Indoor Banner Display Guidelines
Walb Student Union

Per the Chancellors Memorandum, the Student Life Office is responsible for upholding the Banner guidelines in accordance with the Physical Plant and Walb Union Operations.

Guidelines for Banner hanging on the Walb Union stairwells are as follows:

1. Any recognized student organization may request to use the Walb Union stairwell to place a banner advertising a “Special Event.”

2. An organization that reserves the banner area may have their banner hang for one week maximum and the banner must be removed at the end of reservation.

3. The Student Life Office will maintain a reservation calendar for such use. Requests are to be made using the Indoor Banner Request form. Reservations will be made on a first come first serve basis and student organizations may only reserve one banner location at a time.

4. A maximum of two banners may be hung on each of the first and second floor stairwells of Walb Union, totaling 4 banners. Unless receiving prior approval from Student Life.

5. Inappropriate use of or inappropriate banners will result in immediate removal of such banners and may result in the student organization being prohibited from posting such banners in the future. Inappropriate use will be considered misuse of campus facilities as set forth in the IPFW Code of Student Rights, Responsibilities and Conduct.

6. All banners are to be secured by rope, fishing line or masking tape as other materials may cause damage.

7. Please be aware that visibility of the banner may be limited due to special event set-up, such as the IPFW Health Fair, SOAR, etc.

Forms are available online under Organization Resources at www.ipfw.edu/stulife.
Please contact the SORC at (260) 481-5772 if you have any questions.