

## SIGN POSTING

This policy applies to three types of temporary signs. The first type is **Informational**, in that it provides information on an event, activity, information that is of interest to university students, faculty or staff. The second type of signage is **Directional** in nature showing the way to a specific event being held that day. The third sign is Political, and includes signs that support or oppose a political candidate or a ballot proposition.

### I. All Signs

- a) The Community Staff, or Department head must approve and stamp all signs before posting.
- b) All signs must have a date of posting and an expiration date.
- c) Name of the responsible person, contact address, and phone number must be submitted to the Community Staff, or Department Head before receiving posting approval
- d) Signs that contain illegal content or that violate University policies are not permitted. Examples of impermissible content include materials that are obscene, that convey an imminent threat of physical harm to specific individuals, that disclose confidential information without appropriate authorization, or that conflict with the University's Statement of Faith.

### II. Informational Signs

- a) Signs that provide information on an event, activity or information that is of interest to University students, faculty or staff must be removed immediately upon completion of the activity, event, or the expiration of thirty days, whichever comes first.

#### .Directional Signs

- a) Signs to indicate the direction to events being held on campus may only be posted the day of the event and must be removed immediately upon completion.
- b) Wooden stakes may be obtained from the Office of Facilities Management so that directional signs may be placed at the University entrance and on the grass.

### I. Political Signs

- a) Signs supporting or opposing a candidate or a ballot proposition may not be posted earlier than thirty days prior to the applicable election and must be removed immediately after the election.
- b) All Political signs must indicate the name or names of the responsible person(s) endorsing candidate(s) and/or propositions.

### V. Sign Display

- a) Signs may only be placed on bulletin boards, and non-painted concrete or block surfaces. No signs may be placed on glass, signs, light posts, doors, nor nailed or stapled to trees or plants, nor placed on or under room doors in student living areas.
- b) Only masking tape can be used to affix signs to approved surfaces. Thumbtacks, staples or masking tape may be used on designated bulletin boards.
- c) No signs can be affixed to horizontal surfaces (walkways, benches, tables, etc.)

Signage displayed in student living areas is also subject to the discretion of the living area staff regarding appropriateness and placementVI. Designated location(s)

#### **The following areas have been designated for posting of signs**

- **Unpainted block walls at 7 Palms**
- **Bulletin Boards on the east and west sides of the ASB office**
- **Exterior North wall of the Student Union**
- **Bulletin Boards in lobby of Student Union**
- **North Wall inside Student Union**
- **Southeast Corner wall of Cornerstone Coffeehouse**
- **Bulletin Boards at entry to MM Classrooms**
- **Exterior walls of Wynn Science Center**
- **Bulletin Boards at the stairwells of Turner Campus Center**
- **Bulletin Boards in the lobby of each residence area (must be approved by RD first)**
- **Bulletin Boards at A court of shire housing area**
- **Bulletin Boards adjoining faculty, staff and resident doors**

### VII. Sign Removal

- a) Persons or groups who post signs are required to remove them by the day following the event or after 1 day if the signs are for information only. Persons or groups who do not remove the signs within the prescribed time limits risk restriction or loss of posting privileges.
- b) University staff reserves the right to remove signage without notice that is outdated, does not adhere to the posting policy, or is contrary to community standards.

### VIII Other

- a) Chalk- Chalk drawings and signage may be placed on asphalt and concrete walkways only. Chalk drawings shall be limited to the Cougarwalk and residence halls only. Care should be taken to keep chalk away from building entries.
- b) Signage exceptions are available for ASB and residence hall activities. Organizer of such events to contact the Office of Facilities Management before the scheduled event