

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: _____ Email Address: _____
Structure Type: _____
Campus Location (include engineered drawings): _____
Structure Size: _____
Period of Time (no more than 10 calendar days): _____
Structure or Speech Wording: _____

I, the undersigned, agree to confirm availability of the space from Centralized Scheduling, pay all applicable fees for reservation of the structure location, and pay the required fee to be able to install a structure on the SUU campus.

I agree to uninstall the structure at the end of every 12-hour period within a 24-hour period (booths and buildings) and within 4 days after permit expiration, and to pay for any damage the structure may cause to the site upon which it is erected. In the case of structures other than lawn signs, billboards, banners

and similar self-explanatory structures, I agree to have the structure staffed when erected as a condition of the permit approval or renewal.

By posting the commercial sign, notice, poster, or banner on campus, I agree to hold the University harmless for any assessed damages or liability incurred as a result of the installed structure; and I assume responsibility for the content of any structure sponsored or posted on campus.

Prior to installation of the structure, I, the undersigned, agree to pay the non-refundable application fee at the Cashier's office, for evaluation and feasibility analysis to install a commercial structure on the Southern Utah University campus. I have read and understand University Policy 5.1, and associated rules and supporting documents, and agree to adhere to the terms therein.

Signature

Date

For Office Use Only. Do not write below this line.

Dates approved: _____

Structure approved:

Signature, Facilities Management

Date

Content approved:

Signature, Student Involvement/Leadership Office

Date