

# Auburn University at Montgomery

## Policies and Procedures

**Title:** Guidelines for Posting Signs on Campus

**Responsible Offices:** Cashier's Office, Student Life Office, Deans and Directors

### I. PURPOSE

To maintain uniformity and appropriateness of signs and postings on campus.

### II. POLICY

1. All posters, announcements, advertisements, signs and other such items placed in public areas on campus must be approved and stamped by the appropriate University Office.
  - a. Student Life Office - Approves signs for all student groups.
  - b. Cashier Office - Approves materials for all off-campus vendors, including community service announcements.
  - c. Deans and Directors- Approve all materials posted on boards assigned to their area.All bulletin boards will be clearly labeled as to the department and procedure to be used in posting materials.
2. Signs may not be attached to a painted surface.
3. Signs may not be placed on glass anywhere on campus.
4. Signs may not be attached to traffic signs, buildings, or other permanent structures.
5. Individuals and groups are encouraged to demonstrate good judgment and avoid offensive or lewd comments or drawings on all publicity materials. Any materials found objectionable will be rejected for posting by the approving authorities. Signs posted without approval will be removed, and the individual or group responsible for posting the signs may be restricted from further use of bulletin boards on campus.
6. Freestanding signs may be used at the entrances to the campus to welcome students to campus and to generate interest in campus organizations. Signs must be removed promptly following the event or activity they are promoting. Signs which are not removed promptly will be collected and disposed of by Physical Plant workers.

7. Freestanding signs may be used in the common area in the middle of campus as long as the signs:
  - Do not block sidewalks
  - Are not near shrubbery or other easily damaged plants
  - Do not pose a safety problem
  - Conform to sizes specified by the approving authorityThe signs must be approved by the Cashier's Office and removed within 5 days.
8. Special arrangements may be made with the Physical Plant for special promotion or advertising that is not addressed elsewhere in the guidelines. Each request must be approved by the Student Life Office before it will be considered by the director of the Physical Plant.
9. Political advertising is not allowed on campus.
10. Signs will be monitored on a weekly basis. All signs without approval or left past the designated time limit will be removed. The approving department will monitor this process.

**III. EFFECTIVE DATE**

September 9, 2009

**IV. APPLICABILITY**

This policy applies to all AUM students, student groups and off-campus organizations

**V. RESPONSIBILITY**

Provisions of this office will be enforced by the Cashier Office, Office of Student Life, Deans and Directors.

**VI. DEFINITIONS**

Signs: Any printed, painted, or drawn material, regardless of size.

**VII. SANCTIONS**

Individuals and organizations who violate this policy may be prohibited from posting signs on campus.

**VIII. EXCLUSIONS**

None