SECTION: Business Affairs/Physical Plant
SUBJECT: Campus Signage Policy

ISSUED BY: Vice President for Business Affairs and Treasurer
REPLACES: 
APPROVED BY: Officers of Administration
EFFECTIVE DATE: April 20, 1992

Policy

The large number of announcements that are related to the College Community require that certain guidelines and policy be set. To protect public safety, the property of the community, and reduce unnecessary custodial and maintenance work load, the following list of guidelines will be followed.

1. Personal signs, public notices, and decorations are allowed on the door of one’s dorm or office. The use of a poster adhesive like “PLASTI-TAK” (for sale at College Bookstore) is requested. No staples, push-pins, or penetrating fasteners are allowed. Damage charges may be assessed.

2. Public posters and announcements are to be placed on the bulletin boards provided for this purpose on campus. Suggestions for additional bulletin board placement should be left with department heads or Student Development for review of the location and budget consideration.

3. Special areas for posting signs and notices may be set. Requirements which include the suitability of the location, maintenance and custodial concerns, the person responsible for overseeing the location, and visual impact to the campus appearance will be reviewed before setting up any area. A special area will remain until requirements are not met. Approval may be revoked by the Administrative Council or if the physical need of campus requires. The following areas have been approved.

   ① All dormitories - hall bathroom doors
      A. Poster putty like “Plasti-Tak” is required.
      B. Oversight and removal is to be the head resident’s responsibility.
      C. Door finish will not be repaired or cleaned until summer break.

   ② All dormitories - inside surface on toilet stall doors
      A. Poster putty like “Plasti-Tak” is required.
      B. Oversight, clean up, and removal is to be the head resident’s responsibility.
      C. Any increased maintenance because of misuse will be grounds of cancellation for the dormitory complex.

   ③ CPO entrance - transom window over entrance doors (only)
      A. Tape or poster putty is required.
      B. Student government is responsible for placement, removal and cleaning of glass as agreed by the Manager of the College Post Office.
4. Fletcher Early - East side entrance, inner-door unit, north side glass window light.
   A. Tape or poster putty is required.
   B. The Vice President for Student Development and Dean of Students will personally supervise window notice and poster use.
   C. Cleaning of the glass window light will be reduced to once monthly by custodial department.

5. Sidewalk - Only the section between the Cafeteria going to CPO/Student Center.
   A. Notices/signs will be dated on lower right corner and placed for only 24 hours.
   B. Size will be limited to 8 1/2 X 14 or smaller.
   C. Tape will be used to mount all signs.
   D. Oversight and removal will be responsibility of student government and Vice President for Student Development and Dean of Students, jointly.

6. Science Building - Glass windows on both sides of glass doors. To be supervised by the Science Area Coordinator.

4. Items taped to or fastened in any location not provided for by this policy will be removed. Charges may be assessed to the person/group responsible for misplaced signs.

5. Placement of advertisements and posters for non-college and/or commercial concerns located in places other than previously mentioned designated areas need to be reviewed by the appropriate Administrative Officer. All the policies for College related signs must be followed.

6. Temporary exterior signs for college related events and elections are allowed if the following requirements are met:
   1. Any sign of questionable design or content must be reviewed by an administrative officer or the Administrative Council before being placed on campus.
   2. Before any sign is to be driven into the turf areas on campus, the location must be reviewed (by appointment) by the Physical Plant.
   3. Signs mounted on or tied to buildings, poles or trees must be supervised or placed by the Physical Plant with attachment methods approved by the Physical Plant.
   4. Sign removal or provision for removal is the responsibility of the person/group who originated the installation.
   5. The Physical Plant is not responsible for storage or safety of sign, equipment or mounting materials.
   6. The Physical Plant must be made aware, in advance, of all exterior signs or displays.
7. Displays must be reviewed with public safety and the protection of college property in mind. All unsafe displays must be removed. It is strongly recommended that department heads and Administrative Council will be involved in determining the appropriateness of all displays and art projects. All items concerning temporary exterior signs also apply to this area.

8. Seasonal and holiday decorations will be approved by appropriate department head, with safety considerations and building maintenance as prime considerations.

9. Exceptions to and specific interpretations of this policy will be made and jointly resolved by the Vice President for Business Affairs along with the Vice President responsible for the affected area of program.