

## William Paterson University Policy

### University Policy

<b>SUBJECT:</b>	University Indoor Flag & Banner Policy	<b>TITLE:</b>	University Commons Indoor Flag and Banner Display Policy		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>University</b> <input checked="" type="checkbox"/>	<b>Functional</b> <input type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Vice President for Student Development		<b>Responsible Office:</b>	Office of Student Development	
<b>CODING:</b>	01-40-41	<b>ADOPTED:</b>	November 2021	<b>AMENDED:</b>	

#### I. PURPOSE

This policy applies to the short-term and long-term display of indoor flags and banners in the University Commons and sets forth the approval process, the conditions and limitations for the display of flags and banners.

#### II. ACCOUNTABILITY

Vice President for Student Development is responsible for enforcement of this policy. Hospitality Services is responsible for administration of the policy.

#### III. APPLICABILITY

The policy applies to all internal organizations that wish to display short-term or long-term flags or banners at certain pre-determined and designated locations within the University Commons identified as and available for reservation in WP 25 Live Event Space Reservation System. It governs the use of indoor, horizontal banner poles at six approved columns in the John Victor Machuga Student Center and hanging of flags along the metal railings around the center staircase in the Student Center.

#### IV. DEFINITION(S)

Internal Organizations: (1) Student Organizations, (2) University Sponsors.

Long-Term Flag and Banner Displays: Long-term display is defined as an approved extended period in support of an approved Greek student organization's presence on campus, or an organization with institutional significance. These displays do not have a defined end date. Student organization displays are governed by their current active status.

Special Theme Flags and Banners: Approved official and recognized flag or banner for a university theme celebration of institutional significance at William Paterson University.

The purpose of having these flags and banners in such a prominent location is to formally acknowledge and embrace members of our community and demonstrate our commitment to inclusion and celebration of diversity.

**Student Organizations:** Student groups or organizations that are recognized by the University and in good standing.

**Short-term Flag and Banner Displays –** Short-term displays have a defined start and end date for flags and banners in support of approved campus events, cultural celebrations, or in response to State, national or international events.

**University Property:** Any facility or property owned, operated, leased or maintained by the University, including all of the buildings and grounds on the University’s campuses and instructional sites or any building or property otherwise within the direction and control of the University.

**University Sponsors:** University offices, departments, centers, academic schools or auxiliary organizations organized and existing pursuant to N.J.S.A. 18A:64-26 et seq.

## V. BACKGROUND

The display of Greek-letter student organization banners, American, state, and other special flags of institutional significance at William Paterson University shall be governed by federal and State law, University policies and procedures, and proclamations by the President of the United States, the Governor of New Jersey, the President of the University, and any other designated officials of the University. This policy outlines the protocols that will be observed at William Paterson University to ensure proper display of indoor flags and banners at the University Commons.

## VI. POLICY

### DISPLAYING OF FLAGS AND BANNERS AT THE UNIVERSITY COMMONS:

Internal Organizations may request to display flags and banners at designated spaces in the John Victor Machuga Student Center within the University Commons.

## VII. PROCEDURE(S) To Request Approval to Display Flags and Banners.

Internal Organizations may submit requests to display special flags and banners using WPU 25 Live Event Space Reservation System no less than fifteen days prior to the start date. Hospitality Services will forward all student organization requests to Campus Activities, Service & Leadership (CASL) for final consideration/approval. Special flags and banners requests that fall within theme cultural celebrations will be approved in consultation with the Director of Student Diversity & Inclusion.

University sponsored annual theme cultural celebrations will be given display priority whenever possible. The order of displays will be determined by the date of submission in WPU 25 Live system.

**The following conditions apply to all requests to display flags and banners on University Commons and Student Center approved display spaces:**

Internal Organizations must provide the special flag and banner. Internal organizations are responsible for hanging banners and flags on the staircase. Special flags and banners that require mounting must be delivered to the Hospitality Services main office no less than ten days prior to the start date.

After the approved period of display expires, the Internal Organization will collect the flag from the Hospitality Services main office.

Any special flag not collected by the Internal Organization in fifteen days after the approved period of display shall become the property of the University.

Special flags and banners must be in good condition, not faded or tattered. Damaged flags and banners will not be displayed and will be removed.

The University shall not be responsible for any damage or theft of flags and banners that are displayed on University Property.

Temporary displays of special flags are only permitted on the designated spaces in the Victor Machuga Student Center within the University Commons and will occur in conjunction with an approved University celebration or event. Display of special flags and banners will be limited to 7 days, 15 days and 30 days increments. The Internal Organization requests the duration of the flag display through 25 Live. Approved dates will appear on the 25 Live confirmation.

**Flag and Banner Size and Quality:**

All flags and banners displayed on University property must be professional quality, intended for indoor display with grommets or sleeves (if displaying on the columns) and reinforced/weighted lower corners and made of materials, including connecting hardware, that will not damage University property, equipment or facilities, or pose an undue risk of harm to pedestrians.

Theme Banners can be displayed at six prominent locations in the Student Center and will be hung on designated columns. Banners must be 30 inches high (vertically) by 24 inches wide (horizontally) with a pole sleeve on top.

Student Center Stairwell Display Banners: Must not exceed 5 ft high x15 ft wide. Banners and flags must have multiple evenly spaced grommets for hanging.

Specialty Flags: Must not exceed 3 ft x 5 ft. Grommets are required for safe hanging.

Hospitality Services shall review and approve each proposed special flag and banner to be displayed at University Commons designated locations and, as necessary, in consultation with the Director of Student Diversity & Inclusion and/or the Director of Campus Activities, Service and Leadership.

By Direction of the President and Cabinet:

Date: 11/17/21

Vice President for Student Development