

Campus Center Circle Railing Banner Policy
(Effective 10/18/2010)

The Circle Railing is located in the main level lobby of the Campus Center. The Circle Railing can be reserved for up to 7 days per event or series of events (e.g., ABC Week, LMN Month, XYZ weekly gathering). The Circle Railing is not just another hand-painted paper banner space. Rather, it is to be used for special advertising of events. The promotion must be computer-generated or professionally printed.

Please read the following to assist you in planning your Circle Railing advertising.

- Circle Railing promotions may only hang 12 inches below the painted area of the Circle Railing.
- Circle Railing promotions must be hung without using adhesives or anything that will mark or destroy the painted walls or metal railing. Suggested hanging materials include: ribbon, string or fishing line. Large binder clips can be used on the cable.
- Please do not use materials on your computer-generated or professionally printed Circle Railing banner that will fall off, droop, cause additional cleaning for custodial staff, and/or is a hazard to people walking below. Such items include: confetti, recycled cardboard, glitter, sequins, feathers, beads, balloons, and flowers/plants.
- Suggested Circle Railing materials include: vinyl, fabric, foam board, paper (is ok if it has computer-generated text and images on the paper), and pictures. If using a material that has a tendency to curl up on the edges (e.g., paper), please be sure to adhere the material to a firm surface (e.g., foam board) so the entire banner can be clearly seen.
- Text/lettering on Circle Railing Banners must be at least 3 inches so that its legible.
- Document Services, FedEx Office, and Media Services are excellent sources for professionally printed promotions.

Please bring your Circle Railing Banner (with a copy of your Confirmation) to the Campus Center Building Manager on the first day of your reservation. The Building Manager is located at the small desk near the Circle Railing on the 2nd floor of the Campus Center. The Building Manager will confirm that you have a reservation and will assist you in hanging your banner.

Any exception to the above policy will be made by the Reservations & Information Desk Manager.