

H-STAKE SIGN RESERVATION REQUEST

Organization: _____	Date of Request: _____
Event Advertised: _____	Requested By: _____
_____	Event Date: _____ Telephone: _____
Email Address: _____	Student ID #: _____ Fax: _____
Dates Reserved: _____	Total # of Signs: _____

PLEASE ATTACH A MAP WITH REQUESTED SITES MARKED, ALONG WITH AN EXAMPLE OF YOUR SIGN.

H-Stake sign sites are reserved through the Scheduling Division (801-581-7854) on a first come/first served basis. H-Stake signs can be scheduled one term prior to the expected use. Example: H-Stake signs for use during fall semester can be scheduled beginning the first day of summer term.

Reservations are made for any reasonable length of time, not to exceed 21 days, as approved by Scheduling.

A maximum of 15 signs may be posted per event advertised and are limited to 1 sign per area. Signs must be placed at least 3ft. from the edge of the sidewalk and at least 6ft. from any other posted sign.

H-Stake signs must be removed by 5:00 PM on the last day of the reservation period. After this time, signs may be removed and disposed of by the Grounds department, Scheduling, or their representatives without notifying the posting entity. A removal fee may be charged.

Sign dimensions are limited to a maximum of 18" high and 24" wide. Stake height (without sign) is a maximum of 32" high.

Signs must clearly identify the author or sponsoring organization in accordance with campus regulations pertaining to sign and posters (PPM 8-9, Title IV). Any use of university logos must adhere to guidelines set by the university. Signs that are co-sponsored by non-university entities must restrict sponsorship logos to a space not to exceed 5" x 5". Total sponsorship logos cannot exceed one-third of the available sign space. Sponsorships cannot conflict with existing university-wide commercial contracts. Commercial users are limited to those who are partnering with a valid university entity. **Signs must post the expiration date of contract and sponsoring organization name and contact number on the back. Requestors must check signs daily. If not expiration date is posted, Grounds will promptly remove sign at your expense.**

H-Stake signs are allowed to express "any subject matter" unless the content is deemed defamatory or obscene.

H-Stake signs sites are not available to non-university groups including local or national political candidates or parties.

Signs must be constructed of materials that can be firmly placed in the ground to withstand all weather conditions. Posting entities are responsible for the upkeep and maintenance of H-Stake signs. Peeling, disfigured, or damaged H-Stake signs may be removed and disposed of at any time by the Grounds Department, Scheduling, or their representatives without notifying the posting entity. Signs will not be stored or replaced.

Questions should be directed to the Grounds Department (801-581-5358) as to sign placement. Signs should only be posted in tree wells or shrub beds. Signs may not be placed in lawn or flower beds. Posting entities may be charged for any damages that occur to landscapes, sprinklers, mowers, etc., or for removal costs if necessary.

Scheduling is not responsible for lost or stolen signs.

**** Please Note: Signs may also be posted in the Union Patio grass area located adjacent to the south side of the Union Building after receiving permission from the Union (801-581-7251). The number of signs placed in the Union Patio grass will not be included in the total number of signs allowed per event on campus at lawn sign sites reserved through Scheduling.**

In accordance with University of Utah policies and procedures, signs, notices, and posters shall not be attached to trees, buildings, walls, or other university structures unless otherwise expressly authorized by the Scheduling Office. Messages or slogans of any kind shall not be painted or otherwise written on trees, buildings, sidewalks, grounds, fountains, walls, or other university structures or surfaces, or on the personal property of others (PPM 8-9, Title IV, B).

AGREEMENT

I agree personally and on behalf of my organization to abide by the regulations described above for the use and reservation of lawn sign sites at the University of Utah.

Signature: _____

(For Scheduling Use Only)

Additional Comments: _____

Entered by: _____ Date: _____ Grounds Dept. Notified Structure Permit Issued