



## Policy

**Title: Third Party Tenant Signage**

**Policy Statement:**

**As Northern Lakes College campuses house commercial tenants and partners with local organizations, approval must be given to the standards and function of third party tenant signage. Third Party Tenant Signage pertains to, but not limited to: building mounted signs, free-standing signs, free-standing directional signs and campus gateway signs.**

**Approved:** Original copy signed by the Chair of the Board  
**(Daniel Vandermeulen, Chair of the Board)**

May 18, 2017  
**(Date)**

**Sponsorship:** Facilities and Ancillary Services

**To be reviewed:** May 18, 2022

**Reviewed and Revision Dates(s):**

**First Approval Date:** May 18, 2017

**Stakeholders Consulted (Date):**

**Reference to Other Documents:**

Facilities and Ancillary Services - Third Party Tenant Signage Procedure

**Guidelines:**

1. All requests for third party tenant signage must be in writing, addressed to the Senior Director, Facilities and Ancillary Services.
2. The Senior Director, Facilities and Ancillary Services will:
  - A. Ensure consistent approach when determining the location, scale, design and installation of signage across the institution.

- B. Ensure signage across all campuses contribute to a safe, attractive and well-maintained environment.
- C. Ensure consistent signage standards and practices.
- D. Ensure municipals bylaws are adhered to.
- E. Ensure that all costs are absorbed by partner/tenant, with Northern Lakes College bearing no costs associated with design, installation, maintenance or removal.
- F. Ensure periodic inspections occur.
- G. Signs are removed when tenant leaves.