

## Residence Poster Policy

### Overview

**The University allows announcements and event postings from registered student groups and members of the University community (faculty, staff and students) provided they follow the applicable guidelines and approval processes for the areas in which they are posting.**

The purpose of this policy is to:

- Enable residents to personalize their communities
- Facilitate effective communication
- Maintain a safe and aesthetic environment

This policy has been developed in accordance with, and in addition to, the policies outlined by the University of Alberta, specifically the **Posting Announcements, Notices and Banners Procedure**:

[http://www.conman.ualberta.ca/stellent/groups/public/@facilitiesandops/documents/policy/pp\\_cmp\\_062248.hcsp](http://www.conman.ualberta.ca/stellent/groups/public/@facilitiesandops/documents/policy/pp_cmp_062248.hcsp)

**Posters, notices, and/or banners that do not meet the following guidelines will be immediately removed (individuals and groups may be held accountable).**

In an effort to ensure against the spread of pests, posters will not be approved that advertise the sale or transfer of furniture, mattresses, and other household items.

Inquiries regarding posters, banners, and/or notices should be directed to Residence Services at 492-4242.

## Postings in Public, Common, and Private Areas

### Public Areas

Public areas are defined in the Community Standards and will include all main traffic areas in a residence building. Public areas are readily accessed by any member of the UofA community and guests.

Examples include, but are not limited to, Lister Centre (lobby, cafeteria, the Ship, the LHSA bulletin board), the guest suite and conference area, and the International House lobby.

- In all public areas, posters and notices shall be displayed only on approved notice boards.
- All posters and notices must be approved (as indicated by a “posted” stamp, which includes a “posted until” date and signature of approver) by either Residences Services or the students’ association of the residence community.

- Each group or organization may display only one poster or notice per event per approved notice board unless otherwise approved by Residence Services.
- No poster may be posted over another poster, nor may posters be removed unless the event has already passed.
- Any poster, notice, or banner used for solicitation, or deemed delinquent by Residence Services, will be removed and the cost to remove such display may be recovered by Residence Services.
- All posters, notices, and banners will be removed on or soon after the “posted until” date
- The maximum display time shall not exceed two weeks without prior approval.
- Designated events, not covered by this guideline, require prior approval by Residence Services. The designated events include, but are not limited to, FC/RA Appreciation Day, United Way Campaign, and Student Election events.

### External Signs and Posters

- Exterior posters and notices that are visible from the exterior of the building, are prohibited. This includes, but is not limited to, grounds furnishings, light posts, fences, sidewalks, murals on glass.
- Designated events (such as move-in) require prior approval by Residence Services and will include a timeline for removal and a person or persons to take responsibility for removal.
- Only materials listed under “Specific Criteria Regarding Posting” may be used.

### Common Areas

Common Areas are defined by the Community Standards and will include all main areas that are readily accessed by residents: these areas are inaccessible to non-residents.

Examples include, but are not limited to, the lobbies of the Lister Centre towers (Kelsey, Mackenzie, Henday, and Schaffer), common rooms, common kitchens, common kitchens and the Residence Saint-Jean lobby.

- Posters and notices beyond the locked doors of the residence are restricted to Residence Services, Ancillary Services, Campus Security Services, and members of the students’ association.
- Groups and/or individuals falling outside of this must obtain permission through the Residence Services or the appropriate students’ association.
- No posters or notices may be placed on fire escape doors or windows, on floor wing doors (floor wing windows are permitted).
- Posters are permitted in common area bathrooms; however, they may be removed without notice when cleaning is necessary.

### Private Areas

Private Areas are defined by the Community Standards and refer to the private living space of residents. This policy does not address postings in private areas; however, any

posting visible externally must abide by the Residence Community Standards and the Code of Student Behaviour.

## Specific Criteria Regarding Posting

### Materials and Dimensions

#### Posters and Notices

- Thumb tacks are the preferred method for mounting onto approved notice boards.
- Masking tape, painter's tape, or magic mounts must be used for mounting posters or notices on approved areas where bulletin boards are not available. Postings are not permitted on glass surfaces.
- The size of posters or notices should not exceed 460 mm x 600 mm (18" x 24") unless otherwise approved by Residence Services.
- Each poster and notice must display (in a location that is easy to read) the name of the sponsor group. In addition, outside groups must also include the name of a contact person and telephone number. Posters and notices without this information will be removed.

#### Banners

- Thumb tacks are the preferred method for mounting onto approved notice boards.
- Masking tape, painter's tape, or magic mounts must be used for mounting posters or notices on approved areas where bulletin boards are not available. Postings are not permitted on glass surfaces.
- Any posting 19" x 25" or larger will be considered a banner. The maximum banner size is 1.5m x 2.4m (5' x 8') unless otherwise approved by Residence Services.
- The bottom point of the Banner must be at least 30 cm (1') above the floor, ramp or stairs.
- Each group or organization may display only one banner per event per approved location.
- Each banner must display (in a location that is easy to read) the name of the sponsor group. In addition, outside groups must also include the name of a contact person and telephone number. Banners without this information will be removed.
- All banners must be fire retardant

#### Other

- Any paint used must be water-based
- Any markers used must be dry-erase

## Terms for Approval

In addition to the above guidelines, posters, notices and banners must abide by the Residence Community Standards and the Code of Student Behavior. Posters, notices, and banners containing the following content will not be approved:

- any pornographic imagery
- any wording or imagery that promotes the over-consumption of alcohol
- any wording or imagery that promotes illegal gaming practices as defined by Alberta's Gaming and Liquor Licenses
- any wording or imagery deemed to detract from an open and respectful learning environment

Posters, notices, and banners approved by Residence Services for special occasions will outline expectations concerning:

- Timeline for display
- Agreement on which group is responsible for application and removal
- Content

#### Implementation and Review

- This policy shall become effective at the beginning of the academic school year and remain in effect throughout the academic year.
- This policy shall be subject to periodic review and change.