Lawn Stake Sign Policy Guidelines
Saint Louis University
Updated: July 1, 2012

Stake Sign policy:
3.6.1.6 In order to maintain the beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there will be no posting of notices on trees, buildings, telephone poles on the campus or sidewalks. By special authorization of the Student Involvement Center and Facilities Services, posters may be displayed on the campus trash receptacles cans or by stake sign. Student organizations requesting approval to post flyers on the outdoor trash receptacles for a limited period of time (48 hours) must complete an Outdoor Posting Authorization form signed by representatives of the Student Involvement Center and Facilities Services.

Purpose of policy:
The purpose of this policy is to provide reasonable access to university property for the purpose of educational campus wide events through the use of temporary stake signs while maintaining the beauty of the campus for the university community and protecting landscaping and facilities.

Below are guidelines for using stake signs for educational purposes or directional purposes.

Stake Sign Guidelines

Guidelines for Educational Stake Signs:
At times, student organizations or departments may request to use stake signs as part of an educational campaign to the campus community. The use of stake signs are approved on a case-by-case basis and student organizations or departments wanting to use lawn stake signs must submit a Program Planning Form for Stake Signs and provide copies of the educational signs to the Student Involvement Center.

The use of lawn stakes to post educational materials is permissible as long as the stakes do not interfere with the normal operations of the campus or present a hazard.

Stake signs are permitted only on the grassy areas in The Quad from the Clock Tower to Hermann Stadium on the Frost Campus; on the walkways between Doisy College of Health Sciences and the School of Nursing on the Medical Center Campus. Other locations on campus are not approved for lawn stake signs. Stake signs must be positioned at least one foot away from walkways/pavements (to avoid underground pipes or sprinkler system).

Approved lawn-staked signs can only be posted for a period of one week (7 days) for educational purposes only. Stake signs are not permitted in planting beds and may be removed by the grounds crew as they maintain the campus.

Stake signs may remain in locations for one week only (Monday through Sunday). Stake signs will not be approved during the months of November through February. Requests outside of this time period may be made on a case by case basis.

Stake signs must be laminated and minimally at least 8 ½” x 11”. Stakes must be at least 3 feet high and no taller than 5 feet high, unless otherwise approved. Organizations/departments are responsible for all materials, including stakes, for the signs. Student organizations and departments’ creative designs will be taken into consideration to allow for individual educational/promotional needs. Please consider use of Universal Design in font size and style.
Student Organizations and departments are responsible for distributing the signs once they are approved and removing them on Sunday by 3pm at the end of the 7 day period. If student organizations or departments fail to remove signs at the end of the 7 day period then they may lose the privilege of being approved in the future.

Signs may not be placed on trees, buildings, cars, traffic signs, walls, posts, trash cans, benches, light poles, artwork, and telephone poles on the campus or sidewalks.

You must identify your organization or sponsor on the printed stake signs. Grounds and Facilities reserve the right to remove signage as part of their normal maintenance schedule, or if deemed harmful to the landscaping. Your signs may be removed/re-located due to placement in improper location, damage due to weather, or other circumstances deemed necessary by the university. University staff will attempt to save any signs that need to be removed and the student organization or department will be contacted.

Student organizations submit their request to use stake signs by following the Performance, Presentation and Speaker Policy by submitting an online Program Planning Form and attaching all educational materials that will be used on the stake signs. Departments submit their request to use stake signs by contacting the Student Involvement Center.

**Guidelines for Directional Stake Signs:**

Academic and administrative departments using stake signs for directional purposes do not need to require permission for temporary stake signs for directional purposes only for a 24 hour period or less. These temporary directional signs can be placed in other areas of the campus, outside of The Quad, to help direct foot traffic to a specific campus event. Student organizations submit their request to use stake signs by following the Performance, Presentation and Speaker Policy by submitting an online Program Planning Form and attaching all materials that will be used on the stake signs. The use of lawn stakes to direct foot traffic is permissible as long as the stakes do not interfere with the normal operations of the campus or present a hazard.

Stake signs must be positioned at least one foot away from walkways/pavements (to avoid underground pipes or sprinkler system).

Stake signs must be laminated (unless professionally designed) and minimally at least 8½” x 11”. Stakes must be at least 3 feet high and no taller than 5 feet high, unless otherwise approved. Organizations/departments are responsible for all materials, including stakes, for the signs. Please consider use of Universal Design in font size and style.

Departments and student organizations are responsible for removing the signs in 24 hours or less. There are some events that are given permission to keep signs up for the duration of the event. (i.e. SLU 101, Welcome Week)

Signs may not be placed on trees, buildings, cars, traffic signs, walls, posts, trash cans, benches, light poles, artwork, and telephone poles on the campus or sidewalks.

Grounds and Facilities reserve the right to remove signage as part of their normal maintenance schedule, or if deemed harmful to the landscaping. Your signs may be removed/re-located due to placement in improper location, damage due to weather, or other circumstances deemed necessary by the university. University staff will attempt to save any signs that need to be removed and the student organization or department will be contacted.