

Posting of Notices, Posters, and Signs

To maintain a standard of professionalism, posters and announcements are not to be placed on walls, pillars, doorways or windows in any location in Scurfield Hall.

All posters or announcements that any staff, faculty, or student wishes to hang that do not relate to the Haskayne School of Business must be sent to the Facilities or Operations office for approval in SH315.

In accordance with University Policy and Procedures:

- 1) Posters to be hung in Scurfield Hall must be related to Haskayne School of Business' activities. Hanging of posters by **external** groups must be given prior permission.
  - a. Should you wish to post advertising on the tables, walls, or flooring (including temporary decals/stickers) in the building, please contact [facilities@haskayne.ucalgary.ca](mailto:facilities@haskayne.ucalgary.ca) and provide a sample of the item(s) you wish to use.
  - b. If the poster is related to an event, the posters must be removed the same day the event is finished.
- 2) Posters must be hung using the "room hangers" posted outside the classroom.
- 3) No posters are to be hung in the +15 connecting Scurfield Hall to the Education Building.
- 4) Proper adhesive is required to be affixed and removed –no tape EXCEPT painters tape. We recommend the use of sticky-tack (to be provided at your own expense).
- 