



## One University. One World. Yours.

<b>Name:</b>	<b>Poster Policy</b>
<b>Policy Number:</b>	3-1033
<b>Origin:</b>	Facilities Management
<b>Approved:</b>	September 2004
<b>Issuing Authority:</b>	Director, Facilities Management
<b>Responsibility:</b>	Manager, Custodial and Administration
<b>Revision Date(s):</b>	December 14, 2004
<b>Effective Date:</b>	December 14, 2004

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### Purpose:

The policy is intended to regulate the quantity and nature of posters that are hung throughout the campus, without jeopardizing a valuable means of communication with the students and university community.

### Policy:

The Poster Policy has been established by the Saint Mary's University Students' Association (SMUSA) and the Facilities Management Department to limit all posters and flyers placed on campus to designated general bulletin boards, thereby eliminating unsightly cluttered walls and resulting in maintaining the décor of the campus. The policy also prohibits external liquor establishments, and other services which are in direct competition with those offered on campus, from advertising anywhere on the Saint Mary's University Campus.

### Procedures:

1. All posters placed by internal and external groups on the Saint Mary's University campus General Bulletin Boards (non-departmental) must be authorized by SMUSA with a red stamp by the Student Centre Information Desk. The authorized stamped poster may not be photocopied. Each advertising is limited to 40 posters.
2. Posters placed on General Bulletin Boards are limited to 11" x 17" maximum size and must be stamped with a removal date.
3. The following bulletin boards shall be considered General Bulletin Boards and thus are for general use:
  - Loyola Building
    - Colonnade (3 boards)
    - 2nd Floor (3 boards)

- Basement (3 boards)
  - Pedway (3 boards)
  - Sobey Building
    - Lobby (2 boards)
    - Basement (2 boards)
  - Vanier Residence
    - Ground floor (Hen Alley) (5 boards)
  - Rice Residence
    - Elevator Lobby
  - Student Centre
    - 5th Floor (between elevators)
    - 4th Floor (between elevators)
    - 3rd Floor (Atlantic Centre's waiting room)
    - 2nd Floor (between elevators)
    - Lobby (under stairs)
    - Lobby (left and right of elevator)
    - Lobby (hallway to Pub, right side only)
  - Science Building
    - Lobby (2 boards)
    - 3rd floor (3 boards)
    - 4th Floor
  - Patrick Power Library
    - Outside (lobby) only
  - Burke Building
    - Lobby (4 boards)
    - 2nd Floor (4 boards)
  - McNally Building
    - Basement (4 boards)
    - 2nd Floor (2 boards)
    - rd Floor (2 boards)
4. Posters placed on departmental bulletin boards require the approval of the appropriate department.
  5. Posters shall not be placed on any windows, doors, painted surfaces, in stairwells or on trees, sign posts, light poles, fences.
  6. Only SMUSA and chartered societies of the Saint Mary's University Students Association may hang posters for special events on unpainted brick surfaces, in the areas so designated, and with the approval of the Saint Mary's University

Students' Association and the Facilities Management Department. These posters must be larger than 11" x 17" but no larger than 4 ft. x 6 ft. This also applies to posters advertising Students' Association elections, bi-elections, referenda and student campaign posters.

7. In order to protect wall surfaces only masking tape shall be used. Under no circumstances shall glue, double sided tapes, duct tape, tacks or staples be used.
8. Any posters in the following categories will not be authorized:
  - Advertising off-campus liquor establishments or other events which, in the opinion of the SMUSA, are in direct competition with campus activities
  - Advertising off-campus services which are in direct competition to services offered on campus and/or are in conflict with current university and Students' Association agreements
  - Any poster which could damage the reputation of the university
  - Posters which do not comply with the Nova Scotia Liquor License Board regulations and policies
9. Posters which violate this policy will be removed by Facilities Management, Residence Department personnel and SMUSA personnel.
10. Posters which are out-dated will be removed by authorized SMUSA or Facilities Management personnel except as noted below.
11. Three times during each calendar year are designated as removal periods, whereby all posters and brochures will be removed from the General Bulletin Boards and university walls by Facilities Management. The three removal periods are:
  - Pre-Convocation (Spring)
  - Labour Day and
  - Christmas Break
12. Any person removing posters without proper authorization is subject to disciplinary action from Saint Mary's University.
13. All external posters must be approved by Facilities Management. External posters are generally not approved.
14. This policy will be jointly administered by the Saint Mary's University Students' Association and the Facilities Management Department.