

PIERCE COLLEGE

Signage Policy: Temporary Banners and Sign Boards

Purpose: To establish a policy regulating temporary signs, banners, and sign boards around the perimeter of the college and at the Campus Center marquee. These policies are applicable only until such time that a permanent marquee system is constructed.

1. General Policy

- a) This policy establishes the rules and procedures for all temporary signage on the perimeter of the College and at the Campus Center marquee. Temporary signs are defined as signs which are posted for less than 30 days.
- b) The *Marketing and Public Relations Department* is responsible for the administration, implementation, management, and maintenance of this policy.
- c) Requests for signage shall be prioritized with first priority given to College-Wide Operational requests, followed by academic, departmental, student requests, followed by non-campus sponsored events.
- d) Physical signage systems shall be constructed and maintained by *Plant Facilities*. These units shall be posted at highly visual locations on the perimeter of the college.
- e) Signage space will be pre-reserved for periods of 30 days or less. Same signage may be relocated to other sign / sides for an additional 30 days.

2. Exceptions: All exceptions to this policy must have the prior written approval of the President or Vice President, Administrative Services.

Approved by:

/s/ Robert Garber

Robert Garber
President

/s/ Timothy L. Oliver

Tim Oliver
Vice President, Administrative Services

Date: February 24, 2006