



## SRC Poster Policy

*Effective March 1, 2026*

### 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.  
**Bishop's University departments are exempt from this requirement.**
- 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. Consult the following document for guidelines [PROMOTING YOUR EVENT - Bishop's University February 2026.docx](#)
- 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 larger than 11 x 17" will be subject to specific approval by SRC staff.
- 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 staff member stamping the poster 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. **Sticky tack or painters' tape (blue or green) placed on the back of the poster are the only adhesives authorized for putting posters on BULLETIN boards and walls. Pins should be used on regular bulletin boards. Posters installed with other adhesives (e.g. scotch tape, duct tape, and packing tape) will be removed.**
- k. **Promoters/advertisers are responsible for the removal of all their paper posters by 5 p.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. 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. 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<br>Party<br><b>ON-Campus Activity</b> | Internal Party<br><b>OFF-Campus</b><br>Activity | External Party<br><b>OFF-Campus Activity</b> |
|-----------------------------------------------|------------------------------------------------------------|-------------------------------------------------|----------------------------------------------|
| Per Regular<br>Poster (8" x 11")              | FREE                                                       | \$1/poster                                      | \$2.50/poster                                |
| Per Large Poster<br>(larger than 8" x<br>11") | FREE                                                       | \$2/poster                                      | \$5.00/poster                                |

These are to be paid at the SRC offices, in cash or by e-transfer to [srced@ubishops.ca](mailto:srced@ubishops.ca), or debit/credit (using the wireless POS terminal).

- d. **SRC staff may waive the fees related to posters for philanthropic or charitable clubs or events at their discretion. i.e. non-profit groups running events such as the Lennoxville & District Women's Centre, Mae Sot, Townshippers' Association, etc.)**