

Number:	[Generated by University Policy Group]
Title:	Interim Temporary Installation Policy
Responsible Executive:	Vice President, Construction, Facilities & Real Estate
Responsible Office:	Planning, Design & Construction

1. **Purpose** The purpose of this policy is to provide interim rules governing the use of Temporary Installations that will protect Campus facilities and maintain the overall aesthetic appearance of the Campus.
2. **Applicability** Faculty, Staff, Students, Contractors, Vendors, Volunteers, Visitors, Guests
3. **Definitions**

Campus: the real property encompassed within the University of Florida Campus Master Plan, 2020-2030.

PDC: the University department of Planning, Design & Construction.

Temporary Event: An event conducted in support of the mission of the University of Florida, such as a lecture, an academic awards ceremony, or an alumni relations event, that has been approved by all applicable approving authorities.

Temporary Installation: an electronic screen, LED light fixture, or similar installation, including all associated brackets and support mechanisms.

4. **Policy Statement** Temporary Installations may only be installed on Campus in connection with Temporary Events and then only in compliance with this policy.

4.1. Temporary Installation Approval Each Temporary Installation proposed to be installed for an Event must be submitted to PDC for approval, which approval may be granted on a case-by-case for a particular Event or on a recurrent basis for categories of Events. To secure such an approval, the individual must submit proposal for Temporary Installation that contains the following information:

- (i) A description of the Event, including duration;
- (ii) A description of the Temporary Installation, including location;
- (iii) The mechanism by which the Temporary Installation will be installed;
- (iv) The plan for restoring any damage caused by the Temporary Installation; and
- (v) Any other information reasonably requested by PDC.

4.2. Temporary Installation Mechanics Temporary Installations must be installed using the brackets or other support mechanisms that will result in the least damage to Campus facilities.

- 4.3. Temporary Installation Limits** Temporary Installations may be installed no more than 24 hours prior to the commencement of the Event and must be removed by 10:00 a.m. on the morning following the Event. Further, no Temporary Installation may be installed for more than 48 hours without prior written approval. Each Temporary Installation must be turned off between 9:00 p.m. and 8:00 a.m.
- 4.4. Event Limits** No more than two Events may be conducted at a single Campus facility in a calendar month.
- 4.5. Violations** Departments, colleges, units, and individuals who violate this policy will be subject to progressive discipline, ranging from coaching on this policy to personal liability for funds obligated and damage to the Campus.
- 5. References and Related Information** Please see <https://pdc.ufl.edu/planning-design-construction/campus-planning/campus-master-plan/campus-master-plan-2020-2030/> for the current boundaries of Campus, as used in this policy. Please also refer to the Forms and Standards on the PDC website for additional information about alterations to Campus facilities: <https://pdc.ufl.edu/resources/forms-standards/>.

History: New __ - __-2025.