

Policy 100.7 – Sign Posting

Date Adopted: 8/26/88

Date Revised: 10/8/07

References:

Issuing Office: Administration & Finance

Approved By:

I. POLICY

The University of Montana Western allows campus and community advertising within certain guidelines.

II. PURPOSE

The purpose of this policy is to provide guidelines for signs and advertising to insure an attractive campus.

III. PROCEDURE

A. Size

Posters and signs should not exceed 8½ x 11”, with the exception of commercially produced posters.

B. Location

Signs are restricted to designated bulletin boards located in specific areas of campus: Main Hall, Short Center, Block Hall (1st floor), SUB, Dining Services, PE Complex (1st floor), IT-Woods, and the residence halls.

The posting of signs, etc., on doors, windows, stair railings, walls, marquees, and buildings is prohibited.

C. Approval to Post

There are three types of designated bulletin boards, with signs indicating the designated use.

- Departmental bulletin boards are for a specific department’s use only.
- Campus bulletin boards are limited to use by campus groups.
- Public bulletin boards are provided for any non-campus advertising.

Posting of signs or advertising on public bulletin boards must have prior approval of the Student Activities Coordinator.

Other bulletin boards may be under the control of other campus personnel and may need their approval:

- PE Complex – Facility Supervisor
- Residence Halls – Student Life Office
- Student Union Building – Student Activities Coordinator
- Dining Service – Dining Services Director
- Main Hall – Designated personnel
- Short Center – Designated personnel
- IT-Woods – Designated personnel
- Block Hall – Designated personnel

D. Removal of Signs

Signs must be removed by the sponsoring party within two days following the event.

UMW reserves the right to remove any sign at their discretion.

Signs may not be removed from departmental and campus bulletin boards by individuals other than those designated in this policy.

E. SUB Marquee

The marquee located in front of the Student Union Building is to be used to advertise on-campus activities sponsored by student organizations, academic departments, and the institution as a whole. The Student Activities Coordinator coordinates the posting of these announcements.

IV. AUTHORITY

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, Dean of Students, Student Activities Coordinator, Designated Building Personnel