



UNIVERSITY OF CENTRAL FLORIDA

FRATERNITY AND SORORITY LIFE

Greek Park Lot One Banner Pole Request Form

(9/2/2008)

The Banner Poles may be utilized by any Greek organization not housed in Greek Park or an OSI agency to promote their organization or advertise their events. Banner pole spots may be reserved up to three (3) times per semester, per organization, for seven (7) consecutive days per-reservation (Monday-Sunday). There must be at least a one (1) week span between reservations for the same organization. There will be a total of 4 banner spots within the five poles.

All banners used on the banner poles must be provided by the host organization. The reserving organization will be responsible for putting up the advertisement and taking them down. The organization may not rearrange or remove any existing sheets on the poles (unless otherwise notified). Fraternity and Sorority Life will send an email confirmation once a reservation has been confirmed. Within the reservation confirmation, information will be provided as to when the advertisement should be taken down.

After the allotted time period has lapsed, the host organization forfeits their rights to the advertisement. The F&SL office will remove and discard any unclaimed banners as deemed necessary.

Banners must adhere to the following requirements:

- No vulgar language or anything that has a sexual under tone may be hung out on the poles.
- No banner as deemed disrespectful to other Greek organizations or Registered Student Organization (RSO's)
- No banner using alcohol or drug within its advertisement
- Any banner the F&SL staff deems in-appropriate.

Contact Information	
Sponsoring Organization:	Requesters Full Name:
Phone:	Email Address

Advertisement Information
What event/ program will you be advertising? Indicate text to be used on banner:

Date(s) Requested
Dates Requested: _____ to _____ (Maximum 7 consecutive days per reservation)

Signature
I, the undersigned, understand the policies listed above and I also understand that no reservation is final until I receive an email Reservation Confirmation from F&SL.
Signature: _____ Title: _____ Date: _____

F&SL OFFICE USE ONLY	
Date Approved:	Approved By:
Comments:	
Date Approval Emailed:	Email Sent By:
Date Logged on F&SL GroupWise Calendar:	By: