



## WINDOW SPLASH POLICY

This is a wonderful advertising opportunity offered to registered student clubs and organizations. Requests must be in conjunction with campus-wide events.

The west entrance (mezzanine) windows and Pub windows have been designated as possible locations for window splash events. Only registered student clubs and organizations are permitted to conduct window splash events in the Student Union. Requests for a window splash event should be directed to the Director of the Bowen-Thompson Student Union's designee. Requests will only be considered for window splashes held in conjunction with campus-wide events.

- If approved, the window splash may be scheduled for up to seven (7) days. Window splashes may be put up any time after 12pm on Monday and must come down by the following Sunday by the close of the building. Failure to properly remove the window splash by the designated time will result in a \$30 charge for the sponsoring organization. An organization is permitted to reserve a window splash for a maximum of three times per semester.
- A meeting with the Director's designee must be scheduled before approval for a window splash is given. Times will be designated for painting the windows, and for cleaning the windows.
- The Student Union must approve all plans for painting the windows, including supplies to be used, and for cleaning the windows at the conclusion of the window splash.
- Failure to meet with the Director's designee **at least 5 working days** before the window splash reservation begins may result in the window splash reservation being canceled.
- The window splash must list the sponsoring organization, time, date, name, and place of event (when appropriate), and event must be open to the entire campus.
- The sponsoring organization will provide all the paint, brushes, drop cloths, and other materials needed. Only water-based paint may be used. The Student Union will provide materials needed for cleaning the windows.
- Failure to paint a window splash or to take down a window splash on the designated dates may result in consequences. A warning will be issued for the first offense; a second offense may prevent the organization from reserving window splash space for the remainder of the year.

Any damages to Student Union property or equipment, or any additional cleaning required, will be billed to the sponsoring organization. Charges may occur as well if the window splash is placed on the wrong set of windows, inappropriate paint is utilized, the splash is placed on the exterior side of the windows, etc.