

Rules and Procedures

Facility Modification and Installations: SUU Facilities Management is mandated by the State of Utah oversee maintenance and construction for state owned facilities in a manner that meets the Division of Facilities and Construction Management (DFCM) standards. **Facilities Management must be involved with any alterations, installations, or additions to existing facilities, structures, and grounds area, to assure proper coordination, unbiased approval, documentation, supervision, and inspections.**

Policy 5.11 provides University maintenance personnel or other University officials with the authority to remove any installations or alterations to campus facilities that do not comply with University policy or DFCM standards. Costs associated with necessary corrections will be assignable to the party responsible for the installation. Removal may be done without notice.

According to University Policy 5.1: Prior to the erection of any commercial or non-commercial structure, a person or organization must obtain a permit from SUU Facilities Management for each proposed structure. Facilities Management shall govern the creation and use of structures on campus for all commercial or non-commercial purposes. Please familiarize yourself with the policy, and complete and submit the required form.

These rules do not supersede or replace any language from SUU Policy 5.1 and policies referred to in Policy 5.1. Requestors must be familiar with the requirements in those policies prior to making a request for posting materials or placing structures on campus.

- The University shall provide reasonable space indoors and outdoors for the posting of non-commercial signs, notices, posters, and banners by members of the University community
 - Contact the Student Involvement and Leadership office for posting and distribution locations.
 - Complete and submit the *Non-Commercial Structure Approval Request* form
 - Approval by and coordination with the Student Involvement and Leadership office is required.
 - Facilities Management will evaluate feasibility for all installations outside of established locations provided by the University, referenced above.
 - All non-commercial installations are subject to compliance with the State of Utah DFCM construction and installation standards and all applicable local and national building codes.
- Facilities Management shall publish procedures governing the posting or distribution of commercial signs (including digital signage and projections on the side of buildings), notices, posters, banners, and other materials for commercial purposes, except for commercial signage at athletic and Shakespeare facilities, and at University athletic and Shakespeare events.
 - Complete and submit the *Commercial Structure and Commercial Speech Approval Request* form
 - All commercial installations are subject to compliance with the State of Utah DFCM construction and installation standards and all applicable local and national building codes. Signs, Banners, and Posters: All groups or persons posting commercial or non-commercial signage or communication on campus must do so in compliance with [Policy 5.1](#). All installations (i.e. posters, lawn signs, banners, fliers, signs, or other

communication) must comply with the requirements of this policy and meet the standards established by DFCM. Those signs, banners, and posters that are not in compliance will be subject to removal without notice by Facilities Management.

- A non-refundable application fee of \$500 is required for the review and feasibility analysis of the installation of any commercial structure, payable at the time of application. Additional fees or financial payments may be required for complex analysis requiring outside services or as charges for advertising exposure on campus. Commercial entities may be subject to financial responsibility for removal of installations and/or restoration of the site if removal and restoration are not completed to the satisfaction of the University.
- Facilities Management shall publish rules and procedures governing the distribution of commercial handbills. The procedures may include a schedule of fees and limitations upon the areas in which such commercial activity may take place. The rules and procedures shall be published on the Facilities Management website, and a written record of actions taken under the rules and procedures shall be maintained and open for public inspection upon request.
 - Entities wishing to distribute commercial handbills must complete and submit the *Commercial Structure and Commercial Speech Approval Request* form
 - The fee for the distribution of commercial handbills where Facilities Management is involved will be \$100 for the first 1,000 handbills. \$50/1,000 handbills thereafter with a maximum distribution number of 3,000 total handbills for any single event or communication. Commercial entities may be subject to financial responsibility for removal of handbills and/or restoration of the site if removal and restoration are not completed to the satisfaction of the University.
 - A binder of applications shall be kept in the office of Facilities Management at 385 S. 1275 W. for review.
- The campus Facilities Management office may create viewpoint-neutral, nondiscriminatory procedures related to the physical requirements and limitations, such as health and safety, of noncommercial structures, which shall be maintained and available for inspection on the campus Facilities Management webpage.
 - Complete and submit the *Non-Commercial Structure Approval Request* form
 - All non-commercial installations are subject to compliance with the State of Utah DFCM construction and installation standards and all applicable local and national building codes.
- The Facilities Management Office shall issue rules and procedures governing the creation and use of structures for commercial purposes. The rules and procedures, which may include a schedule of fees and limitations upon the areas in which such commercial activity may take place, shall be published on the Facilities Management website, and a written record of actions taken under the rules and procedures shall be maintained and open for public inspection upon request. Commercial structures are subject to the limitations on unlawful/unprotected speech.
 - Complete and submit the *Commercial Structure and Commercial Speech Approval Request* form
 - All commercial installations are subject to compliance with the State of Utah DFCM construction and installation standards and all applicable local and national building codes.
 - Fee Schedule: A non-refundable application fee of \$500 is required for the review and feasibility analysis of the installation of any commercial structure, payable at the time of application. Additional fees or financial payments may be required for complex analysis

requiring outside services or as charges for advertising exposure on campus. Commercial entities may be subject to financial responsibility for removal of installations and/or restoration of the site if removal and restoration are not completed to the satisfaction of the University.