

WILSON COMMONS BANNER POLICIES

Hanging banners from public spaces in Wilson Commons can be effective publicity for student group and University organizations. The following policies are provided to facilitate all organizations making/hanging banners in Wilson Commons.

1. Banners can be painted/made in Wilson Commons by reserving the designated area in the Hirst Lounge after 8pm (if available on the day requested).
2. Plastic sheets must be used underneath the banner materials to avoid paint spill on the brick. Plastic sheets can be provided by Wilson Commons Student Activities at the Common Connection, 201 Wilson Commons.
3. Student organizations are responsible for the clean –up and re-set of the area used for making banners. If additional clean-up is required, the student organization responsible may incur charges. Please do not use bathrooms for clean-up. See the Wilson Commons' Building Manager for appropriate brush-cleaning locations.
4. Only water soluble paints/materials can be used. Spray paints, oil-based paints, and permanent markers cannot be used.
5. Banners are to be no wider than 5 feet across and no more than 8 feet long. Banners are typically hung using 3 holes in the top of the banner. Wilson Commons Student Activities can supply twine for hanging banners.
6. Organizations are not permitted to hang their own banners. Finished, dry banners can be brought to the Reservation Coordinator in Wilson Commons. Banners will be hung within 24 hours by the professional staff or Wilson Commons' Building Managers.
7. To reserve a banner space in Wilson Commons, please contact the Reservation Coordinator, Sandra Peters (x52330) sandra.peters@rochester.edu as far in advance as possible (two weeks is recommended). Reservations are made on a first-come, first-serve basis. Groups are not guaranteed banner space.
8. Eight banner spaces are available on a regular basis only on the Havens Lounge Bridge. Wilson Commons Student Activities reserves the right to determine the placement of banners in all designated locations. At staff discretion, additional space may be used for hanging banners.
9. Important! A banner reservation lasts up to 8 days per event/per month. To ensure equal and fair access to hang banners, groups cannot schedule consecutive banner reservation periods. At the conclusion of the reservation period, banners must be picked-up by the reserving group within one week. Wilson Commons Student Activities is not responsible for banners after the reservation has expired.
10. For questions, or clarifications on banner policies, please contact the staff in Wilson Commons Student Activities.