

<b>Signage Policy</b>	<b>BOT Approved:</b> March 18, 2014 10/15/19 – procedural update.
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**PURPOSE:**

A primary value of higher education is the open exchange of knowledge and information. Public signage, both permanent and temporary, is an important component of any institution that supports this value.

**POLICY:**

Garrett College signage will:

- Encourage sound signage practices to provide clear information to members of the campus community, as well as to visitors;
- Promote the public health, safety and general welfare of the College;
- Preserve and enhance appearance of the College – its landscape features and buildings, including interior spaces – as a place to work, learn, live and visit;
- Promote and maintain educationally viable activities for the benefit of the campus community;
- Prevent excessive, confusing and incompatible signage;
- Protect the public investment in buildings and open spaces on the campus;
- Reduce potential hazards to pedestrians and motorists that may result from distracting or incorrect signage; and
- Recognize that signage is an integral part of the marketing and public relations functions performed by a variety of college entities.

**PROCEDURES:**

Requests for permanent or temporary signage must be submitted to the Facilities department, who will work with Marketing to ensure compliance with College branding guidelines as well as the requesting organization. Informational or event announcements (i.e. fliers, posters, content for digital signage, etc.) are not included under this policy but should still meet College branding guidelines.

All new signage must be ADA compliant.