

# Signboard Policy and Locations

This policy is to ensure a safe, viewable, and accessible method to provide appropriate information to the campus community in a signboard format. It establishes the guidelines for the reservation and self-serve use at various campus locations.

## PROCEDURES REGARDING APPROPRIATE USE

1. Only recognized student organizations and University departments and committees are eligible to use signboard locations.
2. Sponsors must register in advance for the use of signboard locations. Reservations are made on a first-come, first-serve basis with Reservations.
3. Organization or Department name must appear on all printed or painted material.
4. Font size is a minimum of 2" tall.
5. Painted signboards or stapled posters must be created, set up and removed by the sponsor.
6. Painted Signboards (See locations below)
  - a. Signs must be made out of 1/2" plywood or particle board and measure 4'x4'.
7. Staple Printed Materials Signboards (See locations below)
  - a. Do not remove existing plywood to place a painted board
  - b. Signs must be stapled on appropriate plywood spot
  - c. It is recommend to laminate the printing to ensure it can withstand the elements.
8. Reservations are from Monday- Sunday (7 days). Signs may be posted any time during that week.
9. Each sponsor is responsible for the removal of signboards or stapled items by 5pm of Sunday ending the reservation. Failure to do so will result in the sign being discarded.
10. Sponsors may reserve up to two specific locations for a maximum of seven consecutive days.
11. Signboard use will be denied to sponsors advertising activities which encourage the use of alcohol, for activities which will promote or imply discrimination on the use of race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, pregnancy, political affiliation, marital or parental status, Vietnam-era veteran status, or arrest and conviction record, or are determined to be offensive by staff in Reservations.
12. Reservations reserves the right to remove any signboard at its discretion.
13. Requests for additional holder sites should be forwarded to the Reservations office.

## SIGNBOARD LOCATIONS

| <b>Reservable Locations</b>                                   | <b>Board</b>                                    |
|---|---|
| South Side of UC Near McGraw - West Boards (Parking Lot Side) | 2 – A (North) - Staple<br>2 – B(South) - Staple |
| Near Health Center  | 5 – B (South) - Staple                          |
| East Side of Esker  | 6 – A (North) - Paint<br>6 – B (South) - Paint  |
| South of Esker – Adjacent to Tennis Courts                    | 7 – A (North) - Paint<br>7 – B (South) - Paint  |

Signboards are permitted in holders or on designated plywood only. Reservations will remove violations at building supervisors request. Future signboard locations may be identified in conjunction with campus development plans.