



Campus Administrative Policy

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

Policy Number: 3014A

Functional Area: General Administration

Effective: July 1, 2012

Date Last Amended/Reviewed: February 6, 2020

Date Scheduled for Review: July 1, 2027

Supersedes: Campus Posting, Announcement, Sign and
 Display Procedure and Approval Process—AMC
 (May 12, 2004; July 1, 2012)

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Responsible Officer: Executive Vice Chancellor for Administration and
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Applies to: CU Anschutz Medical Campus

A. Introduction

CU 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 campus 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.

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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, parking structures, and other facilities located at the Anschutz Medical Campus. 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. Uncontrolled and unauthorized postings are considered a potential fire hazard and a violation of Fire and Life Safety Regulations. Careless removal of these improperly posted and/or unauthorized items frequently results in unsightly damage or housekeeping problems. Facilities Management staff will be instructed to remove unauthorized postings, announcements, signs or displays. In order to prevent unauthorized postings on the campuses, the following procedures have been established.

C. Definitions

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.

Departmental Area(s): Spaces controlled by one work department or work unit.

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

Rules for posting flyers are tailored for the area. Refer to the [Building Administrator List](#) for clarification as to whether an approval stamp or sign off is required.

For more information contact the Building Administrator or designee for the specific building or area.

1. Certain buildings use an “honor system.” In these buildings, the expectation is that those posting a flyer will follow the intent of this policy. Postings that do not follow the intent of this policy will be removed.
2. Students should consult the Student Services Desk (Room 3123 ED2 North or 303-724-2866) for any questions about who approves their postings.
3. Printed authorized flyers and notices will be limited to those that are:
 - a. Mission Related - those in connection with the education, research, patient care, and community service missions of this institution that are sponsored by faculty, staff, or recognized student organizations.
 - b. Time sensitive (30-day posting maximum) – postings must include the following:
 - 1) Date flyer is posted
 - 2) Sponsoring entity’s name and contact phone number
 - 3) Removal date (no later than the day after event or 30 days from posting date)
 - 4) Approval for posting through specific date
 - 5) The required information can be handwritten and stamped in a non- obtrusive manner to maintain the appeal of the flyer or poster.

- c. Non-Offensive – Flyers, posters, and signs should not include language inciting imminent lawless action, threats of imminent bodily harm or injury to others, unlawful harassment, obscenity, or defamation.
 - d. 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.
 - e. Removed by Installer in a timely manner. The posting must be removed either the day of or the day after the event or 30 days from the posting date.
 - f. Exceptions to procedures in this policy may be requested and approved through the Building Administrator. In some cases, the Building Administrator may seek input and guidance from the Facilities Management department.
4. Individual display cases have been installed in various locations, including many passenger elevators, on the campuses. In some buildings, there is a requirement to place postings in these display cases (check with the Building Administrator).
- a. Postings in elevators are to be done in only one elevator when there is a bank of elevators. The designated process must be followed before posting. Announcement should be submitted to the Building Administrator.
 - b. The Building Administrator will review and in some cases have Facilities Management review, makes recommendation, and give or deny approval. This process includes a review for building code and fire and life safety regulations, if possible.
 - c. The posting, if approved by the Building Administrator, will be stamped or signed with the date of posting and the duration and returned to the originator for posting.
 - d. Display cases for postings in elevator lobbies are restricted for use by Facilities Management.
5. 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. Send request to Facilities Management to coordinate the process on each campus.
 - b. The submittal is sent by Facilities Management to the Office of Marketing and Community Engagement for review and input.
 - 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, makes recommendations to University Leadership. This process includes a review for building code and fire and life safety regulations.
 - e. All information and review comments will be provided to University Leadership for a decision on allowing or denying the request. This decision will be relayed to the requester by Facilities Management.
6. The use of easels is highly discouraged and should be done only after contacting the appropriate Building Administrator. Signs on easels can only be used for wayfinding on the day of the event and must be removed immediately after the conclusion of the event. Easels may interfere with emergency exiting of buildings and will not be approved to advertise upcoming activities or events.
7. The use of tape, nails, and other fasteners for posting signs or flyers is prohibited.

These may damage the facilities, or the posting may block vision creating a safety

hazard. Use of existing bulletin boards is recommended. Contact Facilities Management if there are questions about the use of specific

locations.

8. Attaching postings/flyers to external monument signs is strictly prohibited. This may interfere with the wayfinding process on campus. Schools and Departments with large/regular events with outside guests may purchase and set up temporary (same day) directional/wayfinding signage. Contact the Building Administrator for Landscaping/Wayfinding for guidance and approval (refer to the Building Administrator list).

9. Window Cling Graphics

- a. The use of window cling graphics (signs) is limited to those that honor significant milestones, celebrations or events and may not be used for the purpose of wayfinding, branding, advertising, or marketing of services by occupants of the building.
- b. Window cling graphics may only be used on first floor windows and must not impede the view through the windows from inside the building.
- c. The use of window cling graphics must be temporary and is limited to an installation of no more than 60 days. A minimum of 6 months between usage of such graphics on the same building is required.
- d. The graphic design of these signs must be reviewed and approved by the office of marketing and Communication for quality and brand consistency and by the dean of the school or college housed in the building.
- e. University Leadership will provide the final disposition of approving or denying. This decision will be relayed to the requester by Facilities Management or the University Architect.

10. Personal advertisements may **only** be posted on bulletin boards located in designated Student Assistance Office (SAO) areas, and the Fitzsimons Building Food Court. To determine if internal departmental bulletin boards allow personal advertisements please contact the departmental area administrator. Refer to the SAO listed in the campus directory to obtain approval to use their designated bulletin boards.
11. Postings soliciting human subjects for participation in research studies must be approved by the Colorado Multiple Institutional Review Board; see campus directory for location. Additionally, posting soliciting human subjects participation must be approved by the Building Administrator.
12. For postings that are considered part of routine operations (i.e. utility or IT outages, parking alternatives, etc.), approval is provided in coordination with the Facilities Management department. There are designated posting areas for Facilities Management use only.
13. 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. If an organization or individual fails on an ongoing and repeated basis to remove its postings in a timely manner, Facilities Management may bill that organization or individual for the expense of removing the postings.
14. Private Suites/Offices/Spaces that are controlled specifically by an individual or small group of individuals are encouraged to adopt a similar policy. A department may choose to control decisions pertaining to these types of spaces. Any area that is visible from public spaces, must fully comply with the Posting Procedures and approval process identified on the Building Administrator List.
15. Requests for exceptions to the provisions of this policy must be written and submitted for review and approval to University Leadership in care of the Executive Vice Chancellor for Administration and Finance at Anschutz Medical Campus Box #F5666.

Notes

1. Dates of official enactment and amendments:
May 12, 2004: Adopted by Vice Chancellor for Administration and Finance
July 1, 2012: Revised
February 6, 2020: Reviewed
2. History:
July 1, 2012: Amended to include large signs, permanent signs, and wayfaring. More detail on time limits, etc.
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 chaptered policy statements organized around the several operational divisions of the university. University Branding and links verified.
February 6, 2020: Reviewed with minor editorial changes made.
3. Initial Policy Effective Date: May 12, 2004
4. Cross References/Appendix: N/A