A. Background and Definitions

**Bulletin board**: a corked board or strip, surrounded on two or four sides by a frame, designed for posting material with tacks or other approved means.

**Department**: any division, office, academic unit, program, or centre officially recognized as a College entity.

**Material**: any paper, product, item or object used for the purpose of advertisement, display or distribution, whether it is promotional, commercial or informational in nature.

**Non-College Entity**: any business or operation, private, public or commercial that is not recognized as a College-owned or operated entity.

**Posting**: the placing of any material, used for the purpose of advertising, whether it is promotional, commercial or informational in nature, on any object or surface.

**Stickers**: any form of paper material with a gummed back or self-adhesive label (i.e. bumper stickers, name tags, labels, etc.).

**Student Organization**: a student group officially recognized and sanctioned by SAC, a College department, program, unit or office, or College sports clubs.

B. Purpose

The asset value of the College’s facilities is significant and there is a great responsibility on all users of these facilities to take proper care of our buildings and property. This practice has been adopted for the purposes described below:

**Access**: To provide equal access to the space designated for the temporary promotion of campus news, information, policies, programs and events, while protecting College campus property.

**Information and Promotion**: To provide a means for students, recognized student organizations, campus departments and other College organizations to share information and promote activities, events, and services.

**Regulation of Commercial Material**: To protect the College campuses from distracting commercial and promotional materials and activities sponsored or jointly-sponsored by non-College entities.
PRACTICE TITLE: Interior Signage

Appearance of Physical Environment: To maintain a consistent approach to the posting of temporary interior signage within the College campuses while maintaining the positive appearance of the physical environment of the College campuses.

Paper Waste Reduction: To reduce the amount of paper used for posting and encourage recycling of removed materials.

This practice pertains to all areas on the College’s campuses, with the exception of faculty or department-sponsored bulletin boards, and applies to all College students, faculty and staff, as well as to the general public. Students, recognized student organizations, faculty, staff or other College organizations or units may have a temporary sign publicly posted on College property only if consistent with this practice and if approved by the College’s Student Administrative Advisory Council (SAC) or the appropriate College department (in the case of faculty/department specific bulletin boards).

C. Practice Statements

1. The College has established a system of bulletin boards throughout its campuses for the purpose of keeping student and staff communities appraised of events, policies and other information. All bulletin boards are to be clearly identified as to their purpose, regulated, kept current, maintained and monitored.

2. Nothing is to be posted on bulletin boards that is illegal or offensive in nature or which is in violation of this practice. Posted materials must not contain deceptive claims, statements, illustrations or representations either direct or implied, and must not omit relevant information the result of which would be deceptive.

3. Bulletin boards fall into one of three categories:
   A. those managed by a College department,
   B. those managed by SAC (must be approved by SAC’s Director of Media), and
   C. those which are either “general interest” or “marketplace” boards (must also be approved by the Student Services Director’s Office).

4. Approval for posting will normally take no longer than three business days. If the signage is not properly approved prior to being posted, it will be removed from the bulletin board without notification. Advertisements posted on the bulletin boards (3, above) will be removed on the last day of each month by the College’s Facilities Management Services (FMS) staff.
5. It is the responsibility of the posting person to resubmit their advertisement to the appropriate department, as listed above, should they wish to have their information reposted. Should the last day of the month be a holiday during which the College is closed, the advertisements will be removed on the following business day.

6. Campus buildings will be inspected on a regular basis by FMS staff and postings that have not been approved, have been hung incorrectly, or do not meet the necessary criteria will be removed and discarded.

NOTE: From time to time, the College may post temporary directional signage in various locations in support of special events on campus.

Rules and Regulations - Non-permissible Advertisements

7. The following will not receive approval or be allowed to be posted anywhere on the College’s campuses. Materials to be posted may not:
   
a) display trademarks and/or reference to illegal drugs or activities;
   
b) display symbols associated with violence (e.g., guns, knives, grenades, bombs, bullets);
   
c) contain material that would be in violation of the College’s alcohol policy;
   
d) contain material that is obscene, pornographic, vulgar, libelous, racist, sexist, or homophobic;
   
e) contain material directed to incite violations of the Student Code of Conduct;
   
f) contain commercial and/or promotional material sponsored by non-College entities; and
   
g) general solicitation without the appropriate approval.

8. An advertisement may be printed in any language provided it contains a literal, legible and reasonable-sized English translation on the same advertisement. The name and contact information of the sponsoring organization/person must appear in English on all advertisements.

9. No advertisement is permitted to obstruct the plain view of any other advertisement.

10. The College reserves the right to remove advertisements posted pursuant to this policy, which disrupt or interfere with the normal activities of the College, and which interfere with the free and unimpeded flow of pedestrian or vehicular traffic.
Temporary Postings

11. Postings are permitted on designated bulletin boards only, and may not be adhered to any other surfaces.

12. Postings are not permitted inside classrooms or on classroom doors in any building on the College’s campuses.

13. Posting on bulletin boards must display a College approval stamp. Any postings not on a bulletin board or those without a stamp will be removed and discarded.

14. Academic and administrative departmental bulletin boards are the responsibility of the respective departments, and will be monitored by the respective department unless otherwise stated. Postings on departmental boards must have departmental approval. Permission to post within glass-enclosed bulletin boards must be obtained from the office or department to which the board has been assigned.

Stickers

15. Placing a sticker on any object or property of the College is strictly prohibited.

Prohibited Temporary Posting Areas

16. Stickers are prohibited:

   a) on exterior and interior surfaces of any College campus buildings, lamp posts, garbage cans, trees, etc.;
   b) on any window or door;
   c) on any painted, wood, or wall covering surface inside College campus buildings;
   d) on any glass surface or framework (except in designated areas);
   e) inside restrooms (with the exception of out-of-order signs) or pre-approved commercial advertisements;
   f) inside elevators or on elevator doors (with the exception of out of order signs);
   g) on any light fixture;
   h) inside classrooms;
   i) on vehicles parked on College property;
   j) inside the library;
   k) in stairwells or on railings; and,
   l) on fire or emergency equipment.
Non-Compliance

17. Any individual or party found in violation of this policy will be subject to the appropriate College disciplinary process and/or the loss of advertising privileges on the College campuses.

18. Parties in violation of this policy will be notified by a College representative. The offending party will be provided with 24-hours from the date of receipt of the notification to remedy the situation. Should the offending party not take action within a 24-hour period said party may be billed for costs associated with the removal and/or clean up of posted materials.

D. Related Documents and Links

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