



Temporary Lawn Signage

Effective Date: 8/25/17

Eligibility

Schools, Centers and Student Organizations, operating under the direct authority of the Trustees of the University of Pennsylvania, may apply for approval of temporary lawn signage to the Office of the University Architect. Temporary Lawn Signage shall comply with current University Vending Policy 711 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. Signage that markets or promotes 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. Depending on the circumstance, the OUA may confer with appropriate university offices to verify that the applicant is in fact a recognized entity. This may prolong the review process.

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

An application for approval to install temporary lawn signage 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 one week. One week is defined as seven (7) contiguous days.
- An organization may display a maximum of 3 non-consecutive weeks within 1 semester.
- 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 representative applies to appropriate advising office, i.e., Office of Student Affairs (OSA), Office of Student Life Wharton (SLW), Penn Student Agencies (PSA), Business Services Division (BSD), Vice Provost for University Life (VPUL), 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/Organization 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/Organization, which shall be affixed and displayed prominently on each sign.
- School/Center/ Organization may install and display signage as scheduled. School/Center/ Organization shall remove all of their temporary lawn signage by the end of a scheduled event display period. Signs not removed by School/Center/ Organization shall be disposed of by FRES. FRES shall not retain any signage and School/Center/ Organization shall be invoiced for disposal related services.

Temporary lawn signage that has been installed that is not in accordance with any or all of the above will be removed immediately by FRES.