

POLICY

The placement of signs on college property shall be approved by the President or his/her designated representative.

INFORMATIONAL NOTE:

The placement of signs on college property is generally not authorized unless their use is to inform college personnel, students, and the public of some college-wide purpose or event.

PROCEDURE

Individuals, groups, and departments who identify the possible need to advertise some college program or activity via the placement of a sign on campus property shall request approval through the Office of Vice President of College Advancement.

The request for approval shall be by memorandum, and it shall include the following:

1. Name of the requestor
2. Purpose of the sign(s) (activity or program to be advertised)
3. Number of signs to be erected
4. Size of the sign(s) and general description
5. Location of the sign(s)
6. Date sign(s) is to be placed and length of time on display

Guidelines for Approval of Signs

1. The sign(s) should not be offensive
2. Avoid duplication of sign(s) in same area
3. Sign(s) should not detract from campus appearance
4. Sign(s) should pose no danger to area

Adopted: November 24, 1975

Revised: December 21, 1982

Revised: May 21, 1991

Revised: April 30, 1996

Revised: February 24, 2009