

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: CAMPUS SIGNS

NUMBER: 320

AUTHORIZING BODY: VICE PRESIDENT FOR FINANCE & ADMINISTRATION

RESPONSIBLE OFFICE: FACILITIES MANAGEMENT

DATE ISSUED: AUGUST, 1987

LAST UPDATE: FEBRUARY 2006

RATIONALE: The following policy is intended to ensure sign standards are met and procedures are in place to handle temporary signs and placement.

POLICY: All permanent signs, both interior and exterior, shall be consistent with existing sign standards and must be approved by Facilities Management prior to installation.

A number of options are available for temporary exterior signs for events, including transportable sign brackets, banners and electronic message centers. Groups interested in temporary signage of any type should contact the Communications and Marketing Department. Communications and Marketing will work with groups to determine the most appropriate format based on event type and budget; appropriate messages; and scheduling. They will also handle internal coordination with appropriate Departments including Facilities Management and Auxiliaries.

Temporary signs can be ordered from the University Print Shop. Temporary sign holders are available through the Facilities Management on-line work order systems. Sign holders can be picked up and returned to the Police and Support Services-Warehouse. The individual requesting permission for placement of temporary signs is responsible for the installation and removal of temporary signs.

Promotional event signs will be authorized only for administration approved campus activities and will be limited to directional signs.



Any sign placement along the campus main perimeter roads or at main campus entrances will be subject to the approval of the Vice President for Finance and Administration and Designee. No signs displaying vendor or product advertisement, political or personal messages, or the sale of any goods or services will be allowed without prior approval of the Vice President for Finance and Administration and Designee.

Facilities Management is authorized to remove unauthorized signs.

This policy does not alter existing policies regarding bulletin boards, posters, and other temporary signage inside campus buildings.

SCOPE AND APPLICABILITY:

DEFINITIONS:

PROCEDURES:

RELATED POLICIES AND FORMS:

APPENDIX:



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