



SIGNS WITH STAKES (YARD SIGNS) GUIDELINES

Regulations

- Signs regarding official University events will be given priority in regard to placement, etc.
- Signs are the responsibility of the organization/department. The organization/department assumes the risk that any sign that is placed could be stolen or damaged.
- Signs must be either directional signs or an announcement of a date-specific event (not to exceed a week in length). Signs announcing regularly scheduled meetings do not comply with this policy.
- Signs announcing a date specific event may be posted up to ten calendar days prior to event; signs must be removed within one business day after the event. These time restrictions do not apply to major University initiatives such as Homecoming, Roadrunner Days, Graduation, Student Government Association Elections, and Orientation.
- Directional signs may be posted up to one calendar day prior to the event and must be removed by the calendar day after the event.
- Directional signs must include the event name and the sponsoring organization. Announcement signs must include the date(s) of the event, the event name and the sponsoring organization.
- Any sign that is 24 x 18 (or smaller) corrugated plastic with a stakes made from 8 or 9 gauge steel (approximately 3mm in diameter) may be placed by the organization. Due to underground utilities and irrigation, any sign larger than 24 x 18 or one with a larger stakes than 3mm in diameter must be placed by physical plant, the organization will be charged for this service.
- Signs on Stakes may be displayed within the perimeter of campus, but not along UTSA Boulevard. No sign may be posted in flower beds, next to fire hydrants, blocking other signs, or impeding the flow of traffic. See the Yard Sign map in Student Activities for suggested locations on UTSA property.
- If the signs are not removed by the required date, the organization/department may be billed for the removal.
- The University reserves the right to remove signs for violations of this policy, for safety-related reasons, or to prevent any confusion regarding official University events.

Approval Process

- Bring a copy of the yard sign to Student Activities (UC 1.02.08 or DB 1.302). A copy could be a photocopy of the sign (sized down), the proof from the company or a picture of the sign.
- Complete the Yard Sign Log (organization/department name, contact information, number of signs, event information, etc).
- Post your sign: Any corrugated plastic sign that is 24 x 18 (or smaller) with a stake made from 8 or 9 gauge steel (approximately 3mm in diameter) may be placed on UTSA property by the organization. Due to underground utilities and irrigation, any larger sign or one with a larger stake must be placed by physical plant, the organization will be charged for this service.
- Remove the signs within one business day.