



Texas A&M University Corpus Christi Guidelines for Temporary Signage

Type of Signage	Description	Purpose	Approval of Posting Required	Office Approving Signage Posting	Reservations Required in Advance	Department to Receive Reservation	Location Permitted	Length of Time Permitted	Responsible for Installation	Responsible for Removal	Removal Costs/Penalties	Other
Flyers and Posters	Maximum size shall not exceed 11" x 17" for bulletin boards and posters shall not exceed 24" x 36" for hanging in designated locations	Advertisement or announcement promoting an activity, event, or a club	Yes	Student Groups - University Center & Student Activities (UCSA), Departmental Groups shall follow University Procedure 33.04.99.C1.2. Non-University Groups - University Services & Institutional Advancement	None	N/A	Bulletin Boards that are labeled general use or student use	Postings limited to 2 weeks and one posting per bulletin board. Exceptions to posting limit must be approved by authorized personnel.	Responsible Party	Responsible Party	Student Groups or any other Group or Department may lose privileges for not following guidelines	Posting on top of previously posted flyers or posters will not be allowed. (See footnotes 1 thru 10)
Hand-Held Signs	Student, faculty and staff displaying a sign on campus by holding or carrying it by hand or otherwise attaching it to their person	Advertisement or announcement promoting an activity, event, or a club	None	Student Groups - University Center & Student Activities (UCSA), Departmental Groups shall follow University Procedure 33.04.99.C1.2.1, Non-University Groups - Community Outreach	None	University Center Scheduling Office 135A , events@tamucc.edu or email to uc.scheduling@tamucc.edu for students, Non-University Groups contact Community Outreach at http://outreach.tamucc.edu/events&conferences/	N/A	N/A	N/A	N/A	N/A	Exercise due care carrying sign to avoid bumping, hitting, or injuring any other person; must exercise due care to avoid blocking the view of others; violation for blocking view after a clear warning will constitute removing from venue by enforcement officer or confiscation of sign. (See footnotes 1 thru 10)
Handbills/Quarter Sheets	To be handed out from a reserved Information Table	Must relate specifically to a TAMUCC institutional activity or sponsored event,	Yes	University Center Scheduling Office 215	Yes	University Center Scheduling Office 215 , events@tamucc.edu or email to uc.scheduling@tamucc.edu	Reserved tables only	Immediately after event	Party Requesting	Party Requesting	N/A	Handing out handbills and quarter sheets in any other way will constitute solicitation. (See Footnotes 1 thru 10)
Banners for Dugan Wellness Center and Island Hall	Size 6 to 8 ft. in width and 3 to 4 ft. in height, grommets required, wind resistant holes.	Must relate specifically to a TAMUCC institutional activity or sponsored event.	Yes	Recreational Sports Office DWC 107	YES- one business day prior to hanging	Recreational Sports - Office DWC 107 or email stephanie.arevalo@tamucc.edu	University Pool Fence, Multipurpose Fields Exterior & Fence, Dugan Wellness Center Interior, Island Hall Interior	One week per month with a one week down time between	Party requesting	Party requesting	\$25 if banner is not removed by end date, Recreational Sports responsible for removing and collecting fee	Reservations for all spaces are made on a first-come, first served basis. Name of department or student group sponsoring event must be on the banner; Multiple locations are available only as space permits; Banner cannot promote, advertise or otherwise advocate illegal activity or violate any TAMUCC, state, or federal laws and/or policies, including alcohol, tobacco, firearms, and/or other commercial endorsements of similar product. University accepts no responsibility for damage or theft of banners; University reserve rights to suspend guidelines at any time, for any reason. Banners are available at Campus Printing Services (See Footnote 1).



