



Third Party Tenant Signage Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

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 is not limited to: building mounted signs, freestanding signs, freestanding directional signs, and campus gateway signs.

Sponsor:	Facilities and Ancillary Services
Policy Owner:	President & CEO
Policy Administrator:	Senior Director, Facilities and Ancillary Services
Approved By:	Board of Governors
Approval Date:	October 19, 2022
Effective Date:	October 19, 2022

Objective:	To ensure third party tenant signage requirements are consistently applied in the Northern Lakes College service region meeting design, maintenance and safety standards of authorities having jurisdiction and the financial responsibility is assumed by the Third Party.
Guidelines:	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. Ensure periodic inspections occur. F. Signs are removed when tenant leaves.
Definitions:	N/A

Related Northern Lakes College Documents:	Facilities and Ancillary Services – Third Party Tenant Signage Procedure
Related External Information:	N/A
Stakeholders Consulted:	President’s Advisory Team: Sep 7, 2022
Next Review Date:	October 18, 2027

Revision History:	May 18, 2017: New February 14, 2020: New template October 19, 2027: Addition of objective statement & reaffirmation