University Policy for the Approval of Banner and Signage Displays on University Sites

1.0 Overview
1.1 In principle, the University discourages the erection of banners and signs on University property. However, it recognises that some official, semi-official and other events need to be advertised.
1.2 This Policy sets out the approval process for the erection of banners and the posting of signs, posters and advertising generally on campus.

2.0 Scope
2.1 This Policy applies to all University sites, but, in particular, to the St Lucia campus.

3.0 Description
3.1 The University has provided for two distinct categories of displaying banners. They are 'Corporate' and 'General' Categories.
3.2 Corporate banners are specifically designated for official and semi-official University functions and events. These banners are displayed at the entrance to the University on Sir Fred Schonell Dive on the facility provided. Placement of banners on this facility is effected by the Property & Facilities Division Trades staff, and, in conjunction with Workplace, Health and Safety guidelines.
   - Corporate banners must conform to UQ branding and identity guidelines and be professional in design and content. Further advice on this process can be obtained by contacting the Office of Marketing and Communications (OMC) at email marketing@uq.edu.au
   - Corporate banner designs must be submitted to the Office of Marketing and Communications for approval prior to construction.
   - The Office of Marketing and Communications can assist with the design and creation of new banners at the enquirer's cost, or, can provide contacts for relevant suppliers. Enquiries for design specifications may be made by telephoning 3365 3439 or emailing marketing@uq.edu.au
   - All Corporate Banners that are to be displayed on the Sir Fred Schonell Drive banner facility must conform to either of the following dimensions:
     - **Standard banner** Large banner (will take up the entire framework)
       - 4.825m width x 1.16m height
       - 4.825m width x 2.36m height

3.3 General banners can be designed for any other function or event that is to be held on campus. They may be displayed on a variety of locations around campus subject to approval.
   - General banners can vary in design and are subject to approval prior to construction and display. General banner design must conform to all University Policies, for example, the Alcohol Policy Advertising Guidelines.
   - General Banners must be submitted to the Manager, Security, Security Section, Property & Facilities Division prior to construction.
   - Enquiries for design specifications and content may be made with the Manager, Security on w.collyer@pf.uq.edu.au

3.4 General Signs, Posters and other Advertising on Campus
   - Banners and other signage can be placed on the poster poles located around campus.
   - Banners and signs are not permitted on buildings or any other place on campus for which approval has not been granted.
   - Banners or signs for general businesses on campus are generally not permitted, however, approval for such banners and signage may be sought on a 'case by case' basis.
   - Approval must be obtained for use and placement of any signage advertising any function, event or business on campus, for example, the use of A-frame free standing style of advertising sign placed around campus.
   - Chalking of roadways and pathways on campus is prohibited unless prior approval has been granted. A bond may be required as part of any approval conditions.
   - Approval for general signage, posters and advertising on campus is the same process as
4.0 Request for Approval
4.1 Request for approvals to hang or erect banners on University sites can be forwarded by email or facsimile to:
Manager Security
Property and Facilities Division
The University of Queensland Qld 4072
Telephone: 3365 2335
Email: w.collyer@pf.uq.edu.au
Facsimile: 3365 1600

5.0 Applications
5.1 All applications are to provide the following information:
- The name and contact details of the applicant;
- The full details of the function or event;
- The design and dimensions of the proposed banner;
- The required dates for display;
- The area for which approval is being sought to display the material.
5.2 All request for approvals to display banners are granted on a ‘first in, first served’ basis. All confirmed bookings are recorded in a register at the Security Section.
5.3 Applications outside of the specifications and requirements of the Banner Policy will be assessed on an individual basis, and if deemed necessary, be referred to the Secretary & Registrar for approval.

6.0 Display Periods
6.1 Banners for official University functions and events can be displayed on the Sir Fred Schonell Drive Banner facility for up to five days prior to the event, for example, UQ Open Day. Special approval may be granted to display these banners for longer periods. All such requests will be considered on a ‘case by case’ basis.
6.2 Banners for semi-official functions and events can be displayed for up to three days prior to the event, for example, School, institutional or Faculty events or functions including seminars and presentations.
6.3 Approvals will not normally be granted for any social functions or events associated with or convened for staff, students, College clubs or external organizations.

7.0 Liability
The University accepts no liability whatsoever for any damage, destruction or theft of banners approved for display on University sites. All banners must be hung and displayed in accordance with Workplace, Health and Safety Guidelines.