

UCR Highlander Union
Procedures for Posting of Temporary Exterior Signage
Revised August 2011

Campus Policy Number: 700-50
Policy Topic: Posting of Temporary Exterior Signage on Campus
Effective Date: 09/21/2011

1. Purpose

The intent of this document is to outline procedures for campus organizations, departments, units, and affiliated groups to follow in submitting a request for approval to post temporary signage in and around the Highlander Union Building (HUB). The following procedures endeavor to provide the necessary guidance to allow these entities to publicize events and activities that encourage community involvement, diversity, exchange of ideas and opinions, and strengthen students' connection and affiliation with UCR, without impeding pedestrian/vehicular access, damaging campus property, or detracting from the aesthetic appearance of the HUB. These procedures are intended to support Campus Policy Number 700-50: *Posting of Temporary Exterior Signage on Campus*.

2. Seeking Approval for Posting Temporary Signage

- a. Inquiries and requests for approval to post temporary signage must be submitted to the [HUB Scheduling Office](#). The Highlander Event Scheduling main desk telephone number is 951-827-3215.
- b. The following posting procedures and regulations are specific to the HUB.
 - 1) Flyers
 - a) Flyers may be only attached to the posting boards.
 - b) Flyers must comply with Campus Policy Number 700-50: *Posting of Temporary Exterior Signage on Campus*.
 - c) Flyers posted in unauthorized locations will be removed.
 - d) Flyers must clearly display the name of the sponsoring organization.
 - e) Stacks of flyers may be left in approved locations only.
 - f) Approval Process: Flyers and personal notices must be stamped for approval by the [Office of Student Life](#). No other approvals needed.
 - 2) Table Tents
 - a) Table tents may be placed on tables at indoor locations only.
 - b) Approval Process: Advance approval of the HUB Director and [Dining Services](#) is required.
 - 3) Paper Signs and Banners
 - a) Posters, paper signs, and banners may be placed on the posting boards at the base of the rotunda.
 - b) Posters may not be attached to windows or walls or in other locations in the HUB.
 - c) Posters must comply with Campus Policy Number 700-50: *Posting of Temporary Exterior Signage on Campus*.
 - d) The name of the sponsoring organization must be visible. Poster may not exceed 3'x5'.
 - e) During annual spring elections, an exception will be extended to candidates and referenda to allow posting on brick and concrete surfaces only. Candidates are limited to three posters in the HUB.
 - f) Approval Process: Posting space must be reserved through the Highlander Union Scheduling Office online system. Posters must be stamped for approval by the Office of Student Life.
 - 4) A-Frames (Sandwich Boards)

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- a) Sandwich boards may be utilized in the HUB for temporary signage.
 - b) Sandwich boards are approved for Upper Mall locations only, may not be chained to light poles, railing or other permanent structures, must not block walkways or building entrances, and must be removed daily.
 - c) Sandwich boards requiring longer or semi-permanent durations may only be located at specific locations on the upper mall.
 - d) Organizations are responsible for keeping the material on their sandwich boards current and legible and in good repair at all times.
 - e) Approval Process: Advance approval by HUB Director is required. Longer or semi-permanent durations require approval from the Assistant Vice Chancellor for Student Affairs.
 - f) HUB Tenants
 - i. HUB tenants may place sandwich boards outside of their HUB location.
 - ii. Signs must not block any pedestrian traffic and may not be placed in emergency exit pathways.
 - iii. Sandwich boards may not be chained to light poles, railing or other permanent structures and must be removed daily.
 - iv. Approval Process: Advance approval by the HUB Director is required.
- 5) Display Cases
- a) There are display cases located throughout the HUB that may be reserved based on availability.
 - b) The display cases are intended to promote campus sponsored events and activities and require advance approval of design and content.
 - c) Approval Process: Posting space must be reserved through the HUB Scheduling Office online system. Prior approval from the Associate Vice Chancellor for Student Affairs or the Dean of Students and the HUB Director is required. Requests for approval require proposed number of cases and their locations, time frame, and a draft of the posting or display.
- 6) Chalking
- a) Chalking on the HUB grounds is permitted at the upper mall only.
 - b) Cleaning fees are required for chalking.
 - c) Approval Process: Prior approval from the Associate Vice Chancellor for Student Affairs or the Dean of Students and the HUB Director is required. Requests for approval require proposed location, time frame, and a draft of the text.
- 7) Window Painting, Signage, and Graphics
- a) Window painting is not permitted.
 - b) Temporary signage may not be placed on the exterior glass of the building, but may be placed on the interior glass.
 - c) Resident departments may request permission for semi-permanent professionally designed, fabricated, and installed vinyl exterior signage that enhances the exterior visual environment of the HUB. Such exterior signage is intended to promote departmental identity and not specific events or activities.
 - d) Approval Process: Any signage installed on exterior windows, both interior and exterior, requires advance approval of the Assistant Vice Chancellor for Student Affairs. Permanent window graphics require the approval of the Vice Chancellor for Student Affairs.
- 8) Vinyl Banners

