



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.

- 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.

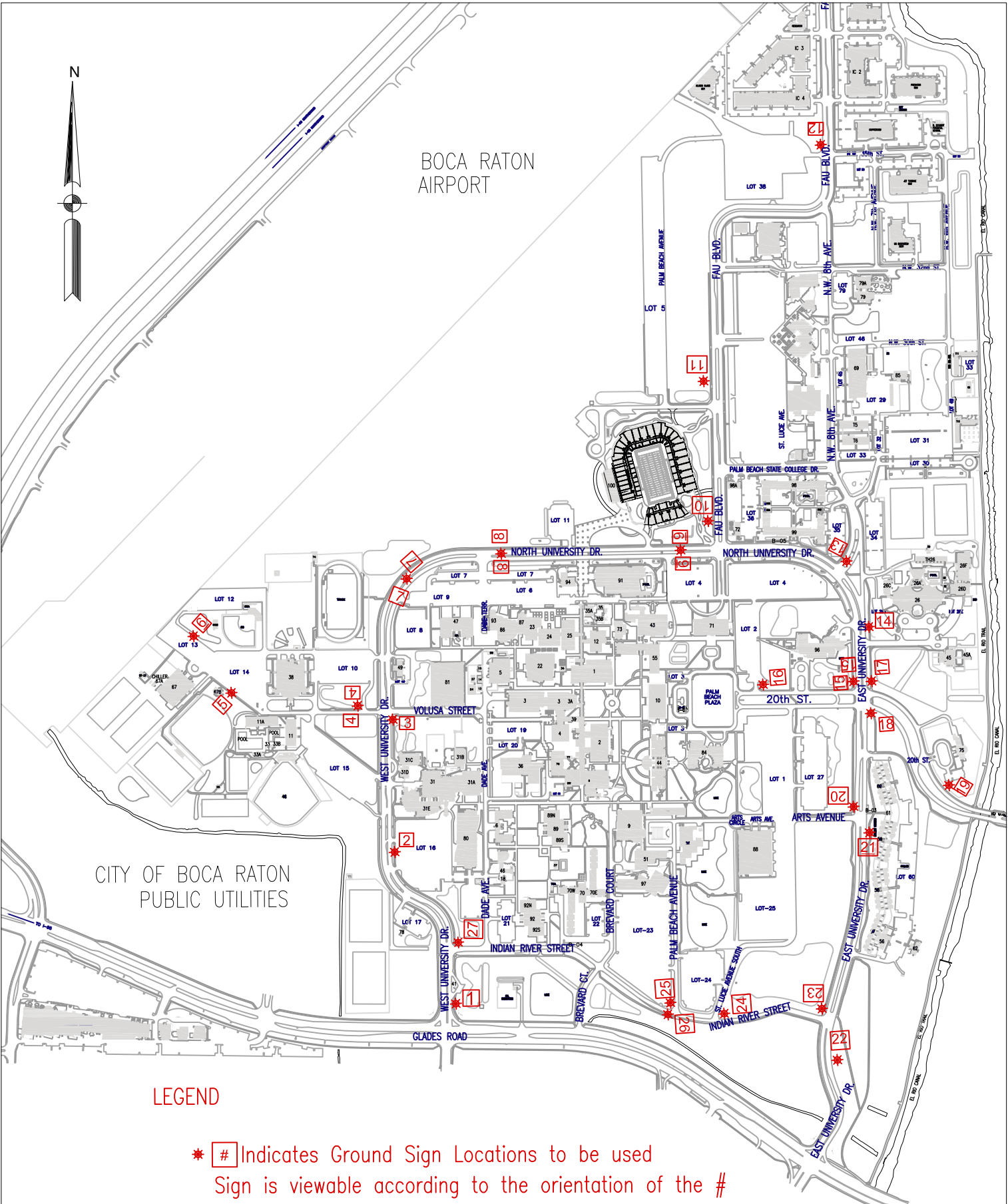
- RESPONSIBILITY: REQUESTING DEPARTMENT**
- ACTION**
- ◆ On Partner Campuses/Sites coordination is through respective Campus designee
 - ◆ Contact designee for partner campuses for coordination of temporary signs.
 - ◆ Complete applicable Temporary Ground Sign/Banner Application form found at <http://www.fau.edu/facilities/osua/info/TempGroundSignApp.pdf> 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

