



Presidential Memorandum #80

(1st Revision)

Original Issue Date: October 17, 1990

March 22, 2000

Subject: Regulations for Posters, Notices, Temporary Ground Signs, and Banners

In the interest of keeping our campus as attractive as possible and to avoid costly repairs, the following regulations are defined for erecting and removing temporary ground signs, banners, posters and notices on campus facilities and grounds. These regulations are required, not only in consideration of the appearance of the campus, but also to avoid marring or damaging building surfaces, signs, trees, and landscaping. Commercial advertisements are not allowed on campus except in conformity to Presidential Memorandum #60.

1. Placement of Posters and Notices

- a. Classrooms, offices and corridor locations:
Posters and notices may be attached only to approved bulletin boards in the above areas. They may not be attached to any painted surface, glass, building fixtures, signs, on any interior walls or the exterior of any building, except where appropriate provisions have been made.
- b. Walkways and campus grounds locations:
Posters and notices may be placed in the approved sign-holder frames, which are installed on walkway columns. Student Government Association (SGA) election campaign signs may be displayed in designated areas of the covered walkway.

Posters and notices may not be attached by any method to building exteriors, interior walls, trees, shrubs, plantings or any existing signs.

- c. Removal of Posters and Notices:
All posters and notices must be dated when erected and removed by the sponsor within 24 hours after the event has taken place. Posters and notices that are torn or disfigured should be removed or repaired. Posters and notices for on-going events must be removed after 30 days from the date erected.

d. Violations:

Posters and notices that are in violation of Florida Atlantic University regulations will be removed by the University Physical Plant Department. Any violations by student organizations will be reported to the SGA; violations by University departments will be reported to the appropriate Dean or Vice President. Organizations or departments in violation of these regulations shall be held responsible for any damages and/or costs to Florida Atlantic University.

2. Placement of Temporary Ground Signs and Banners

a. Walkways and campus grounds locations:

Temporary ground signs and banners may be placed only at the locations approved in the attached Banner & Temporary Ground Sign Installation procedure.

b. Coordination

Final plans will be submitted to the Office of Space Utilization & Analysis for approval in accordance with the attached Banner and Temporary Ground Sign Installation Procedure.

Temporary ground signs and banners may not be attached by any method to trees, shrubs, plantings or any existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting ground signs or banners is also prohibited. Small temporary ground signs (in compliance with the Banner & Temporary Ground Sign Installation Procedure) may be erected by the sponsor of special events, not more than 14 days before the event.

c. Removal of Temporary Ground Signs:

All temporary ground signs or banners must be removed by the sponsor within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired by the sponsor.

d. Removal of Banners

All banners will be removed by the University Physical Plant Department within 24 hours after the event has taken place. Banners that are torn or disfigured will be removed or the sponsor will pay for the cost to have them repaired.

e. Violations

Temporary ground signs and banners that are in violation of Florida Atlantic University regulations will be removed by the University Physical Plant Department. Any violations by student organizations will be reported to the SGA; violations by University departments will be reported to the appropriate Dean or Vice President. Organizations or departments in violation of these regulations shall be held responsible for any damages and/or costs to Florida Atlantic University.

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f. Information

Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the Office of Space Utilization and Analysis.

Attachments

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President and Professor

Distribution: Vice Presidents, Deans, Department Chairpersons, and Directors