

APPENDIX B – SIGNS AND BANNERS

1. **Definitions:**
 - a. “Banner” means an affixed, stationary sign hung from a structure, or between two buildings, structures, poles, or columns.
 - b. “Sign” refers to any method of displaying a visual message to others, except that transferring possession of a copy of a message is distribution of literature (as defined in Appendix A of ADM 02-300 Speech, Expression and Assembly) and not a sign.
2. **Hand-held Signs** – Subject to the rules in this Appendix B and to the general rules in Sections C.3 and C.4 of ADM 02-300 Speech, Expression and Assembly, UTRGV-affiliated individuals and organizations may display a sign on campus by holding or carrying it by hand or otherwise attaching it to their person. Members of the public may display a sign in common outdoor areas by holding or carrying it by hand or otherwise attaching it to their person. No advance permission is required. Signs on sticks or poles or otherwise attached to any device are prohibited.
 - a. Hand-held signs constructed of materials that create a hazard to other people are not permitted. Signs constructed of rigid materials, including sticks, poles, wood, metal, hard plastic, or other materials that could be construed as a hazard are not permitted.
 - b. Any person holding or carrying a sign shall exercise due care to avoid bumping, hitting, or injuring another person.
 - c. Any person holding or carrying a sign at a speech, performance, or other event must exercise due care to avoid blocking the view of any other person observing the speech, performance, or event. Depending on the venue, this may mean that signs may be displayed only around the perimeter of a room or audience.
 - d. Authorized personnel of UTRGV (including law enforcement or those authorized by officials responsible for managing the venue) may warn any person that their sign is being handled in violation of this Section 2. If the violation persists after a clear warning, the authorized personnel may take necessary steps to enforce the rules, including confiscating the sign. A law enforcement officer may take any action necessary to keep the peace, including without limitation issuing a criminal trespass warning to the violator.
3. **Signs** – Subject to the rules in this Appendix B and to the general rules in Sections C.3 and C.4 of ADM 02-300 Speech, Expression and Assembly, UTRGV-affiliated individuals and organizations may display a sign by displaying it on a table (see Appendix D) or by posting it on a bulletin board, kiosk, a-frame, or other designated locations. No advance permission is required to post signs. Signs may not be posted or staked on trees, picnic tables or benches, light poles, monuments, fountains, wayfinding signs, fences, flower beds, or mechanical/electrical equipment or other similar structures; near fire hydrants; or in a manner that blocks other signs or impedes the flow of pedestrian or vehicle traffic.

- a. An academic or administrative unit of UTRGV may designate a common area for official postings related to that unit or affiliated student, faculty, or staff organizations, subject to the following rules and requirements:
 - i. The unit may confine signs to bulletin boards or other specific locations, and may confine postings to official statements or business of the unit, certain subject matters of interest within the unit, or to signs posted by persons or organizations affiliated with the unit.
 - ii. The unit may establish viewpoint-neutral rules limiting the size of signs and how long they may be posted, requiring each sign to show the date it was posted and the name of the person or organization who posted it, and similar rules designated to facilitate fair and equal opportunities to post signs.
 - iii. Any viewpoint-neutral rules established by the unit must be made readily available in the main office of the unit or on the unit's webpage.
 - iv. Within the scope of the subject matter permitted on a particular bulletin board or other designated location, no academic or administrative unit may discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed on a sign.
 - v. This Section 3.a does not apply to any enclosed bulletin board or display case that is accessible only to authorized personnel for official UTRGV business.
- b. Signs may not interfere with traffic, restrict access to UTRGV facilities, damage property, or create safety concerns.
- c. Each sign must identify the UTRGV-affiliated person or organization that posted the sign. Signs are the responsibility of the person or organization, and the person or organization assumes the risk that any sign placed could be stolen or damaged.
- d. Signs must display the posting date.
- e. The person or organization that posts a sign must remove that sign no later than seventy-two (72) hours after the event advertised or within one (1) month of posting.
- f. No sign may be posted on top of another properly posted sign.
- g. Directional signs for an event may be posted up to one calendar day before the event and must be removed one calendar day after the event. Directional signs must include the event name and sponsoring organization. Announcement signs must include the date(s) of the event, the event name, and the sponsoring organization.
- h. Any sign that is 24 inches x 18 inches (or smaller) fortified plastic with a stake made from 8-gauge or 9-gauge steel (approximately 3 mm in diameter) may be staked by a UTRGV-affiliated organization. Due to underground utilities or irrigation, any sign larger than 24 inches x 18 inches or one with larger stakes than 3 mm in diameter must be placed by Facilities, Planning & Operations, and the organization may be charged for this service. Signs may not be staked along West University Boulevard (Brownsville), West University Drive (Edinburg), or Treasure Hills Boulevard (Harlingen).

