



SLCC

Facilities Services

POSTING PROCEDURES

For questions, concerns, or requests, contact
Facilities Services at FIX.IT@slcc.edu or 801.957.3911

Updated July 2025

FACILITIES POSTING PROCEDURE

This procedure consists of rules, protocols, and guidelines to ensure that college posting actions are carried out in a manner that is safe, effective, non-damaging to facilities, and supportive of the college's mission, vision, and values. This is supplemental to and to be used in conjunction with the [SLCC Advertising and Posting Policy](#) and other applicable policies and procedures.

SCOPE

Applies to signage postings, freestanding signs (both indoor and outdoor), floor graphics, vinyl clings, window film, decorations, balloons, chalk, and other adhered applications that are not official postings by Institutional Marketing, Facilities Services, or Public Safety. This procedure provides minimum posting standards. Refer to building-specific posting locations and restrictions for more information.

PROCEDURES

APPROVAL PROCESSES

All temporary posted materials and freestanding signs must be reviewed and approved with a dated stamp at any of the Student Services/Information locations or the Thayne Center.

For vinyl or adhered applications, refer to the Interior & Exterior Window and Wall Cling Procedure, which requires approval by submitting a [Space Needs Request form](#) to the Planning and Design department.

Exceptions: Materials posted by Public Safety, Facilities Services, and Institutional Marketing are considered "official college postings" and are exempt from approval requirements.

POSTING LOCATIONS

Approved materials must be posted in designated indoor and outdoor locations.

See [posting location maps online](#) (bit.ly/4mjJmsy) or ask at the Student Services/Information Desk locations or the Thayne Center.

Only post one item per posting location to avoid clutter and make the postings more effective.

LENGTH OF POSTING AND REMOVAL

Materials may be posted for up to 14 days and must be removed within three business days after the event or expiration.

Freestanding Signs: Approved signs must not block or interfere with a walkway, entrance, or exit of a building and must be removed within three business days after the event.

REQUIREMENTS FOR ADVERTISEMENTS OR POSTED MATERIALS

Sponsoring entity and expiration date must be clearly visible and identifiable.

PERSONAL OFFICE SPACE

Blue painter's tape must be used on painted surfaces. Posting on glass is prohibited.

INDOOR POSTING LOCATIONS NOT ALLOWED

- Doors
- Glass (including door sidelights, windows, mirrors, etc.)
- Floors (unless approved – see floor graphics section)
- Walls
- Ceilings

WALL PENETRATIONS

Create a FixIt by emailing FIXIT@slcc.edu or calling 801.957.3911 for approval, installation, and removal.

FLOOR GRAPHICS

Create a FixIt by emailing FIXIT@slcc.edu or calling 801.957.3911 for approval, installation, and removal.

OUTDOOR KIOSKS

Use pins or tacks. Do not use staples or nails.

GRIP STRIPS

Classroom grip strips are for class-related communication only. Office grip strips are for department use only.

FREESTANDING SIGNS

Must display entity name, contact information, event date, and expiration date stamp. A-frame signs are only permissible outside.

COMMERCIAL MATERIALS

Must follow this policy and the college's [Sales and Sponsorship policy](#).

HELIUM BALLOONS

Helium balloons are prohibited in certain buildings and require approval. Create a FixIt by emailing FIXIT@slcc.edu or calling 801.957.3911 for approval, installation, and removal.

SLCC-BRANDED POSTINGS

Requires approval from Institutional Marketing.

SIDEWALK CHALK

Only allowed with approval on uncovered sidewalks (clear sky above) and on horizontal surfaces; not permitted on vertical surfaces. Create a FixIt by emailing FIXIT@slcc.edu or calling 801.957.3911 for approval, installation, and removal. Clean-up may be required by the persons who used the chalk if it is not naturally washed away within 14 days.

TEMPORARY DECORATIONS

All temporary decorations (i.e., holiday, event, and celebration decorations) must be easily removable and not cause permanent damage (glitter and confetti are difficult to remove and are therefore prohibited). Decorations are not exempt from this overall procedure.

ENFORCEMENT

College community members can remove improperly posted materials.

VINYL ATTACHMENTS TO BUILDINGS

Refer to the approval process outlined above. If approval has been received, Create a FixIt by emailing FIXIT@slcc.edu or calling 801.957.3911 for approval, installation, and removal.

DAMAGE TO FACILITIES

The department responsible for the posting will incur repair costs for any damage to facilities.

OUTDOOR POSTING LOCATIONS NOT ALLOWED

- Lamp posts
- Trash & recycling bins
- Grass between sidewalks
- Trees
- Vehicles
- Artwork
- Sculptures
- Marquees
- Canopies
- Newspaper racks
- Display racks
- Posters attached to hard surfaces

INTERIOR & EXTERIOR WINDOW AND WALL CLING PROCEDURE

Adding interior or exterior clings to windows or walls changes the building environment. SLCC buildings and campuses are designed with careful consideration of their look, feel, and user experience. It is important to consider the best use of institutional resources – labor, funds, and facilities – when assessing requested changes or updates.

PROCEDURE

A [Space Needs Request form](#) must be submitted to Facilities Planning & Design (PlanningDesign@slcc.edu) for review and approval before making changes to SLCC Facilities, including installing clings or window film.

Facilities Planning & Design will review requests according to the criteria outlined below. Planning & Design will forward approved requests to Institutional Marketing and Communications with applicable comments. Marketing will use these and other appropriate criteria when designing clings or film. Planning & Design will contact requestors to let them know when a request is denied or needs revision.

REVIEW CRITERIA

Requests will be reviewed based on the following criteria:

Design Continuity:

Consistency and cohesion with the building or campus features and aesthetics.

Visual Noise:

Excessive clings can overwhelm and obscure their messages and compete with other messaging or signage. Some campus spaces, especially learning areas, benefit from a minimalistic aesthetic.

Conflict with Signage and Wayfinding:

Clings must not compete with existing or planned signage and wayfinding efforts.

Impacts on Facilities Maintenance:

Some locations may not be suitable based on potential impacts on facilities maintenance demands.

Location:

Facilities Planning & Design will review proposed locations for both temporary and permanent clings. In locations approved for 'environmental branding', Institutional Marketing and Communications can periodically update clings and branding without further review (Inventory of existing and approved spaces to be developed/provided).

Job Position or Function of Space:

Interior windows and glass doors into offices or meetings rooms may only be covered when job or room function requires it (e.g. counseling, clinical or physical assessment). Building standards will be developed.

PROHIBITED

Exterior window and wall clings are prohibited on all buildings except for Student Centers and Athletic buildings.

APPROVAL

The requesting party is responsible for all costs associated with design and installation as well as any repairs needed if/when the cling is removed.

If clings are installed without approval, all costs to remove and repair wall/window surfaces will be charged to department that had them installed.

INSTALLATION

The SLCC Sign Shop is responsible for the installation and removal for clings. SLCC Facilities Services is responsible to oversee that no actions or installations void warranties of windows, work done by contractors, etc. as well as being responsible for the repair of damage to buildings.