



## Policy on Posters on Campus

<b>Effective Date:</b>	April 14, 2011
<b>Updated:</b>	March 20, 2014; Feb. 6, 2023
<b>Review Date:</b>	Feb. 1, 2027
<b>Approving Body:</b>	President and Vice-Chancellor
<b>Sponsor/Contact:</b>	Director of Communications
<b>Applies to:</b>	Faculty, Staff, Students, Public

All posters displayed on campus must conform to the regulations outlined below.

### General Guidelines

- Public-facing posters must be approved and stamped by the staff at the Student Help Desk in Sir James Dunn Hall prior to posting on campus. This regulation does not apply to office doors.
- Posters will be issued an expiry date which will be clearly displayed on the poster. Sponsoring organizations are asked to ensure that posters are removed upon expiration.
- If posters are displayed after the expiration date, posters will be removed and discarded by a staff member at the Student Help Desk or Facilities Management.
- Expiry dates will be determined on an individual basis and will not normally exceed 15 days from the date the poster stamp is issued.
- Unless approved by the Student Help Desk staff member, posters will not exceed 8 1/2 x 11" in size.
- Posters may be displayed on bulletin boards or office doors only unless another location is approved by the staff member at the Student Help Desk office. Same-day announcements of campus emergencies or other announcements of an urgent nature (e.g., class cancellations or classroom location changes) posted by University employees are exempt from this regulation.
- Only one stamped poster per organization will be permitted on each bulletin board.

### Poster Content

Posters displayed on campus must:

- not promote consumption of tobacco, alcohol, or other drugs;
- not include statements of a derogatory or discriminatory nature directed toward any group or individual;
- not contain profanity or obscene material;
- clearly display the name and contact information of the sponsoring group or organization; and
- must be sponsored by a group or organization affiliated with the University.