



ROLLINS COLLEGE POLICY

Title: Hanging Banners on Campus	Type:	Key Institutional
No: KI 1011	Approval Date: 2-12-2026	
Responsible Office: Scheduling and Event Services, Strategic Communications	Reviewed By: College Policy Committee, 2-12-2026; VP Business/Finance, 2-12-2026; VP Enrollment Management/Marketing, 2-12-2026	
Next Review: 2030-2031	Notifications, 2-12-2026: President’s Cabinet, President	
	Revision No: 1; see Section VII for revisioning history.	

I. Purpose/Introduction/Rationale

An academic or administrative unit, College-recognized group or organization, or College-affiliated department may display a temporary banner on College facilities and grounds in accordance with this procedure.

II. Definitions

Banner. For purposes of this document, a “banner” is temporary signage that is displayed on campus for no more than two (2) weeks and that expresses a message by words, symbols, logos, slogans, or other means. Banners covered by these procedures are those displayed or posted in the designated locations listed in this document.

Event. For purposes of this policy, an event is an activity that is (1) sponsored by and through an academic or administrative unit, College-recognized group or organization, or College-affiliated organization, (2) open to the entire College community, and (3) offers an educational, cultural, recreational, or social opportunity in furtherance of the institutional mission.

III. Procedure or Application

The following procedures are required to preserve the appearance, accessibility, and safety of the campus and promote communication of accurate information regarding College-sponsored or -affiliated programs, activities, and events.

A. Authorized Users/Representatives. A Rollins-sponsored event or initiative held on the College campus may be publicized by a banner. An academic or administrative unit, recognized group or organization, or affiliated organization (hereafter, “Sponsor”) requesting authorization must designate a responsible person (“Authorized Representative”) to process the request.

B. Request Form and Procedure. The Authorized Representative must complete the following at least 15 business days prior to the hanging date of the banner.

1. Send request for banner(s) to be hung to Scheduling and Event Services (SES) via email: Events@Rollins.edu. An SES representative will respond within two (2) business days to confirm or deny availability of the requested banner location(s). Banners can be displayed for no more than two (2) weeks.
2. After the EMS reservation has been confirmed, an SES representative will submit the appropriate banner installation and removal work orders via TeamDynamix (TDX). The associated work order numbers will be attached to the corresponding booking in EMS.
3. If this is a new banner, the Sponsoring Department is responsible for following standard banner sizing and design requirements based on banner location, brand standards, and official College colors. For questions, contact the Director of Internal Communications.
4. Previously used banners should be delivered to Facilities Management by the Sponsoring Department two (2) days in advance of the requested display date. Facilities Management staff will hang the banner.
5. Once the banner posting dates end, the Sponsoring Department/Authorized Representative is responsible for picking up the banner from Facilities Management within one (1) week.

C. Banner Content.

1. The primary message on a banner must communicate accurately the nature of the event. Additional useful content includes the place, date, and time of the event, and ticket purchase information.
2. The banner may not contain unlawful speech, hate speech, nor promote the consumption of alcohol or the use of illegal substances.
3. If the name of a non-affiliate will appear on the banner because of a co-sponsorship or host relationship with a College sponsor, the content of the banner must clearly promote the event as its central message and, in most instances, the College sponsor’s name should appear on the banner.

D. Banner Quality. All banners must be of professional quality and made of materials (heavy vinyl or canvas), including affixation methods, that will not damage campus facilities. Printing vendors may be found in MyRollins at <https://my.rollins.edu/pages/print-services>.

E. Display Locations. Banners shall be posted only at the authorized locations designated in this document.

F. Priority of Requests. Requests will be processed in the order in which they are received. Due to the limited number of banner venues, a maximum of two (2) banners may be placed on the number of locations. Scheduling and Event Services reserves the right to approve or deny any space request based on policy, institutional priority, and signature events.

G. Damage. The College assumes no responsibility for the security of banners at any time during their posting, display, or removal.

H. Locations Available in Virtual EMS.

1. Front of Campus Center (2)
 - a. Two (2) complementarily designed banners (e.g., from same department or advertising same event)
2. East wall on Annie Russell (scene shop facing sports center) (1)
3. Bush Science Center (side when entering campus) (1)
4. Outside of Olin Library (2)
 - a. Two (2) complementarily designed banners (e.g., from same department or advertising same event)
 - b. Olin Library has first right of refusal
5. Front of Kathleen W Rollins Hall (1)
6. Outside of Alford Sports Center (1)
7. Bush Science Center (inside along stairs) (1)

I. This Procedure Does Not Apply to the Following.

1. The display of banners inside the Cornell Campus Center. Banner reservations for that space can be made at the Center for Campus Involvement in the Cornell Campus Center.
2. The Rollins Museum of Art.
3. Residence Halls, exterior and interior, including the display of banners or other forms of symbolic speech by students in residence hall window interiors visible to the general public, which are governed by Residence Life policies and procedures.
4. The display of banners or other forms of symbolic speech in the interior of windows of academic or administrative buildings visible to the general public.
5. The use of trees is discouraged, however, in special circumstances, requests may be made to the Landscape and Grounds Foreperson. Requests must be made at least two (2) weeks in advance of hanging.
6. Crummer Graduate School of Business.
7. Athletic Facilities.

IV. Related Policies or Applicable Publications

[College Policy KI 1031 College Postings](#)

V. Appendices/Supplemental Materials

[Rollins College Virtual EMS Link](#)

VI. Effective Date

This policy is effective February 12, 2026, and supersedes all versions issued previously.

VII. Revisioning History

Rev. 1: 2-12-2026; regular periodic review; updates for current practice, operating systems, and organizational responsibilities.

Original Approval: 11-6-2017.