

# Window Painting Procedure

The following procedure is designed to allow recognized student organizations to properly paint windows for campus-wide events that are sponsored by Student Activities, Campus Activities Board (CAB), and Center for Student Diversity. All window paintings must have approval from Event & Conference Services Director and Assistant Vice President of Campus Life.

## Requirements:

All window painting must adhere to the following rules and regulations to be displayed:

1. Window painting is only allowed on the designated exterior window panels at the University Union and West Village Commons.
  - University Union locations: Union Second Floor Tiger Plaza Entrance(right side of entrance only)
  - Union 1<sup>st</sup> Floor Entrance facing Burdick Field (right side of entrance only)
  - West Village Commons front entrance windows (left side of entrance only)
2. A window painting request form must be submitted no less than 5 business days prior to the scheduled time the organization wishes to paint.
3. Window reservations are limited to 2 weeks.
4. Painting is not allowed on window frames and glass doors.
5. Organizations must provide their own paint and supplies and approved by Event & Conference Services Director before use. Water-based paint must be used when painting. No other materials may be applied to the windows (ie: latex paint, tempera paint, Crayola brand powder, glitter, shoe polish, acrylic fabric paint, any type of tape, etc.)
6. Drop cloths must be used when painting. Any paint spilled on the ground must be cleaned by the organization immediately. Paint must be removed immediately following the event, not to exceed 24 hours following the event's conclusion. *Failure to clean the windows will result in the organization losing their window painting privileges for up to one semester. If the university has to clean the windows or spilled paint, the costs associated with the clean-up will be passed on to the organization responsible.*
7. The painted message must include the name of the sponsoring organization.
8. Windows are reserved to promote campus-wide events only.
9. All organizations are prohibited from using university property in the preparation and painting of the window. This includes, but is not limited to standing on chairs and tables, etc. If this occurs, the organization will be charged for the replacement of damaged property.
10. All entries must be in good taste; references to alcohol, drugs, or negative references about any campus organization/faculty/staff are strictly prohibited. No threatening messages or inappropriate language is permitted. An exact description and sketch of the painting must be submitted with the request form. This is up to the interpretation of the Event & Conference Services Director and Assistant Vice President of Campus Life. Windows will be cleaned immediately after a violation, and the organization will be billed.