

**University of Washington
Facilities Services**

On Campus Banners

- SUBJECT:** Policy and Procedures for the Use and Approval of Banners on the University of Washington Campus
- PURPOSE:** Establish rules and safety regulations for the Use and Approval of Banners on UW Seattle Campus. Define specific expectations for the use of banners. Define specific rules for content, appearance and attachment of banners and establishment of the approval process.
- POLICY:** Banners may only be used by Campus Units promoting Campus Events and Activities. Banners must meet established standards (see standards below) and be approved by the Campus Signage Committee. All banners must be installed and removed by Facilities Services which will charge a unit price per banner. **Banners on road overpasses prohibited by Seattle City Law.**
- REFERENCE:** Use of University Facilities Committee and Grounds Improvement Advisory Committee (Campus Signage Committee)
- APPROVAL PROCESS:** Campus units wanting to use banners to promote campus activities and events must submit a "Request for Use of Banner Form" to Facilities Services. The form must be submitted for approval a minimum of 30 days prior to the requested installation date and have University sponsorship approval (Dean, Director or Chair of Sponsoring Department). The artwork (in exact color) of the proposed banner must be submitted with the request for approval form. The exact location of the banners and installation and removal dates must also be included with the request.
- Request for use of Banners must be approved by the building coordinator where the banner is to be installed and reviewed by Facilities Services and the Campus Signage Committee. A decision on approval will be made within 2 weeks of the submittal. Facilities Services is the only authorized unit for installation and removal of banners. A budget number will be required for charges for this service. The fee for this service is graduated based on the number of banners.
- BANNER STANDARDS:**
- **Banners must fit within the attachment standards of the facility of which it will be attached.**
 - (Banners must be made of durable fabric)
 - Vinyl - 18oz, Screen Printed with UV Outdoor Grade Ink
 - Polyester - Printed with Dye Sublimation Ink

- Nylon – Sewn & Appliquéd
 - Nylon – Screen Printed
 - Background must be one color
 - Banners must have corner grommets and a grommet every 48” on the top and bottom for securing
 - No commercial advertising is allowed
 - Banners should be easy to read from the street
 - Design of banner’s intent should be uncomplicated (obvious) which makes it easier to read or understand
- **Banners may be displayed for no more than 30 days.**
 - **Cost for Installation & Removal**
 - Banner \$ 200.00 (Includes mobilization of 2 people and equipment)
 - Banner on Red Square Stacks - \$ 300.00 due to equipment required

BANNER SIZES:	10’ x 3’	Most buildings
	12’ x 3’	Most buildings
	30’ x 3’	Mary Gates Hall
	30’ x 4’	Kane Hall
	30’ x 3’	OUGL
	10’ x 3’	Art & Music Building

INFORMATION: For further information contact Facilities Services at 206-221-7819 or 206-685-2809