

## **SANDWICH BOARD USAGE TERMS AND CONDITIONS**

- Reservations must be made at least 24 hours in advance using the [Sandwich Board Request Form](#) on WOU Portal. Requests may also be made in-person at the WUC Information Desk (IDS), by email at [SEOOFC@wou.edu](mailto:SEOOFC@wou.edu), or by phone at (503) 838-8261.
- The requestor must be able to complete all fields above to submit a request.
- Posters on sandwich boards must follow the [Campus Posting Guidelines](#).
- Reservations are limited to six (6) sandwich boards at a time for up to two weeks (14 calendar days).
- Sandwich boards must be returned clean and cleared of paper, staples, tape, etc., have 2 plastic covers, and be in good condition. If not returned in said condition, a charge will be applied to their WOU account. Charges may include \$3.00 for cleaning per sandwich board, \$2.00 per missing plastic cover and \$85.00 for replacing each damaged sandwich board. For Non-WOU affiliated groups, the fee will be added to their final billing,
- The requestor is responsible for any loss, damage and/or theft that might occur to the sandwich boards during the time they are checked out.
- A \$5.00 per day fee will be charged for each sandwich board returned late (from 12 hours up to 5 days). Sandwich boards are deemed missing after 5 days and an \$85.00 replacement fee per board will be charged to my WOU account. For Non-WOU affiliated groups, the replacement fee will be added to my final billing. I understand if the sandwich board is found later, no refund will be issued.
- Placement of sandwich boards is limited to the grass area between the sidewalks on Monmouth Avenue, part of Church Street and part of Jackson Street and the hardscape (bark dust areas, cement cutouts) along other walkways on-campus (see attached map). Sandwich boards cannot be placed on sidewalks or paved areas that create a barrier or restrict walkways. Sandwich boards need to be spaced apart, so they do not obstruct other boards or signs (ideally 10 feet or more). If sandwich boards are taken off campus, terms and conditions still apply except avenue and street locations mentioned above.
- Sandwich boards cannot be placed on Monmouth Ave between 6am and 12pm on Mondays so lawns can be mowed. If it is necessary for IDS or Facilities Services grounds crew to remove them during this time, they will be cleaned, and groups will be assessed a \$5 removal and cleaning fee per sandwich board to their WOU account. For Non-WOU affiliated groups, the fee will be added to their final billing. This applies to Monmouth Avenue only.
- Sandwich boards can be left on the WUC plaza leaning on the brick column and concrete planter outside Caffé Allegro over the weekend as long as they do not block the entry doors.