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- a) Banners must be associated with major campus events that are open to all students.
 - b) Major campus activities, including but limited to Welcome Week, Homecoming/HEAT, Spring Splash, and Commencement, have priority.
 - c) Vinyl Banners are approved for only the following locations
 - i. Costo Hall South
 - ii. HUB Rotunda Balcony East
 - iii. HUB Rotunda Balcony West
 - d) Approval Process: Prior approval from the Associate Vice Chancellor for Student Affairs or the Dean of Students and the HUB Director is required.
- 9) Pylon Banners: The banners in the pylons at the entrances to the HUB cannot be reserved. They are permanently allocated to HUB/UCR identity, campus pride campaigns, or major campus initiatives, such as Highlander Welcome and HEAT/Homecoming.
- 10) Pylon Poster Cases
- a) The backlit pylon poster cases may be reserved based on availability for large campus sponsored events that are open to all students.
 - b) Major campus activities, including but not limited to Welcome Week, Homecoming/HEAT, Spring Splash, and Commencement are given priority.
 - c) Poster fabrication is managed by the HUB Administration and all proposed postings must be approved for content and design.
 - d) Approval Process: Prior approval from the and the HUB Director is required.
- 11) Additional Posting Requirements
- a) Flyers shall not exceed 11" x 17" in size and shall be limited to one of each kind per posting location.
 - b) Posters, paper signs and banners shall not exceed 3' x 5' in size and must be approved for posting by the Associate Vice Chancellor for Student Affairs or the Dean of Students.
 - c) Permission to post posters exceeding 3' x 5' in size may be granted by the Associate Vice Chancellor for Student Affairs or the Dean of Students.
 - d) Posters and flyers announcing campus events must indicate the name of the sponsoring organization or group, the nature of the event, the date and time, the location, cost (if any), and a contact number for more information.
 - e) Only blue painters' tape or other approved non-destructive and removable hanging material may be used to post flyers on approved posting areas. Paste, glue, nails, or duct tape is not permitted. Staples and tacks may be used on bulletin boards only.
 - f) All event banners, posters, and flyers announcing campus events will be removed within 48 hours after the event.
 - g) Approved posting locations for non-event postings may impose reasonable time limits on postings and require postings to clearly identify their expiration date.
 - h) Any item which is posted without the appropriate approvals may be removed without prior notice.
 - i) Any objections to the removal of posted material must be submitted to the HUB Administration.

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3. Posting Restrictions

Posting is prohibited for the following:

- Landscaping: Ground, trees, grass (no staked flyers or banners), or planters
- Building Surfaces: Glass, stucco, or painted surfaces
- Fixtures: Lights, drinking fountains, surfaces adjacent to water fountains, plaza concrete, awnings, signage, or stairway railings
- Signage: Any HUB signage not designed to hold posters or flyers
- Furniture: Tables, chairs, trash cans, ash cans, or recycling bins
- Interior: Posting is permitted on designated posting boards only

4. Questions?

Please call (951) 827-3610