

Subject: On-Campus Signage

Approved: Nancy Sullivan, Vice-President, Finance and Administration

Distribution: All

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Purpose:

To provide guidelines for the posting or attachment of permanent and temporary signs on campus.

Scope:

All University of Guelph departments and students as well as all organizations, groups and individuals wishing to operate on campus for the purposes of advertising, promoting, selling or soliciting.

Definition:

"On Campus" used within the text of this Policy refers to all buildings and grounds forming a part of the University of Guelph, including student residences and other areas managed by the University. This Policy is not to interfere with the established operational policies in specific buildings, but is to be in addition to those policies.

Policy:**Permanent Signs**

University signage standards apply to directory boards, building and room identification signs, directional signs and special purpose signs i.e. safety and warning signs. The University must adhere to bylaws and guidelines applicable to the installation of permanent exterior and interior sign systems. Requests for permanent signage will be made in consultation with Planning, Engineering and Construction, Physical Resources – contact Ext. 52642.

Temporary Signs

Temporary interior and exterior displays, posters, signs and banners may be obtained through the Physical Resources Work Order system or a Project Authorization. All posters and bulletins placed on University property must be displayed on posting boards. Approval for broader coverage, including the use of banners or signs secured in the ground must be obtained in writing from a representative of the Central Reservations and Conferences Office as outlined in University of Guelph Policy GE 20.0 – *On Campus Advertising, Promotion, Sales and Solicitations*.

The posting of signs, notices and posters is prohibited on all painted surfaces, common entrance doors, fire doors and vision glass that is part of the door fabric. Exceptions to this policy, (except vision glass) include emergency information, and health and safety information or notification pertinent to the area involved.

Note: The removal of unauthorized signs, notices and posters will be done on a charge back basis.

Election Campaigning On Campus

Municipal, Provincial or Federal election candidates may arrange with the management of individual University buildings to place posters and bulletins on boards in designated areas. Refer to University of Guelph Policy GE10.0 – *Election Campaigning on Campus*.