

# WINDOW PAINTING POLICY

## Final Revised 6-7-2017

### **Purpose:**

The purpose of this policy is to create a standard operating procedure for students and student groups to reserve, register, and engage in the painting of windows within the U. The specific windows available to paint are located on the southern end of the building near Einstein's Bros Bagels.

### **Process of Reserving the Window/Windows to be decorated:**

The windows will be reserved via staff in the COVE located at 2200 Student Union. The student/student groups will complete and submit a form (attached to this policy) to be signed by both COVE staff members and the primary contact for the organization/group of students. Windows can be reserved on a weekly basis starting on Monday and to be cleaned no later than the close of building the following Sunday. Due to limited availability for windows, reserving windows must be done **no later than 2 weeks prior** to the painting period.

### **Materials you must provide:**

Upon day of the painting, students will need to bring the following:

- Brushes
- Tempera Window Paint in a variety of colors
- Tarps
- Dish washing soap (colorless and fragrance free)
- Paper plates
- Paper cups

### **Painting time allotment:**

Due to the limited hours of COVE staffing, window painting will occur between 4pm and 9pm on the Monday of the week of decorating.

### **Procedure for utilizing window paint:**

In order to facilitate clean up, window paint must be Tempera window paint mixed with a small amount of dish washing liquid. The dish washing liquid is necessary in order to facilitate the cleaning of the windows and any accidental dripping.

### **Cleaning Expectations:**

There are two expectations regarding clean-up:

1. Clean up the area after window painting occurs
2. Cleaning windows on the last day of the reservation

Failure to meet both these expectations will result in a removal of this privilege to the students/group of students. Additionally, there will be a \$25 per hour charge with a \$25 minimum for any time used by the custodial staff to clean up any paint left by student groups as a part of this process.

### **Other information and considerations:**

The purpose of window painting is to provide a greater sense of school spirit and pride. Windows should be painted in such a manner to promote the general well-being and spirit of the school. Any windows found containing offensive, lude, or otherwise objectionable subject matter, as deemed by the University Centers Central Staff, shall be subject to removal and the students/student group shall be fined for the time of removal as well as potentially subject to further sanctioning as deemed appropriate.

Window painting should not be used to promote a specific event, but rather be used in order to promote an educational purpose or the spirit of the institution. For example:

Window painting around Greek Week should promote a general UWL school spirit and should not be about a specific Greek Week event or program.

A calendar of events taking place over the course of a given week is permissible as long as the spirit or messaging of the week is educational in nature. For example:

Social Justice week would be allowed to list specific events occurring during the course of the week, but not promote a specific event of the week over other events.

## Window Painting Form

Student Organization: \_\_\_\_\_

Primary Student Organization Contact:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Dates Requesting Window Reservation: \_\_\_\_\_

Date Submitting Reservation Request: \_\_\_\_\_

By signing below, I acknowledge that window painting is a privilege extended to me and my organization. In recognition of this, I agree to adhere to all rules and regulations regarding the way and manner in which I or representatives from my organization will decorate the windows that are assigned to us. Additionally, I also understand and acknowledge that if no one from my organization cleans the window and/or any mess that is made in the painting process, my organization is liable for the time spent by the custodial staff cleaning in the form of money.

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Name (Print)

Signature

Date

### Quick Reminders about Window Decorating:

Here are just a few quick things to remember:

1. Window painting is only to be done on your assigned window from 4pm to 9pm on the Monday of the reserved week.
2. Tempera paint, brushes, cups, plates, tarps, and dishwashing soap will be provided to you.
3. In order to facilitate clean-up, please mix a few drops of the dishwashing soap we provide you into the paint.
4. As a reminder, window painting is not for advertising specific events, but rather for the promotion of school spirit and education of the student body.
5. Please ask the Cove Staff or any of the custodial staff for assistance in getting ladders, buckets, water, or sponges during the painting or clean up phases of your reservation.
6. HAVE FUN!