



## BANNER / CHALKING RESERVATION REQUEST FORM

FOR CURRENTLY RECOGNIZED STUDENT CLUBS/ORGANIZATIONS  
AND ON-CAMPUS DEPARTMENTS ONLY

All students submitting a Banner/Chalking Reservation Request Form **must have attended a Blueprints workshop**. Faculty/Staff are not required to attend blueprints. Please submit all facility reservation requests a minimum of **five (5) business days** and a maximum of **12 months** in advance.

Name of Organization/Department: \_\_\_\_\_

NAME OF PERSON SUBMITTING REQUEST/CONTACT PERSON

Name: \_\_\_\_\_

Specific Title/Position in Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ CSU E-mail Address: \_\_\_\_\_

DATES REQUESTED FOR THE BANNER/CHALKING:

CHECK ONE:  BANNER

CHALKING

Start Date: Day: M T W R F Date: \_\_\_\_\_ (2 WEEKS MAXIMUM ALLOWED)

End Date: Day: M T W R F Date: \_\_\_\_\_

EXACT TEXT ON BANNER/CHALKING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BANNER SPACE LOCATION: (SELECT UP TO 3 SPACES)

Computer Science Balcony (CS Balcony)  
South Stairwell Outside Face, 1<sup>st</sup> and 2<sup>nd</sup> Floors

Education Classrooms Balcony (EC Balcony)  
Southwest Railing

Humanities Balcony (HUM Balcony)  
West Facing Railings, 2<sup>nd</sup> and 3<sup>rd</sup> Floors

Langsdorf Hall Balcony (LH Balcony)  
North Entrance, 2<sup>nd</sup> Floor

McCarthy Hall Balcony (MH Balcony)  
North Facing Railings, Breezeway

McCarthy Hall Balcony East (MH East Balcony)  
East Facing Railings, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Floors

Performing Arts/McCarthy Hall Shared Balcony (PA/MH Shared Balcony)  
East and West Facing Railings, 2<sup>nd</sup> Floor

Kinesiology and Health Science Balcony (KHS Balcony)  
South Facing Railing on West Side

**CHALKING SPACE LOCATION: (SELECT UP TO 3 SPACES)**

- |   |   |
|---|---|
| <input type="checkbox"/> Central Quad ( <i>U-Shaped area North of McCarthy Hall</i> ) | <input type="checkbox"/> Humanities ( <i>West Entrance</i> )                      |
| <input type="checkbox"/> Quad NE/NW Corners   | <input type="checkbox"/> Kinesiology and Health Science ( <i>South Entrance</i> ) |
| <input type="checkbox"/> Quad SE/SW Corners   | <input type="checkbox"/> Langsdorf Hall ( <i>2<sup>nd</sup> floor patio</i> )     |
| <input type="checkbox"/> Education Classrooms ( <i>South Entrance</i> )               | <input type="checkbox"/> McCarthy Hall ( <i>North Entrance</i> )                  |
| <input type="checkbox"/> Engineering ( <i>West Entrance</i> )                         | <input type="checkbox"/> Titan Walk   |

**BANNER AND CHALKING GUIDELINES**

**For Banners:**

- Banner lettering is done with NON-WATER SOLUBLE PAINT.
- Banner legibly identifies the sponsor and/or source.
- Banner is used to publicize a scheduled event that has been confirmed, either on campus or off campus.
- Banner content is that which is legally allowable.
- Banner is not to be any larger than 4' by 8' in size.
- All student clubs and organizations and on-campus departments are required to remove the banner(s) at the end of the scheduled time period indicated on the approval confirmation. Please be courteous to other groups and do not remove other banners.
- Organizations/Departments who do not abide by the banner policy may lose their banner privileges.
- Student Organization Resource Center (SORC) is not responsible for lost or stolen banners.

**For Chalking:**

- Student clubs and organizations and on-campus departments must provide their own chalk.
- Chalk must be NON-TOXIC and WATER SOLUBLE.
- Please be conscientious of content and images within the message.
- Dean of Students Office and the Student Organization Resource Center (SORC) reserve the right to request that the chalking be removed if the content or images are determined to be offensive or inappropriate.
- All student clubs and organizations and on-campus departments are required to remove the chalking(s) at the end of the scheduled time period indicated on the approval confirmation. Please be courteous to other groups and do not remove other chalking.
- Clubs or organizations that do not abide by the chalking policy can and will lose their chalking privileges.

**Read Carefully and Sign. I understand the following:**

- Failure to comply with the provisions set forth in the President's Directive(s) may result in the suspension of campus privileges.
- My reservation is not approved until I receive confirmation via email from the SORC. All requests are subject to consideration of "time, place, and manner". The SORC reserves the right to cancel or void my reservation request if it does not comply with university policies and/or the reservation details are not finalized.
- It should be recognized that instructional programs have priority in scheduling University facilities (see Facility Use Manual Appendix K3).
- I understand that all requests are subject to consideration of Time, Place and Manner.

**Name of Person Submitting Request/Contact Person (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR SORC OFFICE USE ONLY**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Associate Dean of Students, Student Life · (657) 278-7622 · TSU-245

Event Approved/Scheduled:  Yes      Confirmation Number \_\_\_\_\_  No