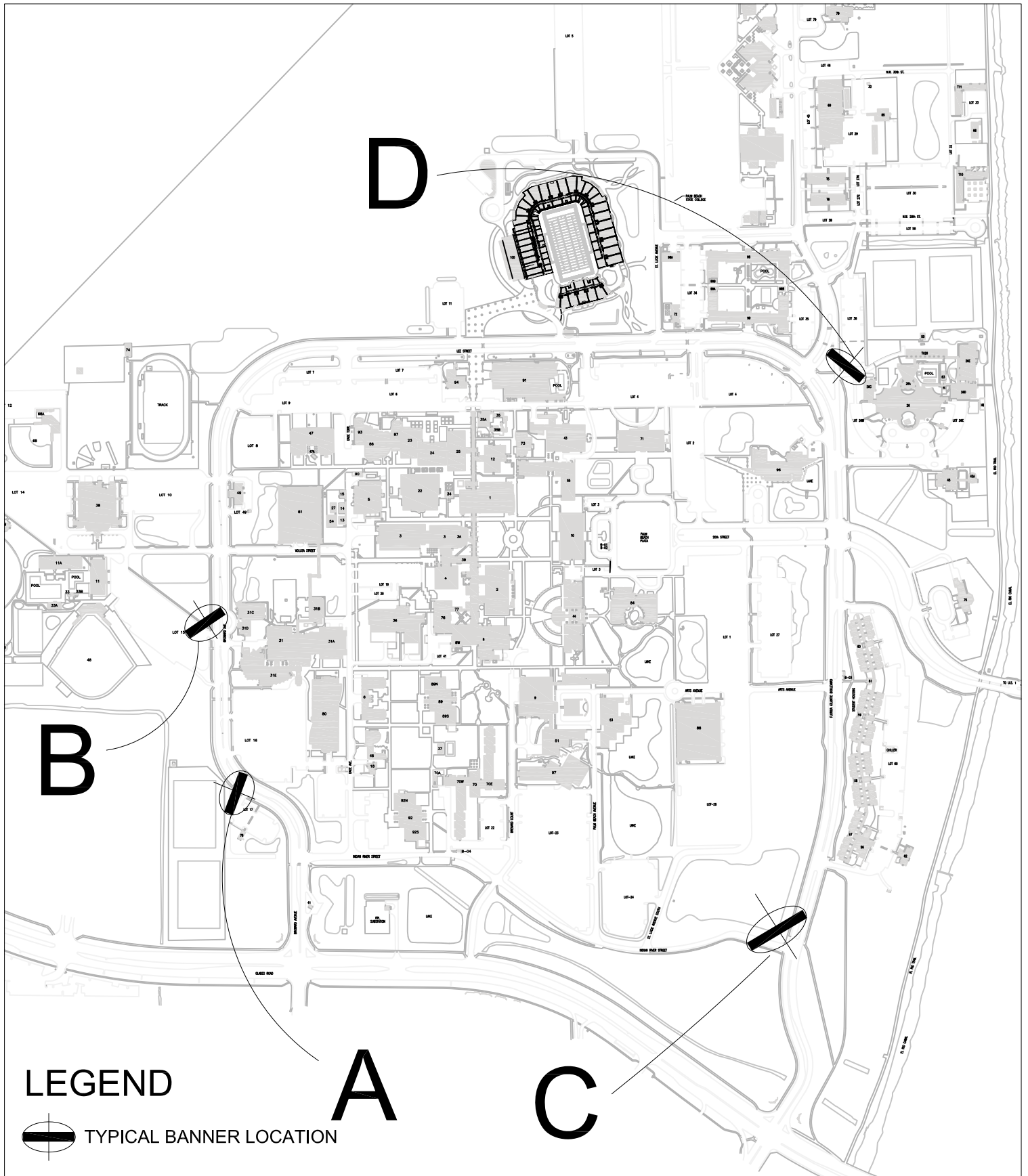
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|----------------------|---------------------|----------------------|------------------------|
| Issued by: S Clounts | Date Issued: 2/2012 | Date Revised: 8/2013 | Effective Date: 2/2012 |
| | | | |
| APPROVED: | Vice President | Associate V.P. | Director |



LEGEND

* # Indicates Ground Sign Locations to be used
 Sign is viewable according to the orientation of the #

