



University of Dallas

**Buildings**  
**Sign Posting Policy**

**POLICY ABP**  
Responsible Executive:  
Provost  
Responsible Office:  
Office of Provost  
Approved by: n/a  
Issued: 8.18.21  
Revised: n/a

**1. PURPOSE**

In order to provide an environment conducive to study and work and in order to provide for appropriate times and places for the advertising of University events and activities, this Policy sets forth requirements for the posting and displaying of signs at the University of Dallas. This Policy applies to all students, faculty, staff, and visitors.

**2. APPROVAL REQUIRED**

Signs posted or displayed at the University of Dallas, including signs posted or displayed inside buildings, on buildings, or elsewhere on the University campus, must be approved in accordance with this Policy. Except where this Policy permits some other office or department to approve signs or permits signs to be posted without prior approval, all signs must be approved by the Office of the Provost.

- 2.1. **Non-compliant signs.** Signs that are posted or displayed in violation of this Policy will be removed and discarded.
- 2.2. **Required disability accommodations notice.** All event signs posted or displayed pursuant to this Policy must provide notice of the availability of disability accommodations. Unless a different notice is approved by the University of Dallas Accessibility Coordinator, the sign must contain the following notice:

[To request a disability-related accommodation or wheelchair access information, please contact Accessibility Services, at phone: \(972\) 721-4109 or email: jrcole@udallas.edu, preferably at least a week in advance of the event. You can also find more information at udallas.edu/accessibility.](#)
- 2.3. **Right to remove.** The University retains the right to remove any sign posted or displayed at the University of Dallas, without notice to the individual, organization, or office that posted or displayed the sign. The University retains this right as to all signs, including those that were previously approved.
- 2.4. **Event sign removal.** The student, faculty member, staff member, visitor, office and/or department that posts or displays an event sign is responsible for promptly removing the event sign once the event has passed or if the event has been cancelled.
- 2.5. **Department and office signs.** A University department or office may approve signs for posting or displaying within the space occupied by the respective department or office, as well as spaces (e.g., bulletin boards) that have been specifically designated for use by that department or office.

- 2.6. **Bathroom stalls.** Bathroom stalls are reserved for the Stall Street Journal, or other publications of Student Activities.
- 2.7. **Certain departments and offices.** The University Facilities, Advancement, Admissions, and Police Departments may approve signs for posting or displaying on campus in connection with the responsibilities of those departments.

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### 3. HAGGAR STUDENT CENTER

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Signs posted or displayed in Hagggar University Center must be approved and stamped by the Office of Student Affairs or the Student Activities Leadership Center, and, unless explicitly approved otherwise by the Office of Student Affairs, meet the following requirements:

- 3.1. Signs advertising the same event must be spaced reasonably. For example, only one sign that advertises TGIT per Hagggar pillar, per bulletin board, etc. If the signs are deemed too many by a representative of the University, they will be removed and discarded.
- 3.2. **No more than 6 of the same flyer may be posted in Hagggar University Center**
- 3.3. Signs may be posted on bulletin boards with tacks or on specific surfaces with **masking tape or “blue”** only. These “specific surfaces” **DO NOT INCLUDE** surfaces painted, glass or in a stairwell. Also, fliers are not permitted on doors (i.e., exterior doors, bathroom doors).
- 3.4. Any poster, sign or table tent without Student Activities’ approval will be taken down and discarded.
- 3.5. Signs advertising an event without an ending date (i.e. personal sales, lost dogs, etc.) will be approved for 2 weeks from the day brought in to Student Activities.

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### 4. SB HALL

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Signs posted or displayed in SB Hall must be approved by the Office of the Dean of the Satish & Yasmin Gupta College of Business, and, unless explicitly approved otherwise by the Office of the Dean, meet the following requirements:

- 4.1. Signs must be 8.5 x 11 or 11 x 17 in size.
- 4.2. Signs must be submitted to the Office of the Dean of the Satish & Yasmin Gupta College of Business, on the Third Floor of SB Hall, and the Office of the Dean will decide whether to approve the sign and, if approved, will post or display the sign in the building. **No one is allowed to post or display fliers on their own in SB Hall.**
- 4.3. Any signs placed on painted, wooden or brick walls, doors, or windows will be taken down.
- 4.4. The maximum number of the same sign in 11x17 frames in SB Hall is nine.

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## 5. CARDINAL FARRELL HALL

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Signs posted or displayed in Cardinal Farrell Hall must be approved by the Office of the Provost, and, unless explicitly approved otherwise by the Office of the Provost, meet the following requirements:

- 5.1. Signs must be 8.5 x 11 or 11 x 17 in size.
- 5.2. Signs must be submitted to the Office of the Provost, on the Second Floor of Cardinal Farrell Hall, and the Office of the Provost will decide whether to approve the sign and, if approved, will post or display the sign in the building. **No one is allowed to post or display fliers on their own in Cardinal Farrell Hall.**
- 5.3. Any signs placed on painted, wooden or brick walls, doors, or windows will be taken down.

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## 6. CHURCH OF THE INCARNATION

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Signs posted or displayed in the Church of the Incarnation must be approved by the University of Dallas Chaplain.

