

# Signage Policy

## Summary

Columbus State University and University Support Services have a policy on signs to create a cohesive campus-wide aesthetic within Columbus State University signage.

## Purpose

The purpose of this document is to describe the guidelines for campus-wide signage at CSU.

## Policy

### Sign Types Defined

- **Directional/Building Identification** includes but is not limited to room numbers, building names, office name plate signs, building directories, ADA signs, and all safety related signs.
- **Informational/Event Signage** includes but is not limited to any postings regarding personal, organizational, or departmental functions.
- **Light Post Boxes** are locked black poster cabinets located on light posts around main campus. These boxes are used to post event signage from recognized university

organizations and departments. Posters in light boxes should be 12” by 18”.

**Policy:** All *directional and identification signage* on CSU property to include parking lots/decks, athletic fields, green spaces, other event/outdoor space and the interior/ exterior of all CSU buildings is maintained by the sign shop within the University Support Services. Directional and identification signage is defined in the *sign types defined* section of this policy. Any needs to change directional or identification signage **must** be approved and produced by the department of University Support Services. If approved sign needs cannot be met by the Sign Shop, services will be outsourced to a sign-making company at the discretion of the Senior Director of University Support Services.

### Directional/Building Identification Signs

### Informational/Event Signage

- Informational and event signage is any posting pertaining to a recognized university event by a student organization or department.

- Signage for the recognized events above can be posted in light post boxes or departmental-specific bulletin boards as long as postings comply with the CSU code of conduct.
- Any postings placed in unspecified areas will be removed.

### **Light Box Poster Signage**

- Requests for poster signs in light boxes must be sent to University Support Services via the eQuest system. Requests must be submitted at least two weeks before signs need to be posted. All written informational posters must be provided in request. Light post signage will be taken down upon or after date of event.

### **Posting/Displaying Homemade Signs**

- All signs can be displayed on any community/student bulletin boards, located in Davidson Student Center, as long as they do not interfere with CSU code of conduct. Signs will be posted no more than one month before the event or deadline. Signs will be taken down immediately after date on poster or sign.

### **Pricing Appendixes**

The following are current pricing structures for personnel, equipment, event/ space rental, and signage

#### **University Support Services Personnel Pricing Chart**

**Please submit all personnel requests in the form of an eQuest. Account numbers must be provided. Pricing is for CSU Affiliated groups, departments, and organizations. Call University Support Services for third party pricing**

*SEE <https://universitysupportservices.columbusstate.edu/eventservices.php> for an updated list of pricing.*

#### **University Support Services Space Pricing Chart**

*SEE <https://universitysupportservices.columbusstate.edu/eventservices.php> for an updated list of pricing.*

#### **University Support Services Equipment Pricing**

*SEE <https://universitysupportservices.columbusstate.edu/eventservices.php> for an updated list of pricing.*

## **Related USG Policy**

9.10.6 Use of Institutional Facilities/Property

**Last Update**

1/31/2017

**Responsible Authority**

University Support Services