

# GUC Window Painting Guidelines

Please turn in the form to the Office of Student Engagement, GUC 107.

1. Only Recognized Student Organizations will be allowed to make application to paint a window outside the GUC 1<sup>st</sup> floor atrium. Each application must be made no less than 5 business days before the requested painting dates. A copy of the application with approval/denial and window assignment will be put in the Organization's UNA mailbox.
2. Each approved application will be assigned a window panel on the front side of the GUC on which to prepare their advertisement. Windows can only be painted on the outside.
3. Windows can only be painted advertising one time events-not regular meetings or events. Windows can only be painted 10 days prior to an event. In the event of rain destroying the artwork, the RSO will be required to clean the window immediately following the rain (failure to do so will result in the RSO being fined \$25 clean up fee) and may repaint the window if they choose.
4. Each RSO must leave a two (2) inch margin around its painting. This is to provide for easier cleanup. *Each RSO must use window chalk provided by Student Engagement.* **No other materials may be applied to the window** (Example: latex paint, tempera paint, crayola brand powder, glitter, shoe polish, acrylic fabric paint, etc.) and will result in the RSO being fined a minimum of \$25.
5. Paint must be removed immediately following the event, not to exceed 24 hours following the events conclusion. Organizations **will be fined \$25** to cover cleaning costs if they do not properly remove the paint (using window cleaner) or if they exceed the 24 hour period.
6. All participating RSO's are prohibited from using University property in the preparation and painting of the window. This includes, but is not limited to, standing in chairs outside the GUC, standing on the benches outside the GUC, etc. If this occurs your organization will be fined for the replacement of damaged property.
7. All entries must be in good taste; references to alcohol, drugs, or negative references about any campus organization/faculty/staff are strictly prohibited. A rough draft drawing must be submitted with application to be approved. This drawing must represent exactly what will be painted on the window.

**I understand and agree to follow all the above guidelines. I accept responsibility on behalf of my Recognized Student Organization for the painting and cleaning of the assigned window according to these guidelines.**

---

**Name of Contact Person**

---

**Organization**

---

**Signature**

---

**Date**

Assigned Window # \_\_\_\_\_

Approved by \_\_\_\_\_

Approval date \_\_\_\_\_

## GUC WINDOW PAINTING APPLICATION

Organization \_\_\_\_\_ UNA Box # \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail Address \_\_\_\_\_

Event/Activity to be Advertised \_\_\_\_\_

Date of Event/Activity to be Advertised \_\_\_\_\_

Requested Painting Date (no more than 10 days preceding an event) \_\_\_\_\_

Cleaning Date (no more than 24 hours following the conclusion of the Event/Activity) \_\_\_\_\_

*Please draw below exactly what will be painted on the window.*

