

Guidelines for placing outdoor banners on K-State Manhattan Campus include:

1. Outdoor Banner policies are found in the Publicity Regulations (PPM 8570). All banners may be posted for no longer than three (3) school days prior to the event and must be removed by the sponsoring organization the day following the event.
2. If a building already has an existing department or unit-controlled banner location attached to or nearby to a building, then outdoor banners may be hung there neatly & professionally. Banners **MAY NOT** be hung from trees. Any banners found in trees will be removed.
3. All other outdoor banner locations are controlled by the Division of Facilities. Predetermined banner plot locations include: A2 Parking Lot, Ackert Hall, Bosco Plaza, Eisenhower Hall, Engineering Hall, Hale Library, Justin Hall, McCain Quad, Waters Quad, Weber Hall, and Welcome Center.
4. A Facilities "Request for Use of University Buildings and Grounds" must be completed at least seven (7) days prior to the installation of outdoor banners. Requests are processed and approved on a first come first serve basis.
5. An equipment rental charge of \$40 per banner plot applies.
6. Requestors are responsible for providing their own banner. The recommended print size is between 7' x 3' and 4' x 3' on outdoor-grade materials such as mesh or vinyl with wind slits.
7. Requestors should bring banners to 106 Power Plant 1-2 days before the reservation begins. Division of Facilities staff will install/remove outdoor banners. When the reservation is completed, requestors will be contacted to pick up banners from 106 Power Plant.

Division of Facilities, Request for Use of University Buildings and Grounds:

<https://www.k-state.edu/facilities/request/building-grounds-reservation/>

Publicity Regulations: [PPM Chapter 8570: Publicity Regulations | K-State | Kansas State University](#)

Banner Plot Locations