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## 7. OTHER NON-RESIDENTIAL BUILDINGS

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Signs may be posted in Blakley, Braniff, Catherine, Gorman, Haggerty Art Village, and Haggerty Science Center without prior approval so long as they meet the following requirements:

- 7.1. Signs may be put on **BULLETIN BOARDS ONLY** (not on walls, columns, glass/windows, exterior doors or any other surface) using **masking/blue tape, thumbtacks** or **staples** (depending upon surface). Scotch nor duct tape is **not allowed**.
- 7.2. Signs advertising the same event must be spaced reasonably. If the signs are deemed too many by a representative of the University, they will be removed and discarded.
- 7.3. Bulletin boards owned by a specific department (noted by a plaque in the upper left corner) are not public space. To post a sign on one of these, the approval of that department is necessary. It may be requested at the main office of the pertinent department.

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## 8. RESIDENTIAL BUILDINGS

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The Office of Student Affairs must approve and date stamp signs posted or displayed in the residence halls.

- 8.1. Residents of a residence hall are not required to seek prior approval of signs posted on the resident's door, unless the door may be seen outside the building through a window. Signs posted by a resident on his or her door must still comply with the Code of Student Conduct and any other directions from the Office of Student Affairs.

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## 9. DEFINITIONS

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- 9.1. **“Accessibility Coordinator”** means the person designated by the University of Dallas to coordinate disability accommodations for University events and events that occur on the University’s campus.
- 9.2. **“Event sign”** means a sign for an event that is sponsored by the University or is scheduled to occur on the University campus.
- 9.3. **“Sign”** means a lettered surface or other physical display used to identify, advertise, warn, direct, inform, or propound.
- 9.4. **“University”** and **“the University”** mean the University of Dallas.

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## 10. RESPONSIBILITIES

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<b>Responsible Party</b>	<b>List of Responsibilities</b>
Office of Provost	<ol style="list-style-type: none"><li>1. Monitor compliance with this Policy.</li><li>2. Review and, as appropriate, approve and post signs in Cardinal Farrell Hall and/or locations not specifically designated in this Policy.</li></ol>
Office of Student Affairs	<ol style="list-style-type: none"><li>1. Monitor compliance with this Policy.</li><li>2. Educate student organizations regarding this Policy.</li><li>3. Review and, as appropriate, approve signs in Haggar Student Center and residence halls.</li></ol>
Office of the Dean, Satish & Yasmin Gupta College of Business	<ol style="list-style-type: none"><li>1. Monitor compliance with this Policy.</li><li>2. Review and, as appropriate, approve and post signs in SB Hall.</li></ol>
University Chaplain	<ol style="list-style-type: none"><li>1. Review and, as appropriate, approve signs in the Church of the Incarnation.</li></ol>

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## 11. PROCEDURES

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<b>Task</b>	<b>Procedure</b>
Creating signs	<ol style="list-style-type: none"><li>1. The student, faculty member, staff member, visitor, office and/or department that would like to post an event sign is responsible to including an approved disability accommodation notice.</li></ol>
Approval of signs	<ol style="list-style-type: none"><li>1. The student, faculty member, staff member, visitor, office and/or department that would like to post a sign must submit the sign for approval when and to whom required by this Policy.</li><li>2. The office or individual designated to review and, when appropriate, approve signs will do so, and notify the student, faculty member, staff member, visitor, office and/or department if the sign is approved or denied.</li></ol>

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Posting signs	<ol style="list-style-type: none"> <li>1. If the sign is approved for posting in Cardinal Farrell Hall or SB Hall, the Office of the Provost or the Office of the Dean, as applicable, will post the sign. The student, faculty member, staff member, visitor, office and/or department requesting approval <b>may not</b> post the sign.</li> <li>2. As to all other buildings and locations, if the sign is approved in accordance with this Policy, the student, faculty member, staff member, visitor, office and/or department may post the sign in accordance with this Policy.</li> </ol>
Removing signs	<ol style="list-style-type: none"> <li>1. The student, faculty member, staff member, visitor, office and/or department that posts a sign is responsible for removing it in a timely manner based on the purpose of the sign and the length of the approval granted.</li> </ol>

**12. POLICY ENFORCEMENT**

Enforcement	The Office of the Provost will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
Reporting Violations	Report suspected violations of this Policy to the Office of the Provost.

**13. RELATED DOCUMENTS**

Policy or Document	Web Address
Addendum – Checklist Before Posting a Flier	<a href="https://udallas.edu/about/university-policies/index.php">https://udallas.edu/about/university-policies/index.php</a>
Accessibility Services	<a href="https://www.udallas.edu/offices/accessibility-services/index.php">https://www.udallas.edu/offices/accessibility-services/index.php</a>

**14. CONTACTS**

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of Provost	(972) 721-5226	<a href="mailto:ProvostOffice@udallas.edu">ProvostOffice@udallas.edu</a>
Implementation: Haggar and Residence Halls	Office of Student Affairs	(972) 721-5294	<a href="mailto:studentaffairs@udallas.edu">studentaffairs@udallas.edu</a>
Implementation: SB Hall	Office of the Dean, Gupta College of Business	(972) 721-5185	<a href="mailto:jhcopeland@udallas.edu">jhcopeland@udallas.edu</a>

Implementation: Church of the Incarnation	Chaplain	(972) 721-5375	<a href="mailto:jalbin@udallas.edu">jalbin@udallas.edu</a>
Implementation: Cardinal Farrell and All Other Locations	Office of Provost	(972) 721-5226	<a href="mailto:ProvostOffice@udallas.edu">ProvostOffice@udallas.edu</a>
Web Address for this Policy		<a href="https://udallas.edu/about/university-policies/index.php">https://udallas.edu/about/university-policies/index.php</a>	