



XAVIER UNIVERSITY

Outdoor Posting & Temporary Exhibits Policy

Title: Outdoor Posting and Temporary Exhibits Policy

Effective Date: August 1, 2021

Last Updated: August 24, 2026

Last Reviewed: August 24, 2026

Responsible University Office: Office of Student Involvement & Office of Physical Plant

Responsible Executive: Vice President for Student Affairs & Vice President, Financial Administration and CFO

Scope: All Members of the Xavier Community (Faculty, Staff, Students, and Recognized Organizations) and External Visitors

A. REASON FOR POLICY

The purpose of this policy is to ensure Xavier's facilities are kept in good condition, remain compliant with safety standards, and preserve the historical integrity and visual unity of the campus. This policy governs all temporary outdoor signage, A-frame boards, lawn stakes, banners, directionals, and fixed outdoor displays on Xavier University grounds. The goal is to facilitate effective communication for campus programs and events while preserving campus safety, egress routes, environmental integrity, and the physical condition of University property.

All provisions, approval workflows, time limits, and location restrictions under this policy are administered in a strictly content- and viewpoint-neutral manner. Guidelines are established solely based on time, place, and physical manner considerations to maintain safety, accessibility, and order across campus grounds.

B. POLICY & PHYSICAL STANDARDS

All facilities, structures, grounds, and physical spaces owned or leased by Xavier University belong exclusively to Xavier University. Jurisdiction over space allocation, usage, and

temporary alteration standards rests solely with the University. Occupancy or temporary use of space by any individual, department, unit, guest, or registered student organization does not create a property interest or permanent right to control the space. Reallocation of space may be executed by the University in response to institutional needs.

To preserve building infrastructure, maintain campus aesthetics, preserve emergency egress and light, and comply with state/local fire, accessibility, and life-safety regulations, the University enforces physical standards across all facilities regardless of content, message, or viewpoint.

1. Scope of Permitted Outdoor Items

Authorized outdoor displays are limited to temporary, non-permanent items intended for short-term event promotion, directional guidance, or civic engagement. Permitted mediums include:

- **Temporary Lawn Signage & Stakes:** Lightweight, ground-staked signs placed in designated turf areas.
- **A-Frames & Sandwich Boards:** Free-standing, portable boards placed on designated hardscape surfaces.
- **Approved Outdoor Banners:** Banners designated for temporary hanging on pre-approved outdoor structures or designated mounting points.
- **Kiosks & Outdoor Bulletin Boards:** Fixed outdoor display structures intended for paper notices.

2. General Placement & Physical Restrictions

- **Clear Pathways & ADA Compliance:** All outdoor displays must leave a minimum of 48 inches of unobstructed walkway space to ensure full ADA accessibility and unhindered emergency egress. Displays may not be placed on stairways, ramps, or narrow access points.
- **Designated Locations:** Academic Mall, Bellarmine Chapel (outside chapel), Gallagher Student Center (outside entrance), North Xavier Yard (Outside Husman Hall), South Xavier Yard (Justice Hall Entrance), and Upper Xavier Yard (Justice Hall Rooftop).
- **Ground & Tree Integrity:** Ground-staked signs may not penetrate deeper than six (6) inches to prevent damage to underground irrigation, electrical, or utility lines. Attaching signs, banners, ropes, or wires to trees, shrubs, streetlights, or utility poles is strictly prohibited.
- **Window Displays:** Pursuant to the *Facilities Usage and Modification Policy*, no signs, banners, temporary postings, or displays of any kind may be placed on, affixed to, or displayed through any exterior window assembly, glass pane, or window frame.

- **Building Attachments:** Temporary postings or banners may not be attached directly to exterior building walls, brickwork, masonry, doors, or emergency equipment. Outdoor displays must remain free-standing or be secured exclusively to approved outdoor mounting stations.
- **Chalking:** Chalking is not permitted on any surface around campus.

3. Display Duration & Removal

- **Standard Duration:** Approved temporary outdoor postings and exhibits may be displayed for a maximum of 7 consecutive calendar days prior to an event or program.
- **Removal Responsibility:** The sponsoring department, organization, or individual is responsible for completely removing all signage, stakes, and mounting materials within 24 hours following the conclusion of the event. Unremoved materials will be discarded by Physical Plant, and removal fees may be assessed to the sponsoring entity.

C. APPROVAL & RESERVATION PROCEDURES

1. Recognized Student Organizations & University Units

- **Registration & Approval:** All temporary outdoor exhibits, A-frames, and lawn signage must be registered through the Office of Student Involvement via the 25 Live reservation system. Prior to submitting the registration, university offices and departments must receive approval from the appropriate Divisional Leader.
 - Approval confirmations will be emailed following verification of the request. The Office of Student Involvement reserves the right to change and/or cancel a reservation at any time.
 - **Student Organizations:** The content and intent of the posting must abide by the terms and conditions of the Xavier University Student Handbook. Messages should identify the sponsoring organization and may not contain references, either direct or indirect, to the use of alcohol or illegal substances; profanity or vulgar or sexually suggestive language or images; racial, ethnic, gender or religious insensitivity; or anything that violates the Xavier University Student Handbook. The Office of Student Involvement reserves the right to remove postings at any time without notice and is not responsible for any messaging that is damaged or defaced.
- **Space Reservations:** If a temporary exhibit requires physical space beyond simple directional signage (e.g., an interactive display, table, or large banner structure), the sponsor must reserve the outdoor venue via the University's centralized space reservation system in accordance with the *Outdoor Event / Outdoor Space Reservation Policy*.

2. External Entities & Non-University Parties

Commercial advertising and solicitations are prohibited unless formal sponsorship is granted by a University division and approved by the Vice President for Financial Administration or Vice President for Student Affairs.

External & Conference Guests: Outdoor temporary displays, signage, and exhibits by external entities, event hosts, or conference guests must be formally submitted and approved through the Office of Events and Conferences approval process prior to installation.

D. ENFORCEMENT & COMPLIANCE

- **Unauthorized Postings:** Any outdoor display installed without prior approval, exceeding duration limits, blocking pathways, or placed on prohibited surfaces (such as building windows or trees) will be removed immediately by Physical Plant or Campus Safety.
- **Damage Assessments:** Any entity responsible for damaging university grounds, irrigation lines, or physical structures through improper installation will be charged for repairs.
- **Violations:** Repeated or intentional violations of this policy will be referred to the Office of Student Conduct under the terms of the Student Handbook, Human Resources, or other offices as deemed appropriate.

E. RELATED POLICIES

- Facilities Usage and Modification Policy
- Outdoor Event / Outdoor Space Reservation Policy
- Student Handbook & Code of Student Conduct
- Space Management Policy