Banner Hanging Policy:  
Central Reservations Office

1. Banners can be hung by Student Organizations in approved areas on campus, in order to promote upcoming events, meetings, or specific functions.
2. The name of the sponsoring Organization(s), must be printed on the Banner.
3. Title, date(s), time(s), and location(s) of event(s)/function(s) must be printed on the Banner.
4. To hang a banner, student organizations must request the location through 25Live.
5. Locations where banners can be hung =
   - Mall Area (Up to 10 Banner Locations)
     - Listed in 25Live as: Banner Mall 1 – 10
   - College Hill (Up to 3 Banner Locations)
     - Listed in 25Live as Banner College Hill 1 – 3
6. Student Organizations may have ONE Banner hung in each area at a time.
7. Once the request has been confirmed, student organizations can hang their banner.
8. Student Organizations are responsible for hanging and removing their own Banners.
9. For safety reasons, banners may not hang over sidewalks or in any way inhibit pedestrian movement. Banners cannot be tied to bricks, cement blocks, wooden pieces, or other objects, nor can they alter or damage ECU property in any way. If a banner causes any damage, the organization or department shall be held responsible for the cost of repair or replacement. All banners must comply with the American Disabilities Act (ADA) requirements.
10. When hanging a banner, individuals may not drive a vehicle onto the sidewalk or grass.
11. Banners may be hung up to 2 weeks prior to the event(s), and must be removed the day after the event has concluded.
12. Student Organizations who fail to remove Banners in timely manner will have the Banner taken down by Central Reservations Office and discarded.
13. Banners must not contain any profanity, inappropriate language or imagery, copyrighted material, or unapproved use of the ECU University Image – Non-compliance will lead to the removal of Banner.
14. The CRO is not responsible for lost or stolen banners.