

THE UNIVERSITY OF TEXAS AT EL PASO
Business Process Guidelines

Banners Policy

Updated: 7/27/2020

Purpose

The purpose is to provide a policy for the display of signs and banners on The University of Texas at El Paso (UTEP) campus ([Handbook of Operating Procedures, Section VIII, Chapter 7, Banners](#)).

Policy

Generally, the display of signs, banners and A-frame sidewalk signs for advertisement or promotional purposes is prohibited on campus, including, but not limited to, on the exterior of buildings, fences, trees, light poles, or in lawns.

Procedure

Advance permission is required from the Office of the President of the University, and usually, advance reservations are required. Requests for such permission should be made to the Assistant to the President or other University official as designated by the President of the University. In locations administered by academic or administrative units other than the Dean of Students, organizations affiliated with the unit administering the location may be given priority.

The following departments may post signs to direct campus traffic as needed:

- Parking and Transportation Services
- University Relations

Applicability

Applies to all University departments, registered students, faculty, and staff organizations of the University

Responsible Party

Office of the Vice President for Business Affairs