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Banners for all Athletic Facilities	Size 6 to 8 ft. in width and 3 to 4 ft. in height, grommets required, wind resistant holes.	Must relate specifically to a TAMUCC institutional activity or sponsored event.	Yes	Athletics Office DWC 212	YES- one business day prior to hanging	Athletics Office DWC 212 or email Mark.Bohling@tamucc.edu	All Athletic Facilities	One week per month with a one week down time between	Party requesting	Party requesting	\$25 if banner is not removed by end date, Athletics responsible for removing and collecting fee	Reservations for spaces are made on first-come, first served basis. Name of department or student group sponsoring event must be on the banner; Multiple locations are available only as space permits; Banner cannot promote, advertise or otherwise advocate illegal activity or violate any TAMUCC, state, or federal laws and/or policies, including alcohol, tobacco, firearms, and/or other commercial endorsements of similar product. University accepts no responsibility for damage or theft of banners; University reserve rights to suspend guidelines at any time, for any reason. Banners are available at Campus Printing Services. (See Footnote 1).
Banners - Other Locations	Size 6 to 8 ft. in width and 3 to 4 ft. in height, grommets required, wind resistant holes.	Must relate specifically to TAMUCC institutional activity or sponsored event.	Yes	University Center Scheduling Office 215	YES- one business day prior to hanging	University Center Scheduling Office 215 , events@tamucc.edu or email to uc.scheduling@tamucc.edu	University Center locations and the following outdoor locations: Corpus Christi Hall East Corridor View from Ocean Drive Sidewalk; Center for Science Breezeway; Library Breezeway - Viewed just around the corner of Island Welcome Center; Center for the Arts Walkway towards Round Building; Island Boulevard Entrance and Sand Dollar Boulevard Entrance; Glasscock Sidewalk & Fence	One week per month with a one week down time between	Party requesting	Party requesting	\$25 if banner is not removed by end date	Reservations for spaces are made on first-come, first served basis. Name of department or student group sponsoring event must be on the banner; Multiple locations are available only as space permits; Banner cannot promote, advertise or otherwise advocate illegal activity or violate any TAMUCC, state, or federal laws and/or policies, including alcohol, tobacco, firearms, and/or other commercial endorsements of similar product. University accepts no responsibility for damage or theft of banners; University reserve rights to suspend guidelines at any time, for any reason. Banners are available at Campus Printing Services. (See Footnote 1)



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Stakes/Lawn Signs	Stake is a piece of wood or metal pointed at one end for driving into the ground as a marker/sign. May not be placed more than 12" into the ground	Must relate specifically to a TAMUCC institutional activity or sponsored event, determination if allowing stake/lawn signs for same event to be installed at multiple locations will be allowed if space permits	Yes	University Center Scheduling Office 215 for student organizations and departmental groups.	YES - Sign may not be erected more than 7 days in advance	University Center Scheduling Office 215 or email uc.scheduling@tamucc.edu	Bay Hall Stake Signs; Sidewalk-Westside of Bay Hall; East Side of Center for the Arts; East Side of Corpus Christi Hall; Lee Plaza Green Space, Walkway between Center for Instruction and Center for Science, University Center Palm Court, Westside of University Center in Green Space; Southside of Engineering Building; Approaching between Glasscock & Library from Sailboat Parking Lot; Approaching Library from Westside; Eastside of Center for Instruction; Sidewalk on Southside of Center for Instruction; East-West Sidewalk between University Center and Dugan Wellness Center; Island Boulevard; Sand Dollar Boulevard. Softball field between left field and multipurpose fields	Stake signs must be promptly removed within 2 days after an event or cause	Party requesting	Party requesting	\$25 fee if removed by Facility Services	Quantities of signs may be limited due to multiple events. (See Footnotes 1 thru 10)
Ribbons and Markers	Ribbons and markers made of any material may only be tied around trees and lamp posts on the two main entry boulevards to campus. Will only be permitted for one event or cause at any one given time	Must relate specifically to a TAMUCC institutional activity or sponsored event.	Yes	Appropriate Vice President	YES - Ribbons or markers may not be erected more than 7 days in advance	University Center Scheduling Office 215, events@tamucc.edu or email uc.scheduling@tamucc.edu after approved by the appropriate Vice President	Ribbons and markers made of any material may only be tied around trees and lamp posts on the two main entry boulevards to campus. Exceptions to this guideline must be requested	Must be removed 2 days after the event	Party requesting	Party requesting	\$25 fee if removed Facility Services	See Footnote 1 thru 10)
Lawn Boards	Boards usually made of plywood or material approved by Facility Services used to publicize university activity or event	Must relate specifically to a TAMUCC institutional activity or sponsored event.	Yes	Appropriate Vice President	YES - Sign may not be erected more than 7 days in advance	University Center Scheduling Office 215, events@tamucc.edu or email uc.scheduling@tamucc.edu after approved by the appropriate Vice President	Only one lawn board permitted at each entrance to the University at any one given time. Other locations include the East Lawn, Bay Hall Lawn, outside reserved location near the University Center, Camden-Miramar, grassy area between Center for the Arts and Corpus Christi Hall	Must be removed 2 days after the event	Organization or Department will facilitate proper placement through Facilities Services	Organization or Department will facilitate proper removal through Facilities Services		Lawn boards may only be reserved by recognized student organizations and/or university departments. They may only be reserved for special university-wide events/programs (i.e., Island Day, Homecoming Elections, Student Government Elections, etc.).
Directional Signage for Pedestrians and Vehicles	Built to University Printing Services Specifications	Must relate specifically to a TAMUCC institutional activity or sponsored event.	Yes	University Printing Services	Yes - Advanced notice of 5 days	University Printing Services - email campus.copies@tamucc.edu	Location for additional direction to an event or gathering	Must be removed the following business day after event	University Printing Services	University Printing Services	\$25 dollar fee if removed by Facility Services	Directional Signage for Pedestrians and Vehicles must be custom-made by University Printing Shop. Non-university groups must utilize university approved signage provided by University Printing Services and requests coordinated through Community Outreach.



