



Office of Space Utilization & Analysis Policy & Procedure #10

TITLE: TEMPORARY GROUND SIGN/BANNER APPLICATION PROCESS

OBJECTIVE AND PURPOSE: To comply with Presidential Memorandum #80, Regulations for Posters, Notices, Temporary Ground Signs and Banners, and establish a standard procedure for processing Temporary Ground Sign/Banner Applications on the FAU Boca Raton campus” <http://www.fau.edu/admin/pm/80.htm>

RESPONSIBILITY: ACTION

REQUESTING DEPARTMENT

- ◆ Contact the Office of Space Utilization & Analysis to request a Temporary Ground Sign/Banner Application form.
- ◆ By phone, contact the Office Assistant in Space Utilization & Analysis, or by Web site, link to the Temporary Ground Sign/Banner Application form located at: <http://www.fau.edu/divdept/univarch/su/forms/tempsignappl1.pdf>
- ◆ The following Attachments are available as needed:
 1. ATTACHMENT A: indicates BANNER locations on the main campus roads: <http://www.fau.edu/divdept/univarch/su/forms/attachA.pdf>
 2. ATTACHMENT C: indicates BANNER locations in and around the BREEZEWAY and SOCIAL SCIENCE BUILDING: <http://www.fau.edu/divdept/univarch/su/forms/attachC.pdf>
 3. ATTACHMENT I: indicates temporary GROUND SIGN locations around the campus: <http://www.fau.edu/divdept/univarch/su/forms/attachI.pdf>
- ◆ Complete the Temporary Ground Sign/Banner Application form, and obtain appropriate level signature.
- ◆ Submit completed form to the Office of Space Utilization & Analysis for processing at least 15 days prior to the requested installation date.

- ◆ Upon receipt of application:
 - a. Date stamp application
 - b. Open Sign & Banner Access Database and click on reports tabs

OFFICE OF SPACE UTILIZATION & ANALYSIS

Issued By: Singer	Date Issued: 5/2003	Date Revised:	Effective Date: 5/2003

APPROVED:	Vice President	Associate V.P.	Director
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- c. Look through the requested month for posting signs
- d. Verify that there is no more than one (1) other sign for requested locations/dates.
- e. If clear for posting, assign an application number. If not, contact the requester and resolve the conflict.
- f. In Access Database, close reports and click on the forms tab
- g. Press the tab at the end of the report and view the last application number assigned. Application numbers are assigned in numerical order as received.
- h. Press the report tab and print last two (2) pages of the report and file in the binder for OSUA – Sign/Banner Request Log.
- i. Write the new application number on the top right-hand side of the application
- j. Forward to OSUA's Director for approval and signature.
- k. After OSUA's Director has signed and approved the application, fax a copy to the requestor and Physical Plant.
- l. File application in binder for OSUA – Signage Applications.

REFERENCE

- ◆ Presidential Memorandum #80

ATTACHMENTS

- ◆ ***BANNER locations on main campus – ATTACHMENT “A”***
- ◆ ***BANNER locations in and around the Breezeway & Social Science Building – ATTACHMENT “C”***
- ◆ ***Temporary Ground Sign locations around the campus – ATTACHMENT –“I”***