OFFICE OF PHYSICAL PLANT
TEMPORARY EXTERIOR SIGN PROCEDURE
PP#### Temporary Exterior Signs

PURPOSE:

To provide guidelines for the posting of temporary signs on University Park Campus including:

- Definition of temporary sign types and general regulations
- Identification of locations where temporary signs (banners) are permitted
- Description of the approval process for the display of temporary signs
- Establishment of the process for installation and removal of temporary signs

Regulation of temporary exterior signage is necessary to:

- Protect University facilities from damage
- Protect installers, pedestrians, and vehicles from possible hazard
- Protect the aesthetic character and quality of the campus exterior
- Ensure compliance with all codes/ordinances governing signage

GENERAL:

Temporary exterior signs are intended to inform the campus community of sanctioned events and/or activities on a limited time basis. Only recognized University colleges, units, and/or student organizations may request temporary signage placement on University owned or leased property.

Prohibited temporary sign subject matter includes:
- Commercial advertising.
- Non-university event information.
- Messaging and/or content that conflicts with the purpose and requirements of AD51 Use of Outdoor Areas for Expressive Activities

Placement of unapproved temporary signs including banners, yard signs, sidewalk signs, stickers/decals, print posting, and graffiti is prohibited. Temporary signs installed without approval may be removed by Office of Physical Plant. Costs associated with the repair/restoration of surfaces damaged by application of unauthorized signs will be charged to the offending party.

In the case of unique & special events (i.e. College’s Centennial Anniversary, etc.) an exception to this procedure may be requested by submitting a proposal to Campus Planning and Design Division in Office of Physical Plant for consideration.

Costs for design, fabrication, installation, and removal of all temporary signage shall be borne by the requestor.

DEFINITIONS:

Anchor: any strap, fastener, spike, stake, adhesive, or other mechanism used for attaching or securing signage to structures of any kind

Banner: a temporary sign painted, drawn, or printed on cloth, vinyl, or other flexible substrate, typically attached to buildings or on posts using anchors and/or straps.

Flag and pole sign: printed fabric or vinyl sign mounted to support pole(s) intended for direct embedment in lawn/landscape areas or on weighted support base.

Graffiti: drawing, inscription, stencil, or other mark placed on any surface illicitly using paint, chalk, or other media.

Print posting: notice, poster, advertisement, flyer, leaflet, circular, handout, pamphlet, brochure, fact sheet, or informal ad printed on paper.
**Sidewalk sign**: sandwich board or a-frame sign (weighted or otherwise) intended for placement on hard surfaces.

**Sign**: a visual notice intended to communicate a message through the use of typography, graphic symbols, and/or pictures. The message can be a name, direction, warning, or advertisement, that is displayed or posted for public view.

**Sticker/decal**: an adhesive backed label

**Temporary**: lasting for only a limited period of time; not permanent.

**Yard sign**: printed vinyl sign mounted to wire frame system intended for direct embedment in lawn/landscape areas.

**TEMPORARY BANNERS:**

To accommodate the expressed need to promote or advertise special events, initiatives, or marketing campaigns, the following locations have been designated for the installation of temporary banner signs (Exhibit A):

1. Sackett Building - north facade
2. Pattee Paterno Library - north facade of collonade facing Curtin Road
3. Rec Hall - North facade facing Curtin Road extension
4. Osmond Lab facing HUB
5. Hammond Building pass through facing College Avenue
6. Palmer Museum of Art (museum use only)

Banner locations 1, 2, 3 and 5 may be scheduled through CollegeNET. [http://www.registrar.psu.edu/collegenet/about/](http://www.registrar.psu.edu/collegenet/about/)

Banner location 4 may be scheduled through the Office of Event Management in the HUB, [http://studentaffairs.psu.edu/hub/eventmanagement/banners.shtml](http://studentaffairs.psu.edu/hub/eventmanagement/banners.shtml)

Banners are prohibited on temporary construction fence unless approved by Office of Physical Plant.

**OTHER TEMPORARY SIGNS:**

To accommodate the expressed need to promote or advertise special events, temporary signs other than banners may be permitted pending approval by the Office of Physical Plant and Strategic Communications.

**APPROVAL PROCESS:**

The process includes review/approval by Campus Planning and Design (Office of Physical Plant) and Campus and Community Events (Strategic Communications).

1. Submit a completed online Approval Request Form (Exhibit B) for Temporary Signs (Exterior) at least three weeks prior to fabrication to allow adequate time for review.
2. Campus Planning and Design (Physical Plant) and Campus and Community Events (Strategic Communications) will review completed requests.
3. Applicant will be notified of approval or denial within the three week review/approval period.
4. A work order to the Office of Physical Plant should then be initiated by the applicant for the installation/removal (signs requiring the use of lifts/ladders and/or mechanical anchors/fasteners only).
5. Activation of work order upon receipt of payment.

**INSTALLATION/REMOVAL PROCEDURES:**

All temporary signs requiring anchors of any kind must be installed and removed by Physical Plant staff only. Work orders for installation and removal will be facilitated through the approval process and online approval request form, and will be initiated only after payment is received from the organization/event unit.
AUTHORITY:

This procedure aligns with requirements of existing administrative policies including:

- AD01 Policies and Procedures for Use of University Athletic and Entertainment Facilities
- AD02 Non-University Groups Using University Facilities
- AD07 Use of University Name, Symbols and/or Graphic Devices
- AD27 Commercial Sales Activities at University Locations
- AD38 Administration of University Physical Facilities
- AD51 Use of Outdoor Areas for Expressive Activities
- AD57 General Regulations on Use of University Property
- AD61 University Marketing and Communications

Penn State Visual Identity Standards [http://visualidentity.psu.edu/](http://visualidentity.psu.edu/)

FOR FURTHER INFORMATION:

Direct inquiries for additional information or clarification to:
Facilities Coordinator for your building
or
Campus Planning and Design Division
Office of Physical Plant
EXHIBIT A - Temporary sign (banner) locations

Location 1: Sackett North Facade

Location 2: Pattee Library

Location 3: Rec Hall

Location 4: Osmond Lab - facing Pollock Road

Location 5: Hammond Building pass through

Location 6: Palmer Museum of Art
EXHIBIT B - Temporary Sign (banner) Approval Request Form

Approval Request Form
TEMPORARY EXTERIOR BANNER SIGNS
Complete all fields and submit to:

203 Office of Physical Plant
Attn: Kelly Harris
kjh16@psu.edu
(814) 865-8249

Note: Application must be submitted at least 30 days prior to requested installation date. Please allow 21 days for review and approval processing. The applicant is responsible for coordinating fabrication with chosen banner fabricator/vendor and installation with OPP.

Requesting Organization: ________________________________________________________________

Responsible Individual(s):

Name: ________________________________________________________________________________
Phone: ______________
E-mail: ______________

Event Name and Description: __________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Banner Location (choose one)  
☐ 1. Sackett Building - north facade
☐ 2. Pattee/Paterno Library - north facade facing Curtin Rd.
☐ 3. Rec Hall - North Facade
☐ 4. Osmond Lab railing
☐ 5. Hammond Building pass through facing College Ave.
☐ 6. Palmer Museum of Art (Museum use only)

Sign content: __________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Attach illustration(.pdf) of proposed banner design noting layout, copy, color, material, etc.

Display Period: Display locations are assigned on a first come first served basis. Temporary sign installations are limited to 21 days (shorter display periods are allowable).

Installation Date: ______________
Removal Date: ______________

DRAFT