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Marquees	Existing marquees around campus	Must relate specifically to a TAMUCC institutional activity or sponsored event,	Yes	University Printing Services	Yes - First come, first served basis for a reasonable fee	University groups - University Printing Services - email campus.copies@tamucc.edu; Non-university group through the Community Outreach Office at http://outreach.tamucc.edu/events&conferences/	Throughout campus	Posted day before, removed at the end of the day of the event	University Printing Services	University Printing Services	N/A	
Sidewalk Chalking	Temporary chalk to be used on sidewalks that are open to the sky, in order to be washed away by the rain. Should not be done on engraved pavers, walls, and/or buildings.	Must relate specifically to a TAMUCC institutional activity or sponsored event.	No	None	None	N/A	Sidewalks that are open to the sky, where the chalk will be washed away by rain.	Until washed off.	Party Requesting	N/A	Student and/or university groups may be charged cleaning fees if placed in unauthorized locations. \$25 fee if removed by Facilities Services.	Chalk may not cover another organization chalking. Permanent chalking is not permitted. Chalking not allowed on engraved pavers, walls, and/or buildings, Footnote 1 thru 10)
Stickers/Decals	Permanent or temporary may not be affixed to any campus property unless university approved	Must relate specifically to a TAMUCC institutional initiative or sponsored event.	Yes	Facilities Services	Yes	Facility Services at 361-825-2324	Specific to university initiative or event.	Specific to university initiative or event.	Facilities Services	Facilities Services	N/A	
Window Painting	The use of paint on windows is extremely limited. Exception: must relate specifically to a TAMUCC institutional activity or sponsored event and receive proper approval	Promotion of an activity and/or event	Yes	Exception will be granted and coordinated through Facilities Services	Yes	Facility Services at 361-825-2324	University Center, Dugan Wellness Center, Driftwood, Corpus Christi Hall, Sandpiper, Bayhall, University Services Center, Student Services Center with proper approval	Must be removed within two business days after the event.	Party Requesting	Party requesting	Removal fees will be assessed by Facility Services; Work orders must be submitted through iservicedesk.tamucc.edu	Windows may not be painted for events or causes by organizations. However, there may be exceptions granted. Organizations wishing to use window paint must receive permission and coordinate through Facilities Services at 361-825-2324 for education and general facilities and through the appropriate managing department for auxiliary facilities.



