

WVU MOUNTAINLAIR Banner Space Reservations Policy

Banner spaces are offered on the Mountainlair Food Court Railing. Spaces may be reserved through Student Engagement and Leadership (SEL) at least one week in advance. Banner requests must be submitted through the Campus Space Request Form on WVUEngage.

1. There are 26 total banner spaces (5 ft. x5 ft.)
2. Student Organizations and Departments can reserve up to two (2) spaces for a total of 10ft. x 5 ft.
3. Banner – max 5 ft. width x 5 ft. length / space
4. If organization reserves two (2) spaces, a flat twin bed sheet turned landscape (horizontal) is allowed.
5. No glitter is allowed on banners.
6. Banners that are obscene, defamatory, or could incite a breach of peace are prohibited
7. Groups needing more than two spaces, will need to put in the request and will be granted at the discretion of SEL.
8. Maximum reservation length will be 2 weeks. For more than 2 weeks, request will need to be submitted and granted at the discretion of SEL.
9. Groups are not allowed to hang any banners. Hanging and removal of banners is the responsibility of Student Engagement and Leadership
10. Groups will be required to drop the banner at the SEL Office no later than 12pm on the starting day of their reservation. An SEL staff member will then place the banner in the appropriate space.
11. Groups must pick-up their banner from SEL within two-weeks of the end of their reservation.