

Office of Space Utilization & Analysis Policy & Procedure #10

TITLE: TEMPORARY GROUND SIGN/BANNER APPLICATION PROCESS

OBJECTIVE AND PURPOSE: To comply with all University Regulations for Posters, Notices, Temporary Ground Signs and Banners, and establish a standard procedure for processing Temporary Ground Sign/Banner Applications on the Boca Raton Campus

GUIDELINES AND RESTRICTIONS

- ◆ **Temporary ground signs are to be used for directional purposes only and are not intended to be used for advertisements.**
- ◆ Banners must be made of vinyl material.
- ◆ The maximum number of banners for a single event is three.
- ◆ Banners and signs may only be placed in a location for a maximum of 14 days.
- ◆ The maximum size for temporary ground signs is 18 x 24.
- ◆ The University is not responsible for damaged or stolen banners and/or ground signs.

RESPONSIBILITY:

ACTION

REQUESTING DEPARTMENT

- ◆ Complete applicable Temporary Ground Sign/Banner Application form found at <http://www.fau.edu/facilities/osua/info/TempGroundSignApp.pdf> and obtain appropriate level signature.
- ◆ The following Attachments are available as needed:
 1. [ATTACHMENT A: Temporary Ground Sign Locations](#)
 2. [ATTACHMENT B: Banner Locations - Roadway](#)
 3. [ATTACHMENT C: Banner Locations – Breezeway](#)
- ◆ Submit completed form to the Office of Space Utilization & Analysis for processing at least 7 days prior to the requested installation date. Banners and grounds sign locations are approved on a space available basis.

OFFICE OF SPACE UTILIZATION & ANALYSIS

- ◆ Upon receipt of application:
 - a. Confirm application has been completed with all the required information
 - b. Verify requested space is available for sign(s) and/or banner(s)
 - c. Forward to OSUA's Director for approval and signature.
 - d. Fax a copy to the requestor and Physical Plant.
 - e. File application in binder for OSUA – Signage Applications.

