

Buildings

Sign Posting Policy

University of Dallas

5. CARDINAL FARRELL HALL

Signs posted or displayed in Cardinal Farrell Hall must be approved by the Office of the Provost, and, unless explicitly approved otherwise by the Office of the Provost, meet the following requirements:

- 5.1. Signs must be 8.5 x 11 or 11 x 17 in size.
- 5.2. Signs must be submitted to the Office of the Provost, on the Second Floor of Cardinal Farrell Hall, and the Office of the Provost will decide whether to approve the sign and, if approved, will post or display the sign in the building. **No one is allowed to post or display fliers on their own in Cardinal Farrell Hall.**
- 5.3. Any

9. DEFINITIONS

- 9.1. **“Accessibility Coordinator”** means the person designated by the University of Dallas to coordinate disability accommodations for University events and events that occur on the University’s campus.
- 9.2. **“Event sign”** means a sign for an event that is sponsored by the University or is scheduled to occur on the University campus.
- 9.3. **“Sign”** means a lettered surface or other physical display used to identify, advertise, warn, direct, inform, or propound.
- 9.4. **“University”** and **“the University”** mean the University of Dallas.

10. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of Provost	<ol style="list-style-type: none">1. Monitor compliance with this Policy.2.

Posting signs	<ol style="list-style-type: none"> 1. If the sign is approved for posting in Cardinal Farrell Hall or SB Hall, the Office of the Provost or the Office of the Dean, as applicable, will post the sign. The student, faculty member, staff member, visitor, office and/or department requesting approval may not post the sign. 2. As to all other buildings and locations, if the sign is approved in accordance with this Policy, the student, faculty member, staff member, visitor, office and/or department may post the sign in accordance with this Policy.
Removing signs	<ol style="list-style-type: none"> 1. The student, faculty member, staff member, visitor, office and/or department that posts a sign is responsible for removing it in a timely manner based on the purpose of the sign and the length of the approval granted.

12. POLICY ENFORCEMENT

Enforcement	The Office of the Provost will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
Reporting Violations	Report suspected violations of this Policy to the Office of the Provost.

13. RELATED DOCUMENTS

Policy or Document	Web Address
Addendum – Checklist Before Posting a Flier	https://udallas.edu/about/university-policies/index.php
Accessibility Services	https://www.udallas.edu/offices/accessibility-services/index.php

14. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of Provost	(972) 721-5226	ProvostOffice@udallas.edu
Implementation: Haggar and Residence Halls	Office of Student Affairs	(972) 721-5294	studentaffairs@udallas.edu

Implementation:
SB Hall

Implementation:
Church of the
Incarnation

Chaplain

(972) 721-5375