



**University of Pittsburgh
Posting Temporary Signage Policy
Policy CS 28**

Implementing Executive: Senior Vice Chancellor for Business and Operations
Responsible Unit: Department of Facilities Management
Category: Administration and Operations
Effective Date: August 2, 2021

I. Purpose

This Policy provides the responsibilities and requirements for posting temporary signs on the exterior of any building on the University's campus; on University lawns, gardens or similar outdoor spaces; or in the indoor public spaces of the University's buildings.

This Policy also demonstrates the University's commitment to comply with all regulatory requirements and to maintain a consistent aesthetic, function, and quality of the University's public spaces. Furthermore, this Policy provides clear and transparent requirements that will promote a consistent application in how the University balances the goals of ensuring safety, minimizing disruption to the education mission, preserving the campus, and supporting freedom of speech.

II. Scope

This Policy applies to any individual or organization that wishes to display any type of Temporary Signage on the University's buildings, including anywhere on the exterior of any building or on the grounds, except where noted below. Space leased either to or by the University shall be governed by their respective leases.

The Policy does not apply to the posting of Temporary Signage on Secondary Corridors (as defined below), on office doors, or for emergency purposes (including crime alerts). Also, this policy does not apply to posting of digital messages that are displayed on monitors attached to University Buildings.

Requests for permanent signage are handled separately by the Senior Vice Chancellor for Business and Operations (SVC-BO) (or designee)

III. Definitions

- A. Banners: written or printed stationery matter, or a projected image, with a visual impact and a size equal to or greater than 14 x 22 inches.
- B. Designated Area: a University approved space, in a public area, that is prepared to allow posters, publications, flyers, or similar signs to be displayed that meets federal, state, and local requirements, as well as meets the aesthetic needs of the area (e.g., bulletin boards, normally glass enclosed).
- C. Primary Corridors: passages that have been incorporated in the layout of the buildings to facilitate wayfinding and provide ingress/egress to stairways, vestibules, and lobbies for the purpose of accessing occupied areas and also for evacuating the building in case of emergency. Primary Corridors may provide access to different Departments or Schools; or serve one Department or School.
- D. Publications: any printed matter (such as newspapers, posters, flyers, signs, and other written or printed matter) designed for sale, distribution, posting, or communication of information through print media, other than those resulting from the transaction of official University business or academic activity.
- E. Posters: flyers, signs, and other written or printed stationery material that is smaller than 14 X 22 inches.
- F. Secondary Corridors: passages that are internal to a departmental assigned space and do not lead directly to building exits, exit stairways or other paths of emergency evacuation.
- G. Signage: any object placed within a public area, on a University lawn or garden, or within a University facility that is intended to convey information, identification, or direction through the use of letters, words, numbers, symbols, pictures or patterns.
- H. Temporary Signage: signage (as defined above) that is time-limited, such as event publicity, service promotional campaigns, or alerts.
- I. Indoor Public Spaces: space within a building owned by the University that is normally used by the University community (e.g., faculty, staff, students, and visitors), including, but are not limited to, circulation paths, exit stairways, lobbies, building entrances, restrooms, and vestibules, as well as lounge and seating areas that are open to the primary corridors and/or lobbies.

IV. Policy

The University of Pittsburgh allows the use of Temporary Signage in accordance with this Policy and supporting Procedure.

The University community takes great pride in the campus environment, including the physical campus, and endeavors to establish an orderly, thoughtful, and sophisticated signage system that responds appropriately to the urban center as situated. Accordingly, the University community seeks to uphold a high standard related to campus aesthetics that is consistent with our objective

in maintaining a learning environment. In keeping with these values, while accommodating the need to communicate special events, as well as student and department notifications, the following Policy has been established to govern the requests and placement of Temporary Signs on campus.

A. Authorities

Freedom of speech is a guaranteed right under the U.S. Constitution and a core value of the University. This Policy and relevant procedures are to be applied consistent with the First Amendment and other relevant laws and the review of any proposed Temporary Sign will be done in a content neutral manner. The University's approval of a Temporary Sign does not constitute endorsement of the event or information contained in the Temporary Sign.