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Electronic Message Board - Islander Information Network	PowerPoint video announcements. Slide size 16' x 9"	Available to post information concerning upcoming events and/or announcements. Must relate specifically to a TAMUCC institutional activity or sponsored event.	Yes	University Center Scheduling Office 215	Yes - 7 days prior to event date; Monitor slide can be posted for a maximum of 14 days consecutively.	University Center Scheduling Office 215 , Must complete a Campus Monitor Request at events@tamucc.edu or email to uc.scheduling@tamucc.edu	Throughout designated locations on campus	Events: 7 days prior to event date Announcements: No longer than one semester	University Center Scheduling Office	University Center Scheduling Office	None	Only faculty, staff and student organizations of TAMUCC may request an announcement posting. Proposed announcements should announce schedule changes or deadlines, which are important to a wide cross-section of the campus; University Center Student Activities office reserves the right to reject messages which are inappropriate for posting on campus; The video announcement are run via PowerPoint. Department and organizations are to design their own presentation slide (one slide only). additional images, graphics, etc., will not be accepted once request has been processed. Request will be honored on a first-come, first-served basis. Reservation number must be referenced on all correspondence.
Electronic Message Board Momentum Sign	Digital & Video Marquee located on Ennis Joslin Road	Must relate specifically to a TAMUCC institutional activity or sponsored event.	Yes	Institutional Advancement Marketing Department	Yes - 30 days in advance	Institutional Advancement Marketing Department online form: http://www.tamucc.edu/marcom/request	Entrance - Athletic Complex	No longer than 7 days	Institutional Advancement	Institutional Advancement	N/A	Marketing & Communications will rotate messages on the digital marquee. Marquee will communicate Code Blue. Limited spots available.
University Bulletin Boards	Posting of posters, flyers, handouts, displays, personal flyers, roommates, etc.	Assist with the promotion and publicity of events that may be of interest to campus community.	Yes		No		Bulletin Boards labeled as General Use or Student Use in Corpus Christi Hall, Center for the Arts, Bay Hall, Library, Faculty Center, Center for Instruction, Center for Sciences, Engineering Building, O'Connor Building, Classroom East	Only allowed to be posted for a period of 7 days from the date of event	Party Requesting	Party Requesting	N/A	Because of limited bulletin board space on campus, certain guidelines must be followed to ensure boards are used appropriately. Non-university groups are not allowed to post.
Departmental Bulletin Board	For use to exchange departmental information amongst co-workers	May be used to post University or departmental policies and procedures, work schedules, university activities, event and benefits. May also be used to share informational staff resources.	No	Department Head or Designee	No	N/A	Approved by Department Head or Designee	Allowed for a period of 7 days from date of posting	Party Requesting	Party Requesting	N/A	Bulletin boards may be used to post University or departmental policies and procedures, work schedules, University activities, events and benefits. They may also be used to share informal staff information, such as invitation to departmental functions and thank-you notes.

Footnotes

- (1) "Sign" means any method of displaying a visual message to others, except that transferring possession of a copy of a message is distribution of literature and not a sign.
- (2) Political signage for public office shall adhere to all requirements contained in University Rule 07.03.03.C2: Political Campaign Events on Property under the Control of Texas A&M University System (<http://sago.tamu.edu/policy/07-03-01.htm>)
- (3) Student groups shall follow University Center & Student Activities approval process available at <https://events.tamucc.edu>. Department groups shall follow University Procedure 33.04.99.C1, Sec. 2.1
- (4) Non-University groups shall follow University Procedure No. 33.04.99.C1, Sec 2.2 and Sec. 4.2 on Sales and Solicitation. All event signage for Non-University groups must be coordinated through Community Outreach.
- (5) No signage that promotes illegal activity or violates any TAMUCC, state or federal laws and policies. This includes alcohol, tobacco, fire arms, or violence and cannot include discriminatory language or information.
- (6) No signage that promotes a hate crime or hazing will be permitted. See Hate Crimes prevention Act of 2009 and Texas State Law Education Code , Sec 37.151 and 51.936 and Penal Code Sec 4.52.
- (7) Signage considered as advertising for companies or other non-university groups must be reviewed and approved by Institutional Advancement and University Services
- (8) Signs for safety and emergency will be posted as deemed necessary by authorized personnel and must include contact information along with date.
- (9) Any signage impeding of foot traffic, must notify Disability Services at 825-5816.
- (10) Signage that is to be permanently affixed to walls must first be approved by the Executive Vice President for Finance & Administration