

# Temporary Signage Guidelines

Temporary signage includes any sign or display placed on any campus property that is not permanently installed by Facilities Services or contracted by the University. This includes, but is not limited to: directional signs, yard signs, sandwich boards, A-frames, feather flags, sidewalk stickers, posters, banners and temporary window clings/stickers. University Departments and/or officially recognized student organizations only are authorized to display temporary signs on University property.

- All signage must be removed directly following the event. A maximum of four (4) weeks is allowed without an application. To request an application to display a temporary sign longer than 4 weeks, contact the Event Coordination department.
- Signage must not be displayed in the lawn of the President's house.
- Signage must not be displayed in the center of a roundabout or anywhere that impedes the flow of vehicular or pedestrian traffic.
- Signage must be placed in landscape beds where possible. Turf/Grass areas are maintained regularly and removal may be necessary.
- Chalk and paint substances are not allowed to be used at all.
- Signage must not block ADA access, steps, regular foot traffic on sidewalks or walkways, or building egress.
- Signage must be labeled with the group/organization contact information. Labels are available at Blue Print Solutions.
- Signage must include event date where applicable.
- Any signage that is still posted two business days following the event will be removed and discarded or recycled. MTSU is not responsible for replacing signs removed for mowing or other outdoor maintenance, nor for any damage that may occur to the sign in the process. Organizations should not rely on MTSU staff to remove outdated signs. Individuals and organizations are responsible for removing their own signage. Repeated failure to remove signage will revoke future signage posting privileges.
- Signage in poor condition may be removed at MTSU's discretion without notice or prior warning to the sponsoring group or organization. Assessment of condition is at MTSU's sole discretion.
- Signage cannot be placed or hung on any MTSU property or structure without approval from the manager of the facility, and a list can be obtained from the Event Coordination Department. In evaluating a request for approval, the appropriate office shall confirm that the sign promotes student organization or campus events and that it is of a quality that does not detract from the appearance of a building. In addition, the appropriate office can also determine if safety concerns require that Facilities Services hang and remove the sign. All charges for the hanging and removal of the sign shall be paid in advance by the applicant. Temporary signage is allowed to be posted on the two outdoor kiosks (South side of BRAGG, West side of LRC and near JUB) without approval.
- Temporary signage materials can be created and produced by MTSU's on-campus printing facilities. Groups are encouraged to use on-campus resources.