- i. Members of the public may not post signs on campus, except that when a UTRGV campus hosts a polling location for an election governed by the Texas Election Code, candidates or their paid/volunteer staff may stake signs in locations expressly designated and approved by election officials and UTRGV during any early or regular voting period. Any signs staked must comply with Section 3.h of this Appendix (or be of a size and construction traditionally used by political campaigns and permitted on UTRGV's campus in prior election cycles) and ADM 02-300 Speech, Expression and Assembly.
4. UTRGV reserves the right to remove signs for violations of this Appendix B or ADM 02-300 Speech, Expression and Assembly, for safety-related reasons, or to prevent any confusion regarding official University events. Signs in poor condition also may be removed by UTRGV.
5. Banners – Subject to the rules in this Appendix B and to the general rules in Sections C.3 and C.4 of ADM 02-300 Speech, Expression and Assembly, UTRGV-affiliated individuals and organizations and members of the public may display in common outdoor areas a hand-held banner carried by two or more individuals without poles in accordance with Section 2 of this Appendix. Banners on poles may not be carried on UTRGV property. UTRGV-affiliated individuals and organizations may hang banners in designated locations on campus, subject to the following rules and requirements:
 - a. Academic and administrative units may designate one or more places where banners may be hung in indoor or outdoor locations that the unit occupies or controls. Units that designate banner spaces for official use or organizations affiliated with the unit are expected to provide banner space open to all UTRGV organizations. Units may require advanced reservations or permission for banner space, and academic and administrative units advertising official UTRGV events or programs, or organizations affiliated with the unit administering the location, may be given priority.
 - b. Academic and administrative units may establish viewpoint-neutral rules limiting the size of banners and how long they may be posted, requiring each banner to show the date it was posted and the name of the person or organization responsible for the banner, and similar rules designated to facilitate fair and equal opportunities to hang banners. Any viewpoint-neutral rules established by the unit must be made readily available in the main office of the unit or on the unit's webpage.
 - c. Banners should be made of a soft material and have a minimum overhead clearance above the floor or ground of seven feet six inches.
 - d. Banners must be hung in a manner that does not interfere with pedestrian or vehicular traffic, restrict access to UTRGV facilities, damage property, or create safety concerns.
 - e. Banners must display the posting date.
 - f. Each banner may be hung for two weeks or not later than seventy-two (72) hours after the event being advertised. Permission to hang the banner may be renewed

from week to week if space is available and subject to any rules designated to facilitate fair and equity opportunities to hang banners.

- g. In cases of significant risk to persons or property, the academic or administrative unit administering a banner location may require that the physical work of hanging the banners be performed only by employees of Facilities Planning and Operations or other appropriate UTRGV personnel. Actual costs will be charged to the organization or unit making the request.
- h. UTRGV reserves the right to remove banners for violations of this Appendix B or ADM 02-300 Speech, Expression and Assembly, for safety-related reasons, or to prevent any confusion regarding official University events. Banners in poor condition also may be removed by UTRGV.