

BANNER REQUEST FORM – WEST BRIDGE

Before completing this form, you should be familiar with the applicable sections of the Student Code regarding the use of campus grounds and the Sale or Distribution of Literature on campus. These policies are stated in the **Student Organizational Handbook**. This form should be submitted to the Hughes-Trigg Staff Office at least 3 working days before the requested dates.

Sponsoring Organization _____

Organization Representative _____

Address _____

Phone _____ Email Address _____

Sponsoring Organization Advisor _____

Phone _____ Email Address _____

Event Name _____

Requested dates for posting _____

Dates banners will be removed by organization _____

Actual Date Of Event _____ From _____ To _____
am/pm am/pm

Purpose of Event _____

Description of signage (# of signs, size, etc.) _____

The Sponsoring Organization is required to remove all signage from the West Bridge by the date given on the request form. Failure to do so will result in a \$50.00 cleaning fee or suspension of further use of campus grounds.