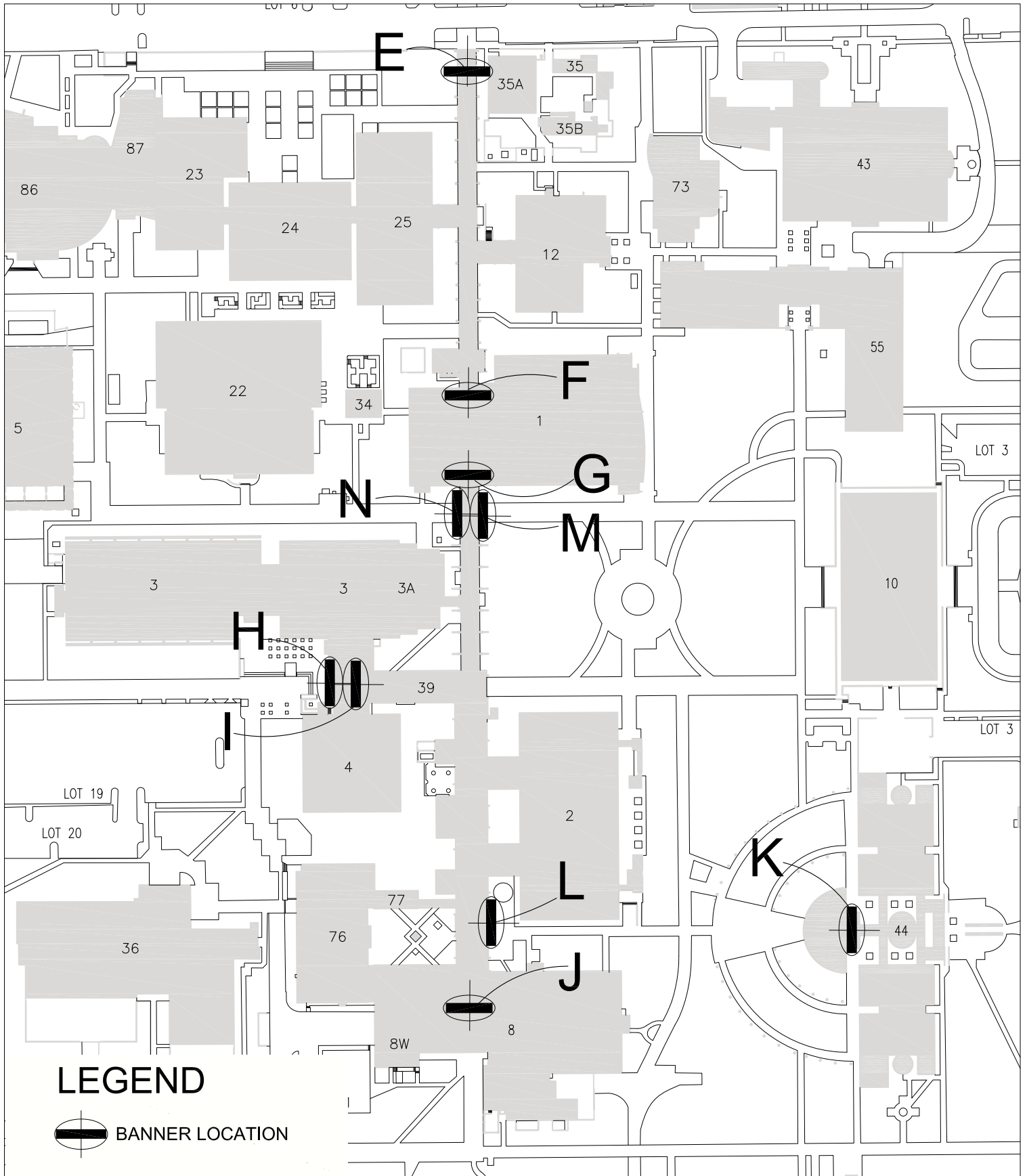
ATTACHMENT "A"
TEMPORARY GROUND SIGN LOCATION - CAMPUS PLAN



ATTACHMENT "B"

SITE BANNER LOCATIONS - CAMPUS PLAN

FLORIDA ATLANTIC UNIVERSITY - MAIN CAMPUS



ATTACHMENT "C"

SITE BANNER LOCATIONS - BREEZEWAY PLAN

FLORIDA ATLANTIC UNIVERSITY - MAIN CAMPUS