

Approval Date: March 1, 2012

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Parent Policy: [Signage Policy](#)

## Posting Announcements, Notices and Banners Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Associate Director (Buildings and Grounds Services)
<b>Approver:</b>	Associate Vice-President (Operations & Maintenance)
<b>Scope:</b>	Compliance with this University procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) in addition to third party contractors, visiting speakers, volunteers, professors emeriti, undergraduate students, graduate students, post-doctoral fellows, and visitors to campus.

### Overview

The Buildings and Grounds Services Department has the responsibility for the provision of custodial and grounds services intended to maintain and enhance the environment for students, staff, and visitors. In its effort to maintain an aesthetic and functional campus environment, the University of Alberta, while accommodating the announcement of certain University events, messages, or products, requires that campus groups have appropriate approvals prior to displaying messages. Groups or individuals, whether they are members of the university community or visitors to campus, must adhere to consistent posting standards for the various campus locations in which they are posting.

Buildings and Grounds Services is also responsible for the oversight of agreements for advertising in common areas (i.e. washrooms, walkways), and the monitoring and removal of banners, notices, etc. that are posted without approval or outside the appropriate posting guidelines.

### Purpose

This procedure and its appendix will identify who can post notices and banners, who to contact for guidelines and approval at various locations/campuses, where the postings may be displayed, what postings/announcements are permissible, how items should be posted, and who to contact with questions.

This procedure and its associated appendix apply to all University campuses, University buildings and grounds on all University properties, with the exception of the following notices/notice boards:

- facilities shutdown notices (Facilities & Operations)
- University of Alberta advertisement signs (Facilities & Operations)
- classroom change signs (Office of the Registrar)
- final exam schedules (Office of the Registrar)
- faculty/departmental notice boards (individual faculties)
- public notice boards in Central Academic Building (Facilities & Operations)
- notice boards in residences (Ancillary Services)

Inquiries should be directed to the Facilities and Operations Maintenance Desk at 780-492-4833.

## **PROCEDURE**

### A. Registered Student Groups and Members of the University Community

The University allows announcements and event postings from registered student and staff 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. Posters and notices shall be displayed only on designated notice boards, which are for exclusive use by recognized University groups and organizations.

1. Each group or organization may display only one poster or notice per event per approved notice board.
2. All posters, notices and banners must be removed by the sponsoring group or individual within two working days of the conclusion of the event. The maximum display time shall not exceed two weeks without prior approval. (cost to remove delinquent Posters, Notices and Banners may be recovered by Buildings and Grounds Services).
3. Any poster, notice or banner used for solicitation or non-university business without appropriate agreement with the University (through Buildings and Grounds Services, Students' Union, Ancillary Services as appropriate) will be removed and the cost to remove such display may be recovered by Buildings and Grounds Services.
4. The following locations shall be kept free of posters, notices and banners:
  - Administration Building
  - University Hall
  - Libraries

These campus locations have separate poster, notice and banner policies or approval processes and these locations should be contacted directly for further information:

- Students' Union Building (492-4241)
- Ancillary Services facilities, including all food services/dining services locations and their adjoining seating areas (492-4281)
- HUB International Marketplace and Newton Place (492-2241)
- Augustana (780-679-1605)

As an understanding between the Students' Union and Buildings and Grounds Services, Students' Union Elections will be exempt from these procedures/guidelines provided that the candidates comply with the regulations identified by the Students' Union during this event. Exceptions include, but are not limited to, poster sizes, multiples posters in an area, duration of postings. Please note, regardless of exceptions to the size, number and length of time for these postings, removal of all postings in a timely manner following the election is required by each candidate.

#### B. Groups External to the University

Buildings and Grounds Services is also the point of contact for the University for the advertising of products, events, or messages in common spaces such as washrooms, walkways, hallways and building entryways, by groups external to the University. This is permissible only by written agreement in accordance with *the Supply of Goods and Services Policy*. Buildings and Grounds Services coordinates the review of all proposed content/material and vets with affected University departments. Questions regarding these types of postings/advertisements may be directed to Buildings and Ground Services.

### **DEFINITIONS**

There are no definitions for this Procedure. [[▲Top](#)]

### **FORMS**

There are no forms for this Procedure. [[▲Top](#)]

### **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Buildings and Grounds Services](#) (University of Alberta)

[Canvassing and Solicitation Policy](#) (UAPPOL)

[Short-Term Casual Event Booking Procedure](#) (UAPPOL)

[Contract Review and Signing Authority Policy](#) (UAPPOL)

[Events with Alcohol – FAQ](#) (University of Alberta)

[Lands and Buildings Security Policy](#) (UAPPOL)

[Outdoor Site Booking Procedure](#) (UAPPOL)

[Posting Announcements, Notices and Banners Procedure \(Appendix A\)](#) (UAPPOL)

[Students' Union Operating Policies](#) (University of Alberta)

[Supply of Goods and Services Policy](#) (UAPPOL)