



USF System   USF   USFSP   USFSM

**Number: 3-008 SP**  
**Subject: Temporary Signage**

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## **I. INTRODUCTION (Purpose and Intent)**

The purpose of this policy is to specify the methods and responsibilities for administrating the University of South Florida St. Petersburg (USFSP) temporary signage program.

## **II. STATEMENT OF POLICY**

### **Temporary Signage**

Signs and notices are to be placed only on authorized display boards, A-frames, or in door card holders, except as provided herein. No signs are to be attached to any USFSP building, tree, or light post except as specified below. Nothing is to be attached to walls, columns, doors, or windows by means of tacks, tape or adhesives.

#### **A. Directional Signs**

Directional signs pertaining to meetings and other events being held at USFSP, may be posted at locations that do not obstruct traffic flow or otherwise unreasonably distract or interfere with members of the campus community in carrying out their normal functions. Signs should not be placed in a manner which would interfere with the clear traffic view for drivers or pedestrians. Signs placed along the roadway must be placed a minimum of 30 feet (30') from an intersection.

#### **B. Temporary Interior Signs**

Small signs are limited to door sign holders, bulletin boards and A-frames. Approval of the person responsible for the door sign holders and/or bulletin boards in their area is necessary prior to posting.

#### **C. Student Activities**

For any major student related activity, such as Homecoming, fabric signs may not be displayed that exceed four feet (4') in width and no more than eight feet (8') in height. The Director of the Campus Activity Center or his/her designee must approve in writing the plans for construction, placement, and removal of all such signs. Copies of all approvals are to be sent to Operations and Maintenance of Facilities (OMF) prior to placement of the signs. Non-fabric signs that are more than four feet (4') by eight feet (8') must be approved by OMF for safety concerns and acceptable construction.

Student Government election posters or signs must not block any passageway, obstruct any buildings, signs, or other structures or facilities or otherwise unreasonably distract or interfere with members of the USFSP campus community in carrying out their normal functions. No posters or signs will be authorized to be put into the ground. OMF is to be consulted when there are any questions concerning the desired location of a sign. These posters or signs must be removed immediately following the scheduled event.

#### **D. Other Activities**

For other activities, the use of A-frames is required and must be approved by the Director of OMF or his/her designee for placement.

#### **E. Signage Removal**

When signs are improperly constructed, placed or allowed to deteriorate into a state of disrepair, they will be removed by OMF.

**Authorized and signed by:**

**Joseph Trubacz, Regional Vice Chancellor for Administrative & Financial Services**

**Sophia Wisniewska PhD. , Regional Chancellor**