



# Poster Policy

## 1. Preamble

The Students' Union allows posters that advertise events and provide information to be placed in designated areas within Students' Union controlled space.

## 2. Procedures

2.1 All posters must be approved and stamped at the Information Centre in Upper Place Riel (966-6988).

2.2 Signage with offensive language or obscene pictures will not be approved for posting.

2.3 Posters must have the group's name and contact information clearly marked on them as well as an identifiable function and date.

2.4 Posters are not allowed on glass, decorative stone, columns/pillars, escalators, bank machines, woodwork, plaster, wallpaper and/or stainless steel. The designated poster areas are the bulletin boards located in the tunnel between the Arts Building and the Place Riel Student Centre and the small poster board near the entrance in the Memorial Union Building

2.5 Posters may not be put up for more than 2 weeks.

2.6 There is a limit of 3 (11" by 17" or smaller) posters per event or posting for the Place Riel Student Centre and 1 poster in the Memorial Union Building or 1 poster total in all buildings if the size exceeds 11" x 17".

2.7 Infractions of this policy will result in a warning. Continued disregard of the policy will result in a suspension of posting privileges of up to 4 months.

## 3. Textbook Posters

3.1 In an attempt to improve our textbook poster board service and accommodate more student textbook advertising in an orderly fashion, a recipe card format has been implemented for the sale of textbooks.

3.2 A Recipe card will be given to students when they go to the Information Centre to have their poster for textbook sales approved.

3.3 Textbook information will be transferred onto the recipe card.

3.4 Once the card has been filled out, it will be stamped indicating approval by the Information Centre. All posters must be approved and stamped at the Information Centre in Upper Place Riel (966-6988)

3.5 Once the recipe card is stamped, it can be put up on the bulletin board designated for textbooks in the tunnel.

3.6 Cards with offensive language or obscene pictures will not be approved for posting.

3.7 Cards must have the seller's name and contact information clearly marked on them.

3.8 Recipe cards are not allowed on glass, decorative stone, columns/pillars, escalators, bank machines, woodwork, plaster, wallpaper and/or stainless steel. The designated poster areas are the bulletin boards located in the tunnel between the Arts Building and the Place Riel Student Centre

3.9 Recipe cards may not be put up for more than 2 weeks.

3.10 Infractions of this policy will result in a warning. Continued disregard of the policy will result in a suspension of posting privileges of up to 4 months.

3.11 Alternative textbook sales are available at the University Bookstore.

#### **4. Fees**

4.1 On-Campus Affiliated Groups and Individuals – Ratified Campus Groups and students with student card.

- Free of Charge

4.2 On-Campus Non-Affiliated Groups – University Administrative & Academic Units.

- Free of Charge

4.3 Off-Campus Groups and individuals

- At the discretion of the Communications and Marketing Manager

4.4 Third Party Groups

- At the discretion of the Communications and Marketing Manager

Contact Information: Information Centre 966-6988			
Policy Authority: Budget and Finance Committee			
<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Created	Executive Committee	07/13/10	EXEC25
Amended	Executive Committee	07/31/14	EXEC09