



Non-Commercial Structure Approval Request

According to University Policy 5.1, prior to the erection of any non-commercial structure, a person or organization must obtain a permit from Facilities Management for each proposed structure, and be familiar with [Policy 5.1](#) - Free Speech and Advocacy on Campus. Speech content on the structure must be approved by the Student Involvement office.

Signs, Banners, and Posters: All groups or persons posting commercial or non-commercial signage or communication on campus must do so in compliance with [Policy 5.1](#). All signs, postings, and installations (i.e. posters, lawn signs, banners, fliers, signs, or other communication) must comply with the requirements of these rules and meet the standards established by DFCM. No installation shall be permitted for longer than 10 calendar days. At the end of the permitted period, the installation must be fully removed from campus. Subsequent installations of the same or revised content will be reviewed for approval as a separate installation. New application must be made for subsequent installations.

Policy 5.11 provides University maintenance personnel or other University officials with the authority to remove any installations or alterations to campus facilities that do not comply with University policy. Costs associated with the removal of said structures will be assignable to the party responsible for the installation. Removal may be done without notice.

Structure Definition: Any object (other than objects such as handbills, signs, small lawn signs, notices and posters, arm bands, or personal attire) used in expressing views or opinions, including but not limited to booths, buildings, billboards, banners, large lawn signs, and similar displays.

Submit signed permit application form to the Facilities Management Office (savage@suu.edu or deliver to 385 S 1275 W), not less than five (10) business days prior to the dates to be approved.

University Organization: _____

Responsible Person: _____

Phone Number: _____ Email Address: _____

Structure Type: _____

Structure Location (include diagram): _____

Structure Size: _____

Period of Time (no more than 10 calendar days): _____

Structure Wording: _____

I, the undersigned, agree to confirm availability of the space from Centralized Scheduling and the office of Student Involvement and Leadership.

I agree to uninstall the structure at the end of every 12-hour period within a 24-hour period (booths and buildings) and within 4 days after permit expiration, and to pay for any damage the structure may cause to the site upon which it is erected. In the case of structures other than lawn signs, billboards, banners and similar self-explanatory structures, I agree to have the structure staffed when erected as a condition of the permit approval or renewal.

By posting the non-commercial sign, notice, poster, or banner on campus, I agree to hold the University harmless for any assessed damages or liability incurred as a result of the installed structure; and I assume responsibility for the content of any structure sponsored or posted on campus.

Prior to installation of the structure, I, the undersigned, have read and understand University Policy 5.1, and associated rules and supporting documents, and agree to adhere to the terms therein.

Signature

Date

For Office Use Only. Do not write below this line.

Dates approved: _____

Structure approved:

Signature, Facilities Management

Date

Content approved:
