

ETSU TEMPORARY SIGNAGE RESERVATION FORM

Name of Group or Department: _____ Proposed # of signs to post: _____

Contact Person: _____ E# _____ Phone # _____

Name of event/program/topic to be advertised: _____

Dates the signs will be posted - Start Date: _____ End Date: _____ *Note: Signs may not be posted for more than 30 days.

Please use the lines below to write the text that will appear on the signs. If images will be used, **please attach a copy of the images that will appear on the signage.**

Temporary Signage Must Keep to the Following Requirements

To post on the ETSU Main Campus, temporary signage (i.e. yard signs, A frames, flags, etc.) must be stamped by the SAO and shall clearly identify the date of approval and the organization, department or office responsible for the event or message advertised by the signs.

Approved temporary signage installations may remain in place until the event has occurred or the end of the thirty (30) day period during which they are approved – whichever is sooner. The group/department listed above will be responsible for completely removing the signage and restoring the surface where the sign was mounted to its original condition. NOTE: All signs must be removed from campus prior to fall and winter break and graduations. Any signs not removed will be disposed of.

It is the responsibility of the organization, department or office sponsoring the signs to ensure that ETSU property/grounds are not damaged through the process of installing or posting signs.

Appropriate placement locations

- Landscaped and mulched areas only – lawn (grass covered) surfaces are not included
- Gravel or stone covered areas
- Approved exterior surfaces where banner support locations have been placed (available for some campus buildings)

Temporary signage may not be affixed to or placed in the following locations:

- Lawn surfaces where mowing may take place
- The outside of buildings (walls, doors, windows, roofs, or steps) or interior doors, windows, walls, floors, or ceilings.
- Trees, poles, traffic signs, building signs, trashcans, fire hydrants, fences, or hillsides.
- Obstructing the entrances or exits of buildings, blocking fire hydrants or in the line of vision to vehicular or pedestrian traffic.
- On vehicles in campus parking lots.

Signage Content:

- The content should be related to campus services, projects, activities, and events.
- Messages on the signs must be written in and/or have a translation in the English Language, and must adhere to the ETSU Student Code of Conduct.
- Charitable community, non-profit organizations may submit requests for approval.
- Content **cannot** include:
 - Commercial advertising of any type
 - Signage must not: (a) have illegal aims and goals; (2) propose activities, which would violate regulations of the Board of the institution or school, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution or school; or (c) advocate incitement of imminent lawless action, which is likely to produce such action. Furthermore, public displays which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value are prohibited.
- Consideration should be given in selecting font size to insure the content can be read from a reasonable distance.

Enforcement:

Signs placed in compliance with these guidelines cannot be removed or relocated without prior permission from the sponsoring organization unless done so by University personnel.

Failure to follow these guidelines may result in possible removal of the sign(s), fines for the cost for repairing damages, and loss of future privileges to post signage. The University may dispose of, without notice, any signs that do not comply with University policies and regulations.

Organizations assume all risk related to posting of temporary signs. University staff will not be responsible for the protection or loss of temporary signs. Sponsoring groups who believe their signs have been removed in error may make appeal to the SAO staff and/or the Dean of Students for resolution.

I have read and understand the ETSU Temporary Signage Requirements.

(Signature of Person Completing This Form)

Date: _____

(Print Name of Person Completing This Form)

**SUBMIT THIS FORM IN PERSON TO THE SAO, CPA Room 213 or EMAIL SAO@ETSU.EDU.
For Office Use Only**

Date Received _____ Registered Organization or University Department Yes _____ No _____

Approved: Yes _____ No _____

Initialed By _____