

## **Banner Program Operating Procedures**

### **Section 1 – Fees**

1. The contracting organization shall pay a fee as designated on the Banner Request Form, with any additional costs.
2. This fee shall reflect the amount invoiced by the Banner Chair.
3. The invoice sent by the Banner Chair will reflect the cost of the banner and any applicable late fees, as well as discounts that the Banner chair gives based on his or her discretion and following the guidelines as outlined below.
4. Payment of this invoice is due from the contracting organization thirty (30) days following the date that the invoice was sent.
5. The Banner Chair will keep records of all invoices, and provide a copy of the summary of the invoices to the Chamber treasurer.

### **Section 2 – Display**

1. The Chamber will prepare the banners to be displayed prior to the night before the first day of display, requested by the contracting organization on the Banner Request Form.
2. The banners will be put on display the night before the date of first hanging, as requested by the contracting organization.
3. The Banner Chair is responsible for seeing that all the banners for the week are displayed the night before the date of first hanging.
4. Special Circumstances:
  - a. If the Banner Chair determines that it is going to be impossible to display the banner, due to rain, power outage, etc., the Banner Chair will contact the contracting organization and notify them of this on the day before the date of first hanging.
5. No banners will be hung on weekends. Banners will only be hung Sunday evening through Friday evening. The only exception to this will be the display of official event banners, including Parents Weekend, Homecoming, and Diadeloso. The display of Baylor Line Banners after Friday night is not allowed.
6. Property of the banner is that of the Chamber's until the Banner Chair gives the banner to a member of the contracting organization. Therefore theft or vandalism of the banner is considered theft/vandalism of Chamber and therefore Baylor University property.

### **Section 3 – After the banner has been displayed**

1. After the banner has been taken down, the Banner Chair will be responsible for keeping the banner until the following Tuesday. At or after this time, the Banner Chair may dispose of the banner as he or she sees fit.

2. If the contracting organization wishes to keep the banner, a member from this organization may contact the Banner Chair, and the Banner Chair will give the banner to the contracting organization within one week of the last date of hanging.

#### **Section 4 - Vandalism and Theft**

1. Any vandalism or theft of banners must be reported to the Baylor police. This report will be placed on the day that the Banner Chair is notified of the vandalism or theft.
2. The remaining parts of the banner will be taken down and put away immediately.
3. If the banner was attached to ropes, and the ropes have been cut, the contracting organization shall be notified, and no replacement banner will be allowed.
4. If the banner was attached to ropes, and the ropes have not been cut, but the banner has been torn, slashed, or otherwise vandalized, the Banner Chair shall contact the contracting organization, notifying them of this occurrence, and giving them the option to print a new banner at half (1/2) the cost of the original. This fee will be added to a new invoice which will be sent by the Banner Chair.
5. If the banner was attached to a "Welcome Week Board", and the banner has been stolen with the plywood, the guidelines outline in Section 4, Paragraph 3 will be followed.
6. If the banner was attached to a "Welcome Week Board", and the banner was vandalized (i.e. spray painted, ripped, etc.) or stolen, the guidelines outlined in Section 4, Paragraph 4 will be followed.