

Signboard Policy and Locations

This policy is to ensure a safe, viewable, and accessible method to provide appropriate information to the campus community in a signboard format. It establishes the guidelines for the reservation and self-serve use at various campus locations.

PROCEDURES REGARDING APPROPRIATE USE

1. Only recognized student organizations and University departments and committees (herein referred to as “sponsors”) are eligible to use signboard locations.
2. Sponsors must register in advance for the use of signboard locations. Reservations are made on a first-come, first-serve basis with Reservations.
3. Signboards must be set up and removed by the sponsor.
4. Signs must be made out of ½” plywood or particle board and measure 4’x4’.
5. Reservations are from Monday- Sunday (7 days). Signs may be posted any time during that week.
6. Each sponsor is responsible for the removal of signboards by 5pm of Sunday ending the reservation. Failure to do so will result in the sign being discarded.
7. Sponsors may reserve up to two specific locations for a maximum of seven consecutive days.
8. Signboard use will be denied to sponsors advertising activities which encourage the use of alcohol, for activities which will promote or imply discrimination on the use of race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, pregnancy, political affiliation, marital or parental status, Vietnam-era veteran status, or arrest and conviction record, or are determined to be offensive by staff in Reservations.
9. Reservations reserves the right to remove any signboard at its discretion.
10. Requests for additional holder sites should be forwarded to the Reservations office.

SIGNBOARD LOCATIONS (See reverse side for location map)

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| 1. A (East) Health Center
B (West) | 7. No longer exist |
| 2. A (North) Prairie Street (near Winther)
B (South) | 8. No longer exist |
| 3. A (North) Carlson
B (South)
**# 3 Signboard needs to be 1” less than 4’ to fit in holder | 9. No longer exist |
| 4. A (North) East side of Esker
B (South) | 10. A (East) Starin Road (near Benson)
B (West) |
| 5. A (North) South of Esker adjacent to tennis courts
B (South) | 11. A (North) South side of Drumlin
B (South) |
| 6. A (East) Crown of hill/northeast of McCutchan
B (West) | 12. A (North) Inside the 6 pack Drumlin
B (South) |
| | 13. A (East) Between Visitor Center & Bookstore
B (West) |
| | 14. A (North) Warhawk Drive
B (South) |

Any and all signboard type signs are not permitted anywhere adjacent to campus buildings with the exception of Carlson and McCutchan halls. Signboards are permitted in holders only. Reservations will remove violations at building supervisors request. Future signboard locations may be identified in conjunction with campus development plans.