

Messiah College

Signage Policy Policy and Procedure

Policy: It is the policy of Messiah College to provide services to individuals needing temporary exterior signs placed on campus grounds.

Objectives: To provide consistent looking signs at all times throughout the campus. To place signs in designated locations to ensure aesthetics of the landscape.

Responsibility: Arrangements for all sign purchases should be made with: Sign-A-Rama (724-2221) located at 3300 Simpson Ferry Road, Camp Hill or Messiah College Press (x6030) by the department or group having the event. 48-working hours advance notice is requested. Ask for the "Messiah College temporary sign" format. The requesting department will be required to supply their account number for the charge. Central Receiving should be notified of all sign orders.

Step

1. All signs are to be white with blue lettering and a standard size of 17" x 11" (187 sq.) minimum to 24" x 20" (480 sq.) maximum. (This is the Messiah College format referred to in #1).
2. All signs are placed and removed by the Grounds Services staff. A workorder will be generated via TMA email or a phone call to the Facility Service front office at X6011 or through a request through an Event Description that is emailed to Facility Services front office staff. Signs will be placed at no charge in designated areas only by Grounds Services. (See map for designated areas).
3. **Signs must be delivered to Grounds Services at least 48 working hours before the scheduled event.**
4. Banners are placed by the Facility Services. A workorder request should be submitted to Facility Services, at least 10 days prior to the event.
5. At no time will signs be stapled, nailed, tacked or attached to trees or placed in nondesignated areas. Facility Services will remove these and other signs not conforming to the guidelines listed here.

6. Grounds Services will remove signs during working hours within 24 hours after each event. If 24 hours falls during non-working hours, Department of Safety will assist in this task. If another department does pick up the signs, the brackets need to be returned to Grounds Services area.

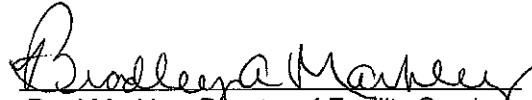
7. Signs which are purchased from Sign-A-Rama and are in reusable condition may be stored by Facility Services for repeat occasions. Please indicate to Grounds Services at the time of delivery, if you wish to have your signs stored. **(Signs made at Messiah College Press will not be saved.)**

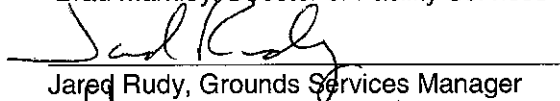
8. Signs that will be used again, need to be claimed within 48-working hours of the event's completion. If not claimed within the 48-working hour time period, the signs will be discarded.

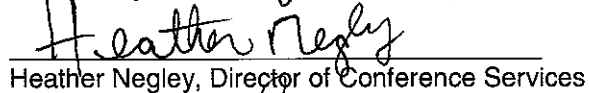
9. **Signs will be placed only at designated locations listed on this policy (Attachment A). Requests to have signs placed in additional locations needs to be approved by the Grounds Services Manager.**

10. If you have any questions about temporary signs procedures, call Facility Services at extension 6011.

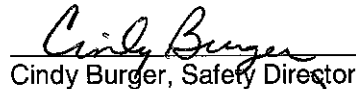
Approved Reviewed Revised


Brad Markley, Director of Facility Services


Jared Rudy, Grounds Services Manager

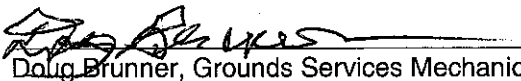

Heather Negley, Director of Conference Services


Dan Smith, Facility Maintenance Service Manager


Cindy Burger, Safety Director


Dwayne Magee, College Press Manager


Debra Saunders, Director of Print and Web Communications/
Assistant Director of Marketing


Doug Brunner, Grounds Services Mechanic

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents and adhere to standards".

Attachment A

DESIGNATED LOCATIONS OF TEMPORARY EXTERIOR SIGNS

- LOCATION I** Plaza at North Gate
- LOCATION II** ECC/Visitor Parking Entrance
- A. Campus Center
 - B. Boyer Hall
 - C. Chapel
 - D. Murray
 - E. Frey Hall
 - F. Kline
 - G. Old Main
 - H. Climenhaga Fine Arts
 - I. Lenhart
 - J. Starry Complex
- LOCATION III** Island at end of brick walk
- A. Boyer Hall
 - B. Chapel
 - C. Murray
 - D. Frey Hall
 - E. Kline
- LOCATION IV** Corner of Fry Residence
- A. Naugle Residence
 - B. Fry Residence
 - C. Kelly
- LOCATION V** Corner of Sollenberger Residence
- A. Larson Student Union
 - B. Engle Health Center
 - C. Jordan Center
 - D. Mellinger
 - E. Witmer
- LOCATION VI** Corner of Bittner Drive
- A. Bittner Residence

Attachment A Continued

LOCATION VII

Island at east end of College Ave.

- A. Witmer Residence
- B. Starry Complex

LOCATION VIII

Southgate Corner

- A. Homestead
- B. Early Learning Center
- C. Witmer