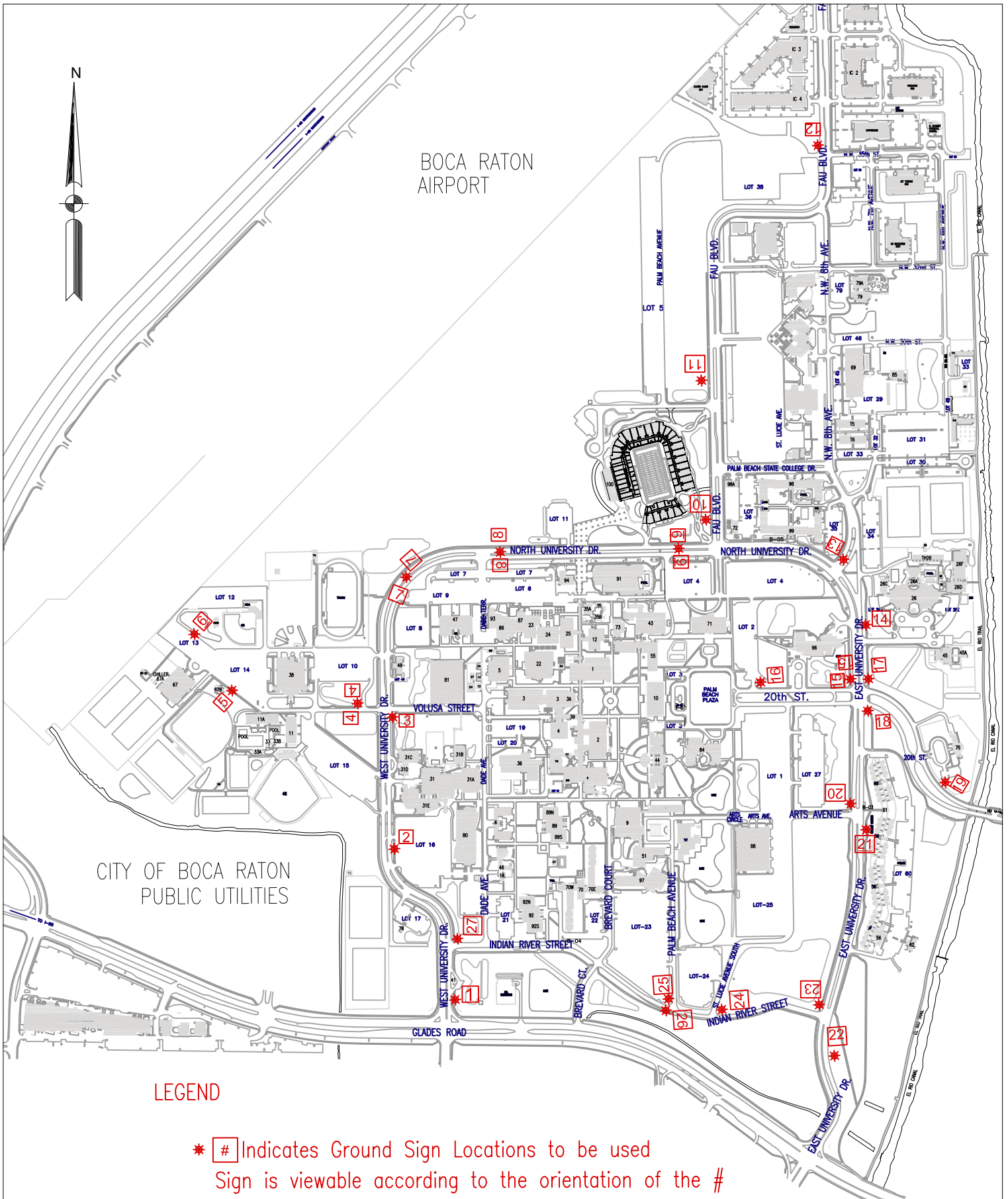
REFERENCE

- ◆ University Policy 4.2.3

ATTACHMENTS

- ◆ ATTACHMENT A: Temporary Ground Sign Locations
- ◆ ATTACHMENT B: Banner Locations - Roadway
- ◆ ATTACHMENT C: Banner Locations - Breezeway

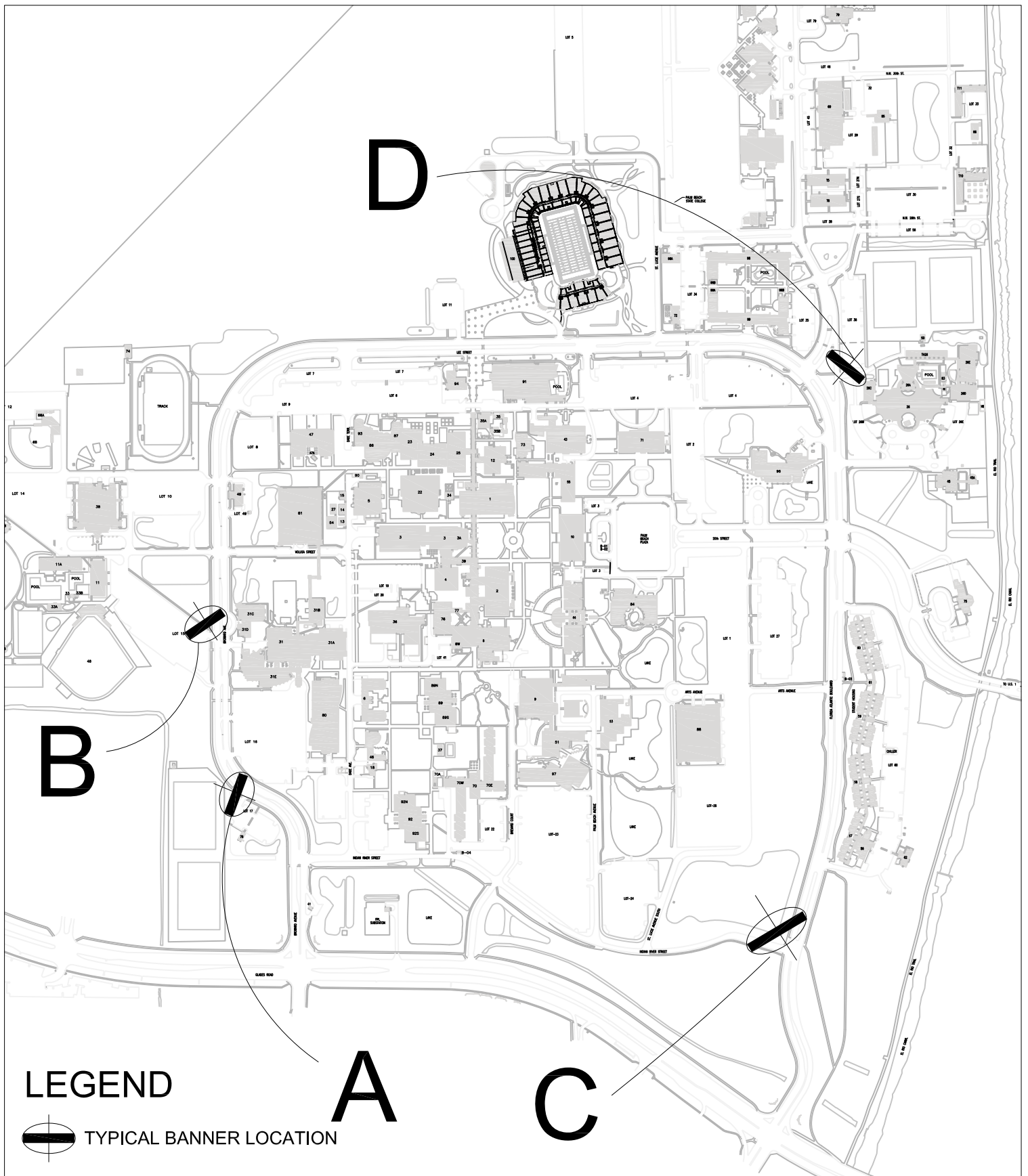
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|-----------|---------------------|----------------|------------------------|
| | Date Issued: 2/2012 | Date Revised: | Effective Date: 2/2012 |
| | | | |
| APPROVED: | Vice President | Associate V.P. | Director |



