

**PORTLAND STATE UNIVERSITY**  
**BANNER SIGN INSTALLATION REQUEST FORM**

PLEASE FILL-OUT, SIGN THE FORM AND RETURN TO FACILITIES AND PLANNING

Application Date:	
Banner Installation Date:	Removal Date:
Location Requesting Permission for Posting:	
Description of Banner (including size, material, colors, wording, and rough draft, etc.):	
Applicant Organization or Department:	Name & Purpose of Event:
Contact Person:	E-mail:
Contact Phone:	Fax:
SALP Advisor Name (if applicable):	SALP Advisor's Extension:
Address (or PSU Mail Code):	

**Application and Installation Request Process:**

Portland State University has limited space available for display of banner signs. All banners, including their size and content, are subject to sign regulations of the City of Portland and Portland State University. Approval, fabrication and installation of banners may take up to six weeks. To have a banner displayed, please complete the following:

1. Fill-out and obtain signatures on this form, provide a letter of intent and a drawing or sketch of the banner (including text) to Facilities and Planning for review and approval.
  - Written approval is required prior to the posting of any banners.
  - The Banner can be no larger than 48" high x 19' 4" wide.
  - Banners must have grommets every 24".
  - No company logos or advertising are permitted.
  - The review process may take up to two weeks.
2. If the location requested is over a right-of-way (i.e. the skybridges over SW Broadway, after PSU Facilities and Planning approves your request you must then apply for a City of Portland banner permit. Permit applications may be obtained at the City Permit Center at 1900 SW Fourth Avenue.
3. Select a banner vendor to fabricate the banner sign. Facilities and Planning does not pay for banner fabrication. Please contact the Facilities and Planning Sign Shop (503-725-4317) for a list of banner vendors in Portland.
4. Once you have obtained all the approvals to have a banner sign installed, please submit an online work order through the Facilities and Planning website at [www.fap.pdx.edu/workorder/](http://www.fap.pdx.edu/workorder/) to have the banner sign installed. You must include an index code or billing address for labor charges for installing and removing the banner and allow two weeks for banner installation.
5. Then deliver the banner and a copy of the City permit to the PSU Shipping and Receiving office at 630 SW Mill St.

### Terms of Agreement for Banner Sign Installation

1. All banner signs are only to be installed and removed by PSU Facilities and Planning.
2. Portland State University is not responsible for any loss of or damage to any banner signs.
3. Any organization or person representing an organization that installs a banner sign without Portland State University Facilities and Planning's written approval and/or found in violation of the University's or the City of Portland's banner sign posting policy will be liable for any damages, fees or fines that may result. The banner sign will also be removed at the cost of the organization regardless of the content or sponsoring entity and the organization may lose campus posting privileges for up to one academic year.
4. The university reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy. Portland State University reserves the right to update and amend this policy at any time.

By signing this document I understand and agree to the terms of the Portland State University, Facilities and Planning Banner Sign Posting Policy.

\_\_\_\_\_  
Applicant - Signature

\_\_\_\_\_  
Date

(For SALP student groups)

As the student organization's SALP Advisor, I affirm that this banner sign is in accordance with SALP posting policy and approve of its content, fabrication, and location being requested for posting.

\_\_\_\_\_  
SALP Advisor - Signature

\_\_\_\_\_  
Date

If posting location is within departmentally controlled or otherwise assigned space the applicant must obtain the space occupant's approval and signature to verify that the request has been approved.

Name of department or group assigned the space: \_\_\_\_\_

Print name of person authorize to approve request: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Portland State University, Facilities and Planning has reviewed this request and the request is:

Approved    Conditional Approval    Denied

Reason/Condition(s):

\_\_\_\_\_  
Mike Layman, Signage Coordinator, Facilities and Planning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robyn Pierce, Director, Facilities and Planning

\_\_\_\_\_  
Date