



Campus Administrative Policy

Policy Title: Campus Posting, Announcement, Sign and Display Procedure and Approval Process—CU Denver

Policy Number: 3017

Functional Area: **General Administration**

Effective: January 1, 2012

Date Last Amended/Reviewed: January 1, 2012

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Supersedes: Campus Posting, Announcement, Sign and Display Procedure and Approval Process—CU Denver, May 12, 2004

Approved by: Jeffrey A. Parker
Vice Chancellor for Administration and Finance

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Reviewing Office: Senior Vice Chancellor for Administration and Finance and Chief Financial Officer

Responsible Officer: Senior Vice Chancellor for Administration and Finance and Chief Financial Officer

Applies to: University of Colorado Denver

A. INTRODUCTION

University of Colorado Denver | Anschutz Medical Campus Facilities Management is committed to providing a safe, attractive, professional, and well maintained environment for faculty, staff, students, and visitors. To that end, procedures and approval processes have been established for the campuses concerning the use of postings, announcements, signs and displays within buildings, outside buildings and in areas adjacent to all University facilities that are visible to the public and located in public spaces. At the Denver Campus only buildings owned by the University are covered by this policy (*Lawrence Street Center, CU Building, and Business School at 1475 Lawrence Street*); all other buildings are covered by Auraria Campus policies from [AHEC website](#).

B. POLICY STATEMENT

The University has established the following procedures to help ensure the safety of our faculty, staff, students, and visitors and maintain a professional appearance in and around

all buildings owned by CU Denver. Posting procedures may vary based on the particular building, its layout, and the function(s) of the facility. This policy governs the posting of information within and around the University facilities that are visible to the public and located in public spaces as defined below for purposes of this policy. Due to the potential fire safety hazard, Facilities Management staff will remove unauthorized postings, announcements, signs or displays. In order to prevent unauthorized postings on the campuses, the following procedures have been established.

C. DEFINITIONS

1. Public Area(s): Only for purposes of this policy, public areas are buildings and areas that are frequented by faculty, staff, students, and/or visitors or are visible to the public. Spaces not so designated are to be controlled exclusively by a department. All Outside Areas are considered Public Areas for purposes of this policy.
2. Departmental Area(s): Spaces controlled by one work department or work unit.
3. Private Suites/Offices: Spaces controlled specifically by an individual or small group of individuals. A department may choose to control decisions pertaining to these types of spaces.

D. PROCEDURES FOR POSTING FLYERS, SIGNS AND NOTICES

1. Approvals for postings
 - a. Students, staff and faculty should contact the Denver Campus Facilities Management Office at 303-315-2205, DenverCampusPosting@ucdenver.edu or the Facilities Dispatch at 303-724-1777 for questions and approval to post flyers, signs and notices.
 - b. In the Business School Building, postings, signs, and notices require the approval of the Dean (or designee). Business School postings, signs and notices should be related to the mission of the Business School and/or needs and interests of its students and faculty. Agreements with Business School program donors may impose additional limits regarding what may be posted or displayed. The Facilities Management Office will have oversight of Business School postings to ensure life health safety standards are met.
2. Only flyers, signs and notices that are mission related are allowed. A mission related announcement is one that is in connection with the education, research and community service missions of this institution that are sponsored by faculty, staff or recognized student organizations.
3. Flyers, signs and notices must be non-offensive, that is, they should not include language inciting imminent lawless action, threats of imminent bodily harm or injury to others, unlawful harassment, obscenity, or defamation.

4. Postings are normally limited to a 30-day maximum, unless the Facilities Management Office gives an extension.
5. Postings must include the following:
 - a. Date flyer is posted.
 - b. Sponsoring entity's name and contact phone number.
 - c. Approval by Facilities Management for posting through specific date (after which it will be removed). The required information can be handwritten and stamped in a non-obtrusive manner to maintain the appeal of the flyer or poster
6. Once approved, flyers, signs and notices are returned to their proposer for posting, except for elevator postings, which are placed by Facilities Management.
7. The use of tape, nails or fasteners that damage paint or other wall surfaces for posting signs or flyers is prohibited.
8. Posting shall be placed in display cases, existing poster/flyer holders or on bulletin boards, NOT doors, windows, walls, etc. Most buildings have designated locations for posting of flyers. Facilities Management will post flyers and notices in elevator display holders.
9. Posting shall be removed by Installer in a timely manner. The posting must be removed either the day of or the day after the event. Elevator postings will be removed by Facilities Management.

E. PROCEDURES FOR POSTING LARGE SIGNS AND BANNERS

1. Signs and displays that are in public areas such as lobbies, entryways, or exterior to a building require additional steps for approval. This requirement is for larger displays on easels or hanging from the rafters, etc.; NOT for items located in display cases. For banners, displays or other larger items placed in public view the following applies.
 - a. Requestor submits concept for approval to Facilities Management.
 - b. The submittal is sent by Facilities Management to the Office of Marketing and Community Engagement for review and input. In the Business School building, the dean must also approve the posting of all large signs and banners.
 - c. Any permanent signs require submittal to the Resident Architect by Facilities management for review and suitability. The Architect makes recommendations including possible locations.

- d. Facilities Management reviews concept and input from Marketing and Community Engagement and, if needed, the Resident Architect, and gives or denies approval. This process includes a review for building code and fire and life safety regulations.
2. The use of easels in buildings is discouraged (for reasons of pedestrian safety). Signs on easels may be used for way finding on the day of the event and must be removed.
3. Window cling signs may only be posted in first floor windows. They may be displayed for no more than 60 days and new window cling signs may not be posted in that location until 6 months after the prior window cling signs were removed. These signs must be approved by the Office of Marketing and Community Engagement and by Facilities Management and, for the Business School building, by the dean of the Business School.
4. Attaching postings/flyers to external monument signs is strictly prohibited. This may interfere with the way finding process on campus. Schools and Departments with large/regular events with outside guests may purchase and set up temporary (same day) directional/way finding signage. Contact Facilities Management for landscaping/way finding for guidance and approval.
5. Personal advertisements may only be posted on designated bulletin boards located within a suite or department.
6. Facilities Management staff may remove all unauthorized postings from any walls, windows, elevators, doors, etc. This will include displays and signs inside, outside, and adjacent to buildings or landscaped areas and any posting that does not meet the requirements of this policy.
7. A department may choose to control decisions pertaining to private suites/offices/spaces under its control and may establish guidelines for such use.

F. LARGE PERMANENT SIGNS

All large permanent signs require approval by Facilities Management with input from Marketing and Community Engagement. In addition, large permanent exterior signs require approval from the Resident Architect and the University of Colorado Design Review Board.

Notes

1. Dates of official enactment and amendments:

May 12, 2004: Adopted by Vice Chancellor for Administration and Finance
January 1, 2012: Revised

2. History:

January 1, 2012: Modeled on AMC policy—but changed to suit limited scope of policy covering only CU Denver owned buildings, not those controlled by AHEC.

February 15, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chartered policy statements organized around the several operational divisions of the university. University branding and links verified.

3. Initial Policy Effective Date: May 12, 2004

4. Cross References/Appendix:

- [AHEC Campus Policy, Campus Signs](#)