

Sign Posting on Campus

Many conferences post signs on campus in order to direct their participants to the appropriate residence halls and meeting locations. We ask your cooperation in placing signs in a manner that complies with the guidelines stated below. Please note that your conference may incur charges for damages if these guidelines are not properly adhered to.

MAIN QUAD, MEMORIAL COURT, and OVAL

- No signs, placards, fliers and sandwich boards are permitted in and around the Main Quadrangle, Memorial Court or the Stanford Oval.

ROUNABOUTS at STANFORD

- No signs, placards, fliers and sandwich boards are permitted in and around the Roundabouts at Stanford.
 - Galvez Street and Campus Drive
 - Escondido Road and Campus Drive
 - Bowdoin Street and Campus Drive
 - Santa Teresa Street and Campus Drive

ON-CAMPUS POSTING

- Posters, flyers, or signs may not be attached to any official traffic control device, traffic guidepost, traffic signpost, or historical marker without lawful authority (CA Vehicle Code: 21464).
- Signs may not be posted on any permanent university directional signs or department title signs.
- Signs may not be placed on bollards, campus directional signs, doors, exterior building walls, fences (except where noted), light poles, parked cars or other vehicles located on campus grounds, sidewalks, streets, traffic signs trash cans, trees, windows, or over other posters advertising current events.
- Signs may not be posted on painted walls, doors, or on the glass of doors.
- Signs may not obstruct signs already posted.
- Signs may not be attached to the signs or to the sign holders being used by other conferences, Stanford Conferences, or any Stanford departments.
- Temporary “sandwich boards” aka “A-Frames” and banners may be used in specified locations. Check with your Conference Account Coordinator for details regarding the use of these types of signage.
- All signs must be removed no later than one day following the conclusion of the conference.

RESIDENTIAL SPACE

- Any plans to hang banners or signs inside/outside the residences must be discussed with your Conference Account Coordinator and with your building’s Housing Building Manager prior to your program’s start date.
- Flyers or signs may only be posted with pushpins (no longer than 3/4” to 1”) or tacks on designated bulletin boards inside the residences. Please note that any walls requiring patching will be billed to your program for corner to corner and wall to wall painting.
- Any banners or posters used in hallways, common areas, or in/on areas and surfaces of the house’s exterior must be flame retardant.

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- We have yet to find an adhesive that will not remove paint. Therefore, we encourage you to use pushpins (as referenced above), but to not use tape. If you must use tape (e.g., on a concrete wall), we suggest using a low adhesive tape such as blue painter's tape (available for purchase at Home Depot for \$6-7/roll).

INSIDE NON-HOUSING CAMPUS FACILITIES

- No written or printed material may be attached, in any way, to the interior of any building.
- "Restricted" bulletin boards (inside classrooms or buildings) are limited to the use of designated departments or organizations. Use of these bulletin boards must be approved by the official representative of the respective department or organization.
- If you need to post information in classrooms, auditoriums, or in lobbies, please confer with your Conference Account Coordinator about easel rentals or obtaining permission from the official representative of the respective department or organization.

GUIDELINES FOR CAMPUS KIOSKS

- Post signs only on the front of the kiosk.
- Maximum sign size is 11" x 11".
- Install signs one to a cell on the kiosk.
- One sign per kiosk, per event. No duplicates.
- All signs must include a takedown date.
- Do not post over or obstruct other posters.
- Do not use glue.
- Remove old signs from cells before posting new ones.
- Do not remove signs before their takedown date.
- You may remove:
 - Any sign with an expired takedown date.
 - Any sign with no takedown date.
 - Any duplicated sign.
 - Any sign that obstructs another sign.

Organizations violating these rules may be charged a fee to cover the cost of staff sent to remove the signage and/or otherwise clean the posting areas

Stanford University reserves the right to remove any item, for any reason, from the campus

Updated 2/2017