



Structures at UVU

Signage or other structures not associated with an event or tabling location require approval from the Event Services Office with additional approvals depending on time, place and manner. This includes donation bins, free-standing decorations, booths, buildings of any kind (including tents or other temporary dwellings) billboards, banners, large lawn signs, and similar displays.

All structures must meet the following requirements before being approved by Event Services:

- The structure does not contain unprotected speech. Policy 161 Section 4.2.2.
- The structure is deemed by UVU not to potentially cause a safety hazard, violate building/fire codes, or otherwise violate UVU facilities policies or procedures.
- The structure will not impede the normal functions of or events of the University.
- The structure will not block or impede entry to any building or interfere with normal pedestrian or vehicular traffic.
- The structure will not cause physical damage to the campus or its landscaping.
- Outdoor structures may not exceed 30 feet in width, 8 feet in height, and 8 feet in depth.
- In door structures may not exceed 10 feet in width, 8 feet in height, 8 feet in depth.
- Structures may not be used for habitation.

Any structure request may be subject to additional approval by the university's Fire Marshall/Risk and Safety departments. This additional review will take place at the discretion of Event Services. Generally, a structure can be placed for up to 7 days, 12 hours per day for booths and buildings of any kind, and 24 hours per day for other structures based on availability. University maintenance personnel or other university officials may remove any noncommercial structures that do not comply with this policy.

Hallway Structures at UVU

External Groups

The policies and procedures for requesting a structure is the same as outlined above. The fee for the placement of commercial structures, indoor or outdoor, is \$125.00/day per structure per organization. The length of time, place, and manner of structure placement is up to the discretion of Event Services.

Commercial structures may only be staffed for up to 8 hours per day between the hours of 8:00am and 5:00pm. If the structure is set up overnight or otherwise after business hours, UVU is not responsible for any theft or damage to the structure. It is the responsibility of the organization requesting the structure to maintain its security.

Donation Drives

Donation drives are subject to all above procedures outlined above. For more information about Donation Drives, visit uvu.edu/eventservices/event-information

Approvals

Submissions of requests can take up to 72 business hours minimum to receive the required approvals before the structure can be placed.