The width, length, height, shape, material finishes and content of the primary corridors, stairways, lobbies and vestibules are governed by the International Building Code (IBC) for new buildings and International Existing Building Code (IEBC) requirements, adopted by the Commonwealth of Pennsylvania to provide for the safe evacuation of the building in case of emergencies. Additionally, the Americans with Disabilities Act (ADA) along with the American National Standards Institute (ANSI) regulate the signage and clearance dimensions (width, height, protrusions from the walls, etc.) of the public spaces. The University Office of Environmental Health and Safety (EH&S) and Facilities Management (FM) are responsible for enforcing compliance with those requirements.

The content of any and all information posted on University property, regardless of location, must comply with applicable University Policies as well as federal, state, and local laws. For the Pittsburgh Campus those requirements include those that pertain to the Educational, Medical and Institutional (EMI) District, Oakland Civic Center Historic District (OCCHD), and the Oakland Public Realm District as defined by the City of Pittsburgh. Regional campuses may have separate rules relevant to their locality. (Links to these resources are available in Section VIII - Related Authorities.)

B. Requirements

As specified below and in the accompanying Procedure, all requests to post Temporary Signage are governed by the location on which the potential posting would be made.

1. General Posting Requirements and Restrictions

The following information describes the general posting requirements for Temporary Signage (including Banners, which are handled in Section IV.B.4 below). More specific requirements may apply to specific locations, as indicated below and in the accompanying Procedure.

a. Temporary Signage within a Designated Area

Temporary Signage must:

- Contain the name and current contact information of University Community Member or, affiliated University Unit or organization;
- If posted by a student or student organization, it must comply with the student code of conduct;
- Allow for the safe and effective use of facilities;
- Identify the date the display can be removed; and
- If posted by an entity not affiliated with the University that posting must be sponsored by a University unit or organization and that sponsor must be identified on the Temporary Signage.

b. Temporary Signage outside a Designated Area

- Receive approval, as identified in Section IV.B.2;
- Be non-commercial in nature;
- If posted by a student or student organization, it must comply with the student code of conduct;
- Allow for the safe and effective use of facilities;
- Meet the aesthetic consistency of the facilities where they are used;
- If posted by an entity not affiliated with the University that posting must be sponsored by a University unit or organization and that sponsor must be identified on the Temporary Signage and/or display a University permit stamp (locations and scheduled periods for posting on University grounds are available on FM's website); and
- Identify the date the display will be removed.

c. Regardless of where it is Posted, Temporary Signage must not:

- Be attached to walls or windows of the University's Indoor Public Spaces or exterior of University buildings. This includes any University structure, including but not limited to: bathroom stalls, benches, brick, bus stops, campus signage, columns, concrete, doors, elevators, emergency call phones, fixtures, glass, handrails, light poles, mailboxes, painted surfaces, seating, sidewalks or lawns, staircases, trash cans, tresses, the interior of windows on the exterior of a building, wood surfaces, etc;
- Be placed over the posted materials of other groups;
- Cause damage to the facilities where they are displayed;
- Leave markings on the facilities where they are displayed;
- Remain posted past the final date of the event to which it applies; or
- Be projected on the outside of buildings.

2. Authorization

a. Posting within a Designated Area

Temporary Signage displayed in a Designated Area must meet the general posting requirements and restrictions described in Section IV.B.1 above. To post in an openly available Designated Area (e.g., kiosks, board, etc.) an individual or organization does not need to request access to that location, unless the area is marked otherwise. To post in a closed/protected Designated Area (e.g., bulletin board that is covered for protection, such as a glass case) an individual or organization will need to request access from the department managing that space.

b. Posting outside of a Designated Area

All postings outside of a Designated Area must be approved by the SVC-BO (or designee). Requests to post Temporary Signage outside of a Designated Area should be submitted to the appropriate department as described in the Temporary Signage Procedure.

3. Removal

Temporary Signage that does not meet the requirements IV.B.1 above can be removed by University Units responsible for the Designated Area or, if posted outside of a designated area, by Facilities Management, Student Affairs, or Athletics Departments.

