

Temporary Signage Policy

INTRODUCTION

1. The College is able to provide opportunities for temporary signage on campus. This policy will outline where temporary signage may be displayed and what can be displayed.
2. Temporary signage is to enable appropriate advertising of College, student union, societies, and staff events, and general announcements.

POLICY

3. Members are able to display temporary signage, on the provision that the signage is College-related, or in the spirit of an educational facility.
4. All signage needs to be appropriate and should not display any images which could cause offence, distress or harm to any of the community or visitors. Signage is to be in compliance with general College policies, including [Equality, Diversity and Inclusion policy](#).
5. Members are able to display temporary signage in designated areas on campus:
 - 5.1. Notice boards or display cases provided around campus.
 - 5.2. Integrated display screens on the ground and first floor.
 - 5.3. Pop-up banners will be permissible in some cases, for brief periods of time, related to events.
6. Prohibited areas:
 - 6.1. On internal campus walls, doors, windows, on furniture, grounds etc.
 - 6.2. The exterior of the building.
 - 6.3. All areas of the Landlord common parts, including lift lobbies, toilets, terrace area and other areas specified in the Landlord policy.
7. Any signage which is found in prohibited areas will be removed by Facilities. The person who displayed this signage may personally incur costs as a result of any damages which occur from the display in the prohibited areas. For example, if paint is removed as a result of removing posters from one of the campus walls.

DECORATIONS

APPROVAL PROCESS

8. Members are able to, themselves, place poster style displays on notice boards and display cases provided around campus. Members must write their name on the back of any poster prior to being displayed. Facilities have the right to remove any displays that contravene this policy.
9. Digital signage should be sent to Events for displaying on the integrated display screens on the ground and first floor. Please contact Events for the correct file format and text size needed for the display screens.
10. Pop-up banner requests should be event related-only, and therefore part of the initial Event request that is considered by the Events team.

TEMPORARY OPERATIONAL SIGNAGE

11. Operational staff and contractors are permitted to display temporary signage, such as maintenance or safety notices, as required. These will often be in prohibited areas. Signage of this type is not to be tampered with, or removed without approval from Facilities.
12. Events with external members may have a requirement for temporary signage, in order to identify bathroom facilities and navigations to the event space. These aspects are considered under the Events Policy.

ACCESSIBILITY

13. Where possible any signage should be accessible for the disabled community. This means that any staff or students who wish to display temporary signage should attempt to make them inclusive to anyone with a visual impairment or who may be in a wheelchair as far as reasonably practicable.

Title: Temporary Signage Policy					
Approved by: ExCo					
Version number	Date approved	Date published	Owner	Location	Proposed next review date
1.0	September 2021	September 2021	Director of Resourcing and Operations	NCH Academic Handbook / Policies & Procedures / General / Operations	September 2022
Referenced documents	Equality, Diversion and Inclusion Policy				
External Reference Point(s)	N/A				
