary signs may remain on campus for a maximum of 5 days (including weekends) if approved through Student Life.
- Temporary signs remaining on campus beyond 5 days, as defined above, may be removed at the expense of the sponsoring organization or department.

Describe temporary stake sign content: _____

Tree Banners:

- University Departments may reserve banner space on the main/central South Oval as well as the Lindsey Street location at the south end of the South Oval. These requests should be submitted by the first week of each semester to allow for the coordinated, prioritized use of this space.
- Banners must be professionally produced, weatherproof with wind cuts, and properly secured.
- Landscaping may not be damaged in any way in the hanging of the banner.
- Banners may hang for a maximum of 5 days (including weekends).
- Banners left hanging beyond the 5-day period may be removed at the expense of the sponsoring organization or department.

Indicate below what banner will say:

The signatures below indicate that the individual has read and agrees to comply with The University of Oklahoma Temporary Outdoor Banner and Sign Policy, and recognize they may be held individually responsible for any violation of the Temporary Outdoor Banner and Sign Policy or other University policy, state, local or federal law.

Signature of University Department representative

Date

-----**FOR OFFICE USE ONLY**-----

Date/Time Request Received ____ / ____ / ____ a.m./p.m. by _____

Action: Approved ____ / ____ / ____ by (SL staff member's name): _____

Approved ____ / ____ / ____ with Revisions: _____

by (SL staff member's name) _____

Not Approved ____ / ____ / ____ by (SL staff member's name): _____

for the following reason _____

_____ Date _____

University Department notification by (SL staff member's name) _____ on ____ / ____ / ____