



## **POSTING OF NOTICES, POSTERS, AND SIGNS**

(Updated: December, 2014)

The purpose of this university-wide guideline on posters, announcements of events, and other forms of communication is to protect the freedom of expression while encouraging respect for university property and the appearance of the university campuses. This guideline promotes the use of kiosks, bulletin boards, and other spaces provided throughout the university buildings and its grounds for announcement and informational purposes. Permission to display items such as posters will be granted by the appropriate offices and guidelines for their timely placement and removal will be useful to students, faculty, and administrators. Individuals are encouraged to consider the following guidelines:

### **General**

In order to enhance the beauty of the university's physical environment, to promote campus wide communications through a systematic notice posting approach, and avoid possible maintenance costs, safety hazards, and visual pollution caused by the indiscriminate posting of notices, posters, banners, and materials, the following regulations will apply to the affixing of such material in and around university buildings and grounds. Under no conditions may posters or unauthorized signs be attached to walls of corridors, classrooms, glass windows, entryways, public spaces or be attached to equipment. Use of sandwich boards for way-finding or student event advertising is highly recommended, but should not impede traffic-flow by blocking entrances, emergency exits, public hallways or present a trip hazard for visually impaired.

### **Building Interiors**

Any posters, notices or signs which create a safety hazard such as those posted on fire doors, covering fire-hose cabinets, fire extinguishers, or other fire/safety devices will be removed immediately. All posters placed within the proximity of such devices must remain at least 50 cm away from the device.

It is the aim of the University to provide sufficient notice boards throughout its buildings to provide a reasonable amount of space for the posting of notices required for the official purposes of academic, non-academic, and student activities. These notice boards must meet building and fire code standards. For more information, contact Facilities Management at 604-854-4542.

Building notice boards are under the responsibility of the department in whose area they are located. Notices and other materials may be posted only on the notice boards provided, and only when approved by those departments or Facilities Management. Posting and removal guidelines are established by these departments or Facilities Management.

## **Building Exteriors**

Notices, posters, bills, or like materials shall not be attached to building exteriors, way-finding or parking signage. In very special circumstances, and only with approval from the Director Facilities Management, banners may be hung on university buildings. In that event, the size, method of attachment, and duration of exhibition shall be discussed and agreed upon with the Facilities Management team prior to installation.

## **University Grounds**

Limited notice board space will be available on the campus grounds for posters and signs. Materials may be placed on the notice boards as space is available. These notice boards will be monitored by the Facilities Management staff. Materials that are duplicated and have had exposure for a reasonable time or whose expiry date is past shall be removed every three (3) weeks. No material shall be attached to trees, lamp standards, grounds furniture or statuary, traffic controls, building signs, directional signs, warning signs or other fixtures, unless approved by the Director Facilities Management.

No notices, flyers, bills, or such materials are to be placed on vehicles parked on university grounds.

Signs or posters from commercial enterprises are not permitted without the prior approval of the University's Marketing & Communications department.

Temporary traffic directional signs (e.g. way-finding for events) shall be authorized through Parking Services or Facilities Management.

Permanent signage, including building signage, should be authorized through Campus Planning and Facilities Management and maintain the university standards.

Facilities Management staff will remove all posters, signs, notices, and similar material that have not been placed in accordance with these regulations. Any costs incurred for their removal or for the repair of damage caused by unauthorized placement can be charged to the person(s) or organization(s) responsible.