ATTACHMENT "A" **TEMPORARY GROUND SIGN LOCATION - CAMPUS PLAN**

Updated 1/09/2012

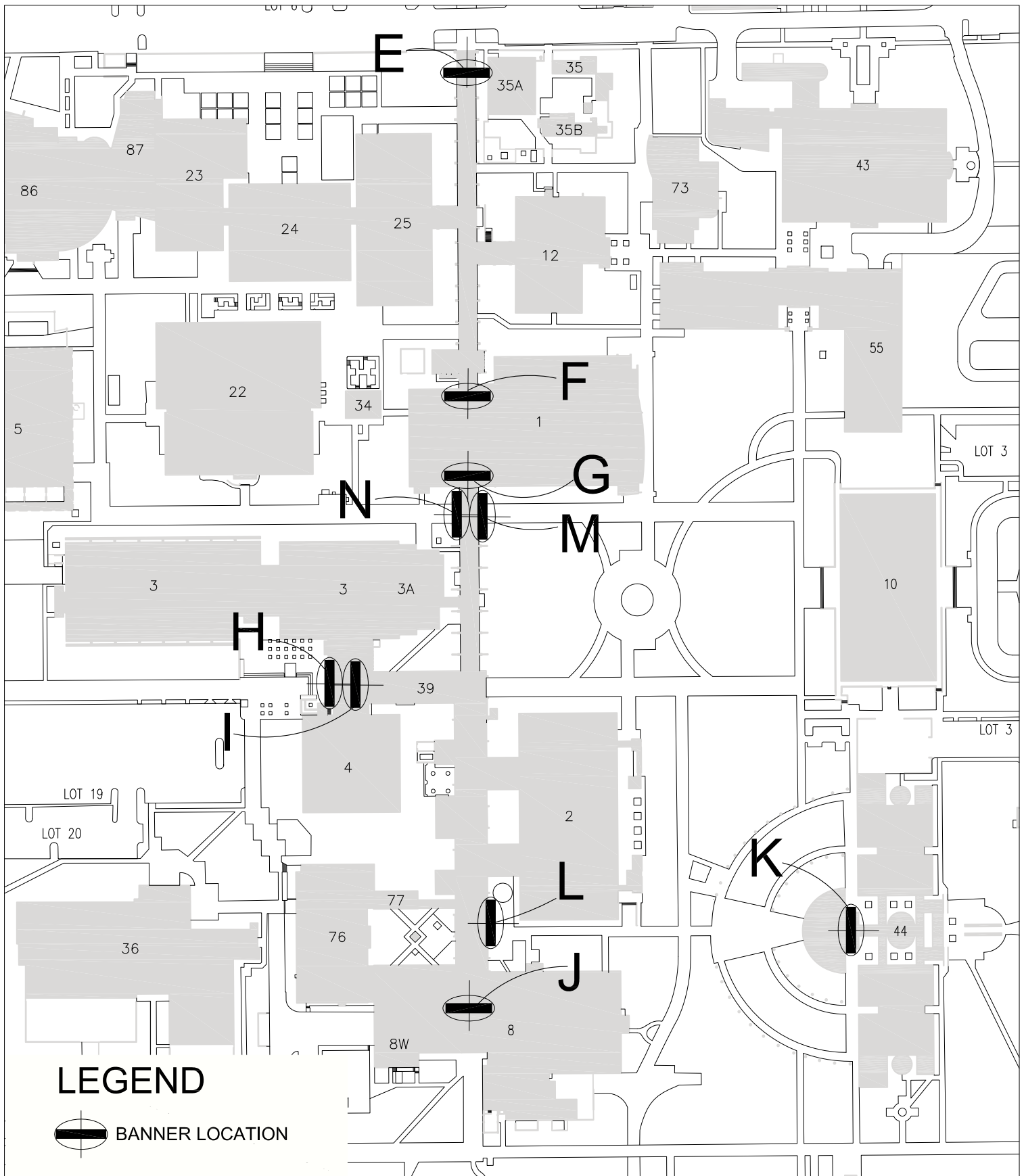
FLORIDA ATLANTIC UNIVERSITY - MAIN CAMPUS



ATTACHMENT "B"

SITE BANNER LOCATIONS - CAMPUS PLAN

FLORIDA ATLANTIC UNIVERSITY - MAIN CAMPUS



ATTACHMENT "C"

SITE BANNER LOCATIONS - BREEZEWAY PLAN

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