

**Guidelines for placing yard signs on K-State Manhattan Campus include:**

1. A Facilities "Request for Use of University Buildings and Grounds" must be completed at least seven (7) days prior to the placement of Yard Signs.
2. As determined by the activities and availability of Yard Sign location(s), Facilities may review and provide guidance on the best placement location(s). Approval will be awarded on a first come/first serve basis and will be limited based on the number of groups that have already requested locations for yard signs.
3. Yard signs are classified under "Outdoor Banners" and "Postings" and fall under such policies found in the Publicity Regulations.
4. Organizers must use a standard Yard Sign size (24" x 18") printed on corrugated plastic with a rigid wire mount.
5. Organizers should place no more than ten (10) Yard Signs on campus grounds to keep campus grounds beautiful and leave space for campus partners to place Yard Signs.
6. Yard Signs must be placed in landscaping/flower beds and NOT in lawn turf. Any signs found in lawn turf will be removed as necessary by Facilities Staff to complete essential duties.
7. Please take care to prevent damage to vegetation and irrigation by placing signs no more than 4 inches in the ground.
8. Organizers are responsible for placing and picking up Yard Signs in accordance with established posting timelines (at most two weeks before an event and removed the next business day after an event).

**Division of Facilities, Request for Use of University Buildings and Grounds:**

<https://www.k-state.edu/facilities/request/building-grounds-reservation/>

**Publicity Regulations:** <https://www.k-state.edu/policies/ppm/8500/8570.html>