

BUILDING SIGNAGE POLICY

Final Revised 4-11-2017

Policy

Signage is used to support and publicize events in the Student Union. Signage opportunities are provided in a consistent manner and should not deface surfaces, damage building structure, or interfere with Facilities/Campus Grounds maintenance. The policy is administered and monitored by University Reservations.

1. Directional Signage for an event is acceptable when using freestanding floor sign holders. These sign holders can be reserved in advance of event with University Reservations.
2. No signage should be placed on mirrors, walls, or other glass surfaces such as doors, or windows.
3. Yard Signage such as wired signs, stakes, posts, or any other object requires prior approval from University Reservations (due to underground utility cables). This type of signage is allowable on date of event(s) only.