



— EST 1893 — SRC Poster Policy

1. Criteria

- a. Any individual or group wishing to advertise or place posters in the Student Union Building and in all academic buildings and the Sports Centre must conform to the following policy.
- b. All posters/advertisements must be tasteful and inoffensive. Any poster/advertisement that violates this policy will be removed and discarded.
- c. All posters must **clearly** reflect the nature of the event or organization promoting it.
- d. Failure to comply with any of the criteria will result in immediate loss of poster privileges.
- e. Poster/advertisements that are placed on buildings not designated in this policy (i.e. Learning Commons, Residences) must abide by the policies that are in force at those locations.
- f. Internal parties will be encouraged to use the University digital boards whenever appropriate and possible to lessen the environmental impact.
- g. SRC elections posters must abide by the SRC elections policies.

2. Policies

- a. All posters/advertisements must be approved and stamped by the SRC or Residence Services (when being posted in Residence) before being posted.
- b. All posters/advertisements must conform to the regulations found in the University Alcohol Policy.
- c. Digital signs may be reviewed by the Communications department for adherence to brand guidelines
- d. All posters/advertisements/digital signs must be dated for removal.
- e. A limit of 25 similar paper posters/advertisements for the same event.
- f. The SRC reserves the right to reject approval of posters/advertisers if it does not adhere to the University or SRC policies. Posters beyond standard size will be subject to specific approval by the Board of Student Representatives.
- g. As a general guideline, posters/advertisements may remain posted for a period of up to two weeks and for a maximum of 24 hours after the relevant event date has passed. It is up to the discretion of the stamper should special circumstances require otherwise.
- h. Posters/advertisements are only permitted on specially designated Bulletin Boards if available in your target building. In buildings without Bulletin boards, posters must not be placed on windows or exterior doors.
- i. Defacing or the removal of another's poster/advertisement is strictly

prohibited.

j. Only sticky tack (walls) or pins (bulletin boards) can be used to place paper posters/advertisements, no tape.

k. Advertisers are responsible for the removal of all their paper posters/advertisements by 4:30p.m. on the removal date.

3. Poster Charges

a. The intent of this section is to regulate the price of using space, and to reduce the amount of posters staying on the boards and walls in our facilities for extended periods of time, with the anticipation of reducing the posters' overall environmental impact at Bishop's University.

b. For the purpose of this document, internal parties are defined as departments and student-led organizations within Bishop's University. External parties include, but are not limited to, corporations, artisans, and any other parties whose business is not affiliated with the University or its students.

c. For the purpose of this document, on-campus activities are defined as on-campus undertakings and events, including but not limited to departmental wine & cheese events, on-campus services, educational advertisements (within the Bishop's community). Off-campus activities include but are not limited to advertisements for businesses outside of Bishop's University, rental offerings, "for sale" postings, and events being held off-campus.

	Internal or External Party ON -Campus Activity	Internal Party OFF -Campus Activity	External Party OFF -Campus Activity
Per Regular Poster (8" x 11")	FREE	\$0.50/poster	\$2.00/poster
Per Large Poster (larger than 8" x 11")	FREE	\$1.00/poster	\$4.00/poster

payable at the SRC offices, in cash or by e-transfer or Paypal.

d. The SRC Executive may waive the fees related to posters for philanthropic or charitable clubs or events at their discretion.