

Commercial Structure and Commercial Speech Approval Request

A person or organization must obtain a permit from Facilities Management for each proposed structure for commercial purposes. Please familiarize yourself with [Policy 5.1](#) – Free Speech and Advocacy on Campus, before requesting approval for your structure.

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.

After confirming availability of the desired space with Centralized Scheduling and paying the fee for the space, submit a signed Commercial Structure Approval Request form, a copy of your receipt for the reserved space, and engineered drawings of the structure to the Facilities Management Office (savage@suu.edu or deliver to 385 South 1275 West), not less than ten (10) business days prior to the date being requested.

Commercial Organization: _____

Responsible Person: _____

Phone Number: _____

and similar self-explanatory structures, I agree to have the structure staffed