Texas Woman's University
University Regulation and Procedure

Regulation and Procedure Name:	**Temporary Signage for University Business**
Regulation and Procedure Number:	**URP: 04.580**
Policy Owner:	**Finance and Administration**

POLICY STATEMENT

Texas Woman's University ("TWU" or "University") seeks to establish a standard policy and procedure for allowable temporary signage use on campus by University departments for the purpose of University business, activities, and promotions.

APPLICABILITY

This policy is applicable to TWU Faculty and Staff.

DEFINITIONS

1. "Faculty" means an individual who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.

2. "Staff" means each classified, administrative, and professional employee who is appointed to work in a regular full time or regular part time position, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.

3. "Temporary Signage" means signage placed by a University department for the purpose of University business, activities, and promotions that is not permanently affixed to a building, structure, or planted on TWU campus grounds, with a limited display time of not more than ten (10) calendar days. Subcategories include, but are not limited to:

    a. "A-Frames or Easels" means any upright, rigid supporting frames in the form of a triangle, an A, or an inverted V and shall not exceed a maximum size of two (2) feet by three (3) feet.

b. “Banners” means larger signs, up to six (6) feet in width and eight (8) feet in length, unless approved in advance by Facilities Management and Construction (“FMC”) and appropriate department.

c. “Posters” means placards or bills posted or intended for posting in a public space, for advertising, usually decorative or pictorial.

d. “Retractable and pop-up banners” means indoor or outdoor banners that are freestanding, portable, and intended to occupy an assigned space for the duration of an event without requiring any mounting or hanging.

e. “Stake Signs” means temporary signs that are affixed to the ground with stakes or poles and intended to be displayed for a limited period of time.

REGULATION AND PROCEDURE

I. General

A. Temporary signage used for the purpose of University business is governed by this policy and must comply with appropriate University building use standards as set forth in this policy.

B. Temporary signage used for the purpose of free speech and expression is governed by TWU Regent Policy B.20005: Freedom of Speech and Expression and TWU URP 01.200: Speech, Expression, and Assembly and shall comply with those policies.

II. University Building Use

A. Allowed Temporary Signage

Temporary signage may be used for University communications and the promotion of University activities and events. Temporary signage in and on University buildings shall only be used for the purposes of University business by TWU employees. Signage shall not:

1. Violate any local, state, or federal law or TWU Regent Policies or University Regulations and Procedures (“URPs”);

2. Use obscene or libelous language, images, or materials;

3. Promote the use of alcoholic beverages, tobacco, or illegal drugs; or

4. Promote unauthorized communication or sponsorship by TWU.

B. Design and Size of Temporary Signage

1. Signs with the TWU logo and other University marks must conform to TWU Marketing and Communication's Brand Guidelines.

2. Signage shall not exceed a maximum size of eighteen (18) inches by twenty-four (24) inches, unless identified as a banner and shall comply with the six (6) feet by eight (8) feet maximum size.

3. Signs shall be reviewed and approved by Facilities Management and Construction ("FMC") and the appropriate Department Head prior to posting.

C. Chalking Prohibitions

1. Chalking is not allowed on brick or pavers, building surfaces, benches, University seals or other inlays; and

2. Chalking is not allowed under overhangs.

3. Chalking found in any of the above locations will be immediately removed.

D. Placement of Temporary Signage

1. University buildings, including bulletin boards and other posting locations assigned to academic or administrative departments, are for official University business use only. These locations may not be used for temporary signage without the consent of the appropriate department.

2. The placement of all temporary signage is permissible only at approved locations and with the approval of the respective department, FMC, and Marketing and Communication. *See* the FMC Knowledge Base for the approved locations for temporary signage ("Banners on Campus").

E. Installation of Temporary Signage

The installation and removal of large banners and other temporary signage will be directed by FMC through the work order process found on the FMC website.

F. Bulletin Board Requirements

1. The installation and removal of bulletin boards will be directed by FMC through the work order process found on the FMC website. Each bulletin board will be assigned to a TWU academic or administrative department for the display of materials related to University business.

2. The assigned TWU academic or administrative department will be responsible for ensuring that all temporary signage placed on their assigned bulletin board meets the requirements of this policy.

3. Hard Surface Bulletin Boards Requirements

    a. Hard surface bulletin boards are those with a finished metal surface, painted surface, chalkboards, wood, or other hard material surface.

    b. The temporary signage must be posted with double-faced masking tape or regular masking tape doubled on the back. The tape should be affixed to the back of the temporary signage in such a manner that no tape is visible. Transparent tape or adhesives should not be used on hard surface bulletin boards.

4. Soft Surface Bulletin Boards Requirements

    a. Soft surface bulletin boards are those that have cork or other soft material surface.

    b. Thumbtacks should be used for posting material on these boards. Nails, screws, transparent tape, or adhesives should not be used on soft surface bulletin boards.

G. Removal of Temporary Signage

1. Temporary signage may be removed under the following circumstances:

    a. If it has been damaged by weather;

    b. If it has been deemed a safety hazard by FMC or Risk Management;

    c. If the information contained in the temporary signage is no longer current or applicable; or

    d. If it is not able to be read or understood.

2. Temporary signage on bulletin boards may be cleared periodically at the discretion of the assigned department. The assigned department reserves the right to remove a temporary sign that is in violation of this policy at any time.

3. Temporary signage exceeding the maximum period will be collected by FMC and will be returned to the requesting department or disposed of if necessary.

III. Funding

Funding for temporary signage is the responsibility of the requesting academic or administrative department.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

Banners on Campus

Regent Policy B.20005: Freedom of Speech and Expression

URP 01.200: Speech, Expression, and Assembly

TWU Marketing & Communication Brand Guidelines

TWU FMC Website

TWU FMC Work Orders Website

FORMS AND TOOLS

TWU Work Request

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