

 University

**OFFICE OF COMPLIANCE SERVICES**

sponsor or authorized official; the name of, and contact information for, the authorized representative; the nature, date, and time of the event; the removal date; and the specifications for the banner, including proposed location, size, material, and content.

3. **Banner content.**

- a. The primary message on an event banner must communicate accurately the nature of the event and sponsor. Additional useful content includes the place, date, and time of the event, and ticket purchase information.

Note: If the requesting party wishes to display a banner for a period longer than two weeks, the Office of Conference and Event Services must consult with Campus Planning Services regarding City permitting requirements.

7. **Appeal of denial.** Appeal of a denial of a Request by the Office of Conference and Event Services must be made to the Associate Vice President for Administrative and Facilities Services in writing by the authorized representative within three business days of receipt of the denial. The decision of the Associate Vice President for Administrative and Facilities Services is final.
8. **Exceptions.** Any exceptions to this UOP must be approved in writing and in advance by the Director of Conference and Event Services, in consultation with Campus Planning Services. There shall be no appeal of denial of exception requests.
9. **Priority of requests.** Except under extraordinary circumstances, requests will be processed in the order in which they are received. Due to the limited number of banner venues, limits may be placed on the number of locations as to which approval will be granted. In those instances, the Office of Conference and Event Services will approve a posting venue most appropriate to the nature or site of the event.
10. **Damage.** The University assumes no responsibility for the security of banners at any time during their posting, display, or removal.
11. **Infractions.** Posting of banners without authorization will result in their removal. In addition, failure to abide by this UOP, as well as any conditions of approval of posting, may subject the sponsor to sanctions imposed through normal channels. Sanctions against sponsors may include suspension of posting privileges or suspension of recognition or loss of recognition, as well as assessment of costs associated with the removal of banners and any necessary repairs. In the case of infractions by a student, faculty member, or staff member, disciplinary sanctions, including restitution of costs, may be imposed for violation of this UOP or other institutional policies. Sanctions against an affiliated organization may include suspension of posting privileges, restitution of costs, and suspension or loss of affiliation.

2. Waterman: One bannnBT8sPnn(ba) tne mnea14(cne)ioutnerospBT8sc(a)7(t)nSt(e)7(r)-2e(m)(ne)tne

3. The display of banners or other forms of symbolic speech in the interior of windows of academic or administrative buildings visible to the general public, which are governed by the Solicitation and Campus Demonstrations policies.
4. The display of banners for more than two weeks, which may require a City permit.

## Definitions

*Banner:* For purposes of this document is displayed for no more than two weeks and that expresses a message by words, symbols, logos, slogans, or other means. Banners covered by these Procedures are those displayed or posted at outdoor locations on University grounds or facilities, principally building exteriors, and that meet the quality conditions of Procedure 4.

*Event:* For purposes of this document, an event is an activity (1) sponsored by and through an academic or administrative unit, University-recognized group or organization, or affiliated organization (2) that is open to the entire University community and (3) that offers an educational, cultural, recreational, or social opportunity in furtherance of the institutional mission.

## Contacts and Responsible Official

Questions related to the daily operational interpretation of this procedure should be directed to:

Director, Conference and Event Services  
(802) 656-5665  
[conferences@uvm.edu](mailto:conferences@uvm.edu)  
<http://www.uvm.edu/conferences>

Questions related to banner design criteria, municipal zoning requirements, or other state and local laws that apply to the posting of signage should be directed to:

Campus Planning Services  
(802) 656-3208  
<https://www.uvm.edu/campusplanning>

The Vice President for University Relations and Administration is the official responsible for the interpretation and administration of this procedure.

## Forms

Request for Use of Event Space and/or Services Form  
<https://www.uvm.edu/eventservices>

## Related Documents/Policies

Burlington Comprehensive Development Ordinance: Article 7: Signs  
[http://www.burlingtonvt.gov/sites/default/files/PZ/CDO/CDO20120910\\_08\\_article\\_7.pdf](http://www.burlingtonvt.gov/sites/default/files/PZ/CDO/CDO20120910_08_article_7.pdf)  
Free Expression; Campus Speaker; Response to Disruption Policy  
<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/freeexpression.pdf>  
Campus Master Plan (contact Campus Planning Services)  
<https://www.uvm.edu/arch/campus-master-plan-details>

Facilities and Grounds Use Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/facsched.pdf>

Group and Organization Recognition Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/grouprecognition.pdf>

Political Engagement, Advocacy, and Campaign Related Activities Policy

[https://www.uvm.edu/sites/default/files/UVM-Policies/policies/political\\_activity.pdf](https://www.uvm.edu/sites/default/files/UVM-Policies/policies/political_activity.pdf)

Posting and Solicitation Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/solicitation.pdf>

Temporary Structures Procedure

[https://www.uvm.edu/sites/default/files/UVM-Policies/policies/temp\\_structure.pdf](https://www.uvm.edu/sites/default/files/UVM-Policies/policies/temp_structure.pdf)

University Name, Symbols, Letterhead, and other Proprietary Indicia of Affiliation Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/letterhead.pdf>

Wayfinding System and Design Standards

<https://www.uvm.edu/campusplanning>

*State and local law may also apply to the posting of signage. Questions regarding the applicability of those laws shall be addressed to Campus Planning Services.*