

The University of Oklahoma Norman Campus TEMPORARY OUTDOOR BANNER AND SIGN POLICY

I. POLICY OVERVIEW

The purpose of this policy is to provide reasonable access to university property for the purpose of promoting campus wide events through the use of temporary banners and stake signs while maintaining the beauty of the campus for the university community and protecting landscaping and facilities.

II. BANNERS

Use of temporary banners on the OU campus is reserved for university departments and registered student organizations.

A. *Student Organizations*

Student Organizations may request to hang banners on campus by completing RSO Publicity Request form through [OrgSync](#) and submitting it to Student Life (OMU370) a minimum of five working days prior to the requested date of use.

1. *Locations:*

- a. Registered Student Organizations may reserve banner space on the South Oval.
- b. Additionally, SGA Administrative Organizations may also reserve banner space on the Lindsey Street location at the south end of the South Oval. If possible, these requests should be submitted by the first week of each semester to allow for the coordinated, prioritized use of this space.

B. *University Departments*

Student Affairs Departments may request to hang banners on campus by completing the RSO Publicity Request form through [OrgSync](#) and submitting it to Student Life (OMU370) a minimum of five working days prior to the requested date of use.

All other University Departments may request to hang banners on campus by contacting the Real Estate Office (325-6041).

University Departments may reserve banner space on the main/central South Oval as well as the Lindsey Street location at the south end of the South Oval. These requests should be submitted by the first week of each semester to allow for the coordinated, prioritized use of this space.

C. *General Guidelines*

1. Banners must be professionally produced, weatherproof with wind cuts, and properly secured.
2. Landscaping may not be damaged in any way in the hanging of the banner.
3. Banners may hang for a maximum of 5 days (including weekends).
4. Banners left hanging beyond the 5-day period may be removed at the expense of the sponsoring organization or department.

III. TEMPORARY STAKE SIGNS

Limited use of temporary signage will be allowed for the following activities:

SGA elections

NCAA OU athletic events

Campus-wide events sponsored by academic or administrative departments

Directional signage for OU-hosted events

A. *Use of stake signs for 24-hours or less*

OU departments requesting use of temporary stake signs for a 24-hour period or less for NCAA OU athletic events, campus-wide events sponsored by academic or administrative departments or directional signs for OU-hosted events do not require permission.

Stake signs left beyond the 24-hour period may be removed at the expense of the sponsoring department.

B. *SGA Elections*

SGA election candidates/referendums may request to place temporary stake signs on campus by indicating the use of signs on the Campaign Material Registration form through [OrgSync](#).

C. *University Departments*

Student Affairs Departments may request to place temporary stake signs on campus for more than 24 hours by completing the RSO Publicity Request form through [OrgSync](#), and submitting it to Student Life a minimum of five working days prior to the requested date of placement.

All other University Departments may request to place temporary stake signs on campus by contacting the Real Estate Office (325-6041).

D. *General Guidelines*

1. Student Organizations and Student Affairs departments must have the quality of temporary stake signs approved by Student Life (or Student Affairs for SGA elections) prior to production.
2. All other University Departments must have the quality of temporary stake signs approved by the Real Estate Office prior to production.
3. The quantity of temporary stake signs that may be placed on campus for any one event is limited to 50 signs.
4. Stake signs should not be placed in landscaping beds or damage landscaping in any way.
5. Stakes for temporary signs must be no longer than 12 inches to prevent damage to underground irrigation systems and utilities.
6. Temporary signs may remain on campus for 24 hours (see III.C. above) or a maximum of 5 days (including weekends) if approved through Student Life.
7. Temporary signs remaining on campus beyond 24 hours or 5 days, as defined above, may be removed at the expense of the sponsoring organization or department.

IV. FACILITY USE

This policy incorporates by reference [The University of Oklahoma Norman Campus Facility Use Policy](#).

V. LIMITATIONS

The University of Oklahoma reserves the right to limit/restrict the use of banners and temporary signs at any time. The university reserves the right to determine priorities for use of any location.