Temporary Lawn Signage:

Eligibility:

Schools, Centers and Student Organizations, operating under the direct authority of the Trustees of the University of Pennsylvania, may apply to the Office of the University Architect for approval of temporary lawn signage. Temporary Lawn Signage shall comply with current University Vending Policy 711 (http://www.hr.upenn.edu/policy/policies/711.aspx) and all other applicable University policies including the Code of Student Conduct. Schools, Centers and Student Organizations may not extend their University affiliation to include a non-university, for-profit organization as a means to promote or sell second party goods or services on campus and signage marketing or promoting such goods or services will not be approved. All Temporary Lawn Signage must clearly identify the sponsoring University organization and display a Facilities and Real Estate Services (FRES) permit stamp. Application to install temporary signage shall be submitted to and approved by the Office of the University Architect in writing, prior to installation or display. Permissions shall be valid for a one-time use. Facilities and Real Estate Services shall remove and dispose of non-compliant signage immediately and user will be invoiced for removal related services. Temporary Lawn Signage is not permitted on campus within scheduled periods, as determined by the current Academic Calendar, proceeding, during and following Alumni Day, Baccalaureate, Commencement or during other periods that may be established by the Office of the University Architect to avoid a proliferation of temporary lawn signage.

Application shall include:

- A pdf of proposed sign content: include graphic and text.
- Number of proposed signs.
- Preferred display schedule: date up / date down.
- Name and contact information of responsible user. (email, phone, organization, center/school)

Specifications:

- The preferred sign support is the “H” shaped wire frame.
- Sign panels shall not exceed 18” x 24”.
- Graphic content may be displayed on both sides of a single sign panel.
- Graphic content shall include organization identification and FRES permit stamp.
- An organization may display a maximum of 10 signs for a period of 1 week.
- An organization may display a maximum of 3 weeks within 1 semester.
- 1 week is defined as seven (7) contiguous days.
- A maximum of 4 organizations may display signs during the same scheduled period.
- Approved wire frame event signage may be placed on a temporary basis only in lawn areas along Locust Walk, between 40th Street and College Hall Green and along Woodland Walk, between 36th Street and 34th Street.

Process:

- Student Organization (Org.) representative applies to appropriate advising office, ie: Office of Student Affairs (OSA), Office of Student Life Wharton (SLW), Penn Student Agencies (PSA), Penn Business Services (PBS), etc.
- School or Center representative applies to the Office of the University Architect (OUA).
• OUA and/or advising office acknowledges & logs application; requests additional information if necessary and determines eligible status and University affiliation, of applicant if unknown.
  • Applications received, requesting permission within identical scheduling periods, will be considered in chronological order, per date of earliest receipt.
  • Application is reviewed and School/Center/Org. is advised of permit, schedule or denial.
  • Allow a minimum of one (1) week for review.
  • If approved, FRES permit stamp is issued to School/Center/Org, which shall be affixed and displayed prominently on each sign.
  • School/Center/Org. may install and display signage as scheduled. School/Center/Org. shall remove all of their temporary lawn signage by the end of a scheduled event display period. Signs not removed by School/Center/Org. shall be disposed of by FRES. FRES shall not retain any signage and School/Center/Org. shall be invoiced for disposal related services.