4. Banner Requirements

In addition to following the general posting requirements for Temporary Signage (section IV.B.1-3) the use of banners at the Pittsburgh Campus must follow additional specific requirements including the design approval by The Office of Planning, Design, and Real Estate given the unique nature of these Temporary Signs, those requirements are outlined below.

a. Banners on non-Athletic Facilities – Pittsburgh Campus

Banners on Non-Athletic University Buildings will be only considered as part of an event signage package to announce major conferences, conventions, performances, programs, etc. because of the potential for damage to buildings. Additionally, the following requirements apply to banners:

- Can only be installed up to ten days in advance of the event;
- Must be removed at the end of the event as described in the request for the banner, unless otherwise extended at the discretion of the University Architect;
- All banner requests must be sponsored by University affiliated organization or unit (e.g., school, department, institute, etc.);
- FM, or its authorized contractor, is the only entity authorized to install banners.

b. Banners on Athletic Facilities – Pittsburgh Campus

Banners on Athletic Facilities are only considered for athletic events. The University Architect will coordinate with the University Athletics Department in reviewing requests and only FM, or its authorized contractor, may install the banners.

c. Banners on Public Street Light Poles – Pittsburgh Campus

Banners on public streetlight poles are considered for University wide events and will be hung and removed by FM. Additionally, the following requirements apply to these banners:

- The request must be submitted at least three months before the start date requested to allow the Office of the Planning, Design, and Real Estate time for review, deliberation, and coordination with the City of Pittsburgh Zoning Department, Historic Review Commission, Art Commission, Department of Engineering & Construction, as well as the Department of Public Works;
- Banners will only be mounted on streetlight poles;
- Each pole will only receive one, double sided, vertical banner;
- At a minimum, the requester must be for banners to be mounted on every other successive streetlight poles on one full city block;
- Only Facilities Management, or its authorized contractor, may install the banners.

d. Banners on Regional Campuses

The use of banners on facilities and light poles on regional campus properties must be approved by the SVC-BO (or designee).

V. Governance/Responsibilities

- A. Departments:** designate primary liaisons with FM; each school or department is encouraged to assign a Department Coordinator.
- B. FM:** designates areas for authorized distribution of publications and schedules; maintains list of staff responsible for managing individual buildings/properties; removes violations of this Policy and report violations to the Departmental Coordinator.
- C. University community member (e.g., students, faculty, and staff):** responsible for obtaining proper authorization for posting temporary signage outside of designated areas.
- D. SVC-BO:** responsible for approving requests for posting outside of designated area; and overseeing the implementation and monitoring compliance with this Policy.
- E. Office of the Planning Design and Real Estate:** maintains inventory of all currently approved exterior and indoor public space signage; retains all records regarding an application for three years; approves the design of banners; and obtains approval by the City of Pittsburgh to hang banners on the exterior of buildings on the Oakland Campus.

VI. Contact Information/Public Accessibility

This Policy is posted under Community Standards at the following website:

<https://www.policy.pitt.edu>

Questions or clarifications regarding the above Policy and requests for modification to University buildings' public spaces should be directed to [FM](#) or the Facility Manager assigned to the relevant building.

VII. Related Authorities

Educational, Medical and Institutional (EMI) District

- <http://pittsburghpa.gov/dcp/zoning/imp.html>

Oakland Civic Center Historic District (OCCHD)

- http://apps.pittsburghpa.gov/dcp/05_Oakland_Civic_Center_Guidelines.pdf

Pittsburgh Zoning Code; Oakland Public Realm District

- https://library.municode.com/pa/pittsburgh/codes/code_of_ordinances?nodeId=PIZO_CO_TITNINEZOCO_ARTIVPLDI_CH908PURED1_908.03OAPURED1

Pittsburgh Zone Code; Signs

- https://library.municode.com/pa/pittsburgh/codes/code_of_ordinances?nodeId=PIZO_CO_TITNINEZOCO_ARTIVPLDI_CH908PURED1_908.03OAPURED1

University of Pittsburgh Policy, Participation in Political Campaigns

- <https://www.policy.pitt.edu/cs-10-participation-political-campaigns-formerly-02-03-09>

University of Pittsburgh Policy, Campus Crime Awareness: Crime Reporting, Crime Alerts, and Emergency Notification

- <https://www.policy.pitt.edu/ao-07-campus-crime-awareness-crime-reporting-crime-alerts-and-emergency-notification>

Office of Fraternity & Sorority Life, Policies and Procedures Manual

- <https://www.studentaffairs.pitt.edu/fraternity-and-sorority-life/fraternity-sorority-policies-reports>

Posting and Chalking Guidelines for Students and Registered Student Organizations

- https://www.studentaffairs.pitt.edu/sites/default/files/assets/Posting_Chalking_Guidelines.pdf