

CPFM Department: Customer Service	SOP Number: CPFM-CS-3
	Effective Date: 9/1/2025
Title: Yard Sign Placement Reservation	Revision Date: 5 years
	End Date: Indefinite
Signature: Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM)	

POLICY: Requesting approval for yard sign placement on campus

PURPOSE: To provide the procedures for securing approval for yard sign placement on campus.

PROCEDURE:

1. All sign placements require a reservation to be created and approved in the Spartan Reservation System.
2. CWRU users sign in to the Spartan Reservation System at **www.case.edu/reservations** using their CWRU network ID credentials.
3. Select **Create a Reservation** on the left side of the page.
4. Locate **Non-academic Space Requests** and select **book now** to the right.
5. Enter the start **Date** when signs will be placed, then select **Recurrence**.
6. In the popup box, select the **End Date**. Enter 12:00 AM for **Start Time** and 11:30 PM for **End Time**, then click on **Apply Recurrence**.
7. Click on **Search**. This will populate a list of buildings and outdoor spaces. Select the desired outdoor space for sign placement by clicking on the + sign to the left. Enter the number of signs for **Number of Attendees**. Choose Outdoor for **Setup Type**.
8. Click **Add Room**.
9. Click **Create Reservation** at the top of the page.
10. On the next page, fill in **Event Name** with the sign's purpose. Select **Outdoor Signage** under **Event Type**.
11. In the Group Details section, select your department or organization name under **Group**, then fill in the **Contact Name, Phone Number, and Email Address**.
12. Under Additional Information, **describe your event**.
13. Read the terms and conditions and agree by checking the **Terms and Conditions** box.
14. Select **Create Reservation** at the top/bottom of the page, which will route the reservation request for approval.
15. After creating the reservation in the Spartan Reservation System, email a copy of the actual yard sign to Karen Cohen, CPFM Events Manager, at krc8@case.edu for review by her and UMC. All signs require approval from Karen and University Marketing and Communications (UMC) prior to installation.

Note: Signs may need to share space with others. Do not remove other signs – place signs in between or in the same general area. All signs must be removed by the reservation holder no later than 24 hours after the end of a reservation period. Once removed, signs and stakes should be recycled unless there is a plan to reuse the items in the future. Signs and stakes can be recycled at the Millis loading dock in the bins labeled "Yard Signs and Stakes."