

**Banner and Table Tent SC Satellite**  
**Request Form**

Group Name\*: \_\_\_\_\_  
Group Contact Name/Title/Phone: \_\_\_\_\_  
Group Contact Email Address: \_\_\_\_\_  
Name and Type of Event: \_\_\_\_\_  
Date/Time/Place of Event: \_\_\_\_\_  
Requested Posting Date: \_\_\_\_\_

\*Registered Student Organizations; UH Campus Departments; On-Campus Contracted Businesses Only

**Banner, Table Tent and Display Cases Policies: (Summary, See our policy for complete policy)**

**Banners: (SC Satellite only)**

- Only two (2) banners per UH Registered Student Organization may be posted at any given time.
- Only one (1) banner per UH Department or On-Campus Contracted Business may be posted at any given time.
- A banner's dimensions may not exceed 3' tall by 15' wide in the SC Satellite.
- All banners are required to have the group's name clearly printed on the banner.
- Maximum posting period will be limited to fourteen (14) days.
- For information on the use of banners for Traditional Banner Contests, contact the Center for Student Involvement.

**Table Tents: (SC Satellite only)**

- Only one (1) table tent per table per reservation may be posted
- Table Tents must not exceed the maximum size of 8.5" x 11".
- Reservations for table tent locations are limited to three (3) consecutive business days
- All Table Tents are required to have the group's name clearly printed on the Table Tents.

**Removal:**

- The group is responsible for removal of displays by the designated due date noted on written confirmations issued by the SC Conference and Reservation Services (SC CARS) Office.
- Expired displays not removed by reserving organization will be removed by SC staff and may be destroyed or stored in the SC CARS Office for pickup for no more than 2 (two) weeks.

**Display Time Period Extensions & Multiple Banners:**

- The standard two-week posting period may be extended/granted through approval during non-peak posting times of the year. Extensions should be requested in advance of initial posting dates in the original request.
- UH Registered Student Organizations will have the option to post up to two (2) banners at one time or have overlapping times in the event two (2) separate events are planned by the organization.
- UH Departments and On-Campus Contracted Businesses will remain limited to one (1) banner posted at any time.

I agree my group is responsible for following all policies related to posting of banners and table tents as noted in the ***Student Organizations Handbook*** and the ***Student Centers Facilities Use Policies***.

Signature of Group Representative \_\_\_\_\_

Date \_\_\_\_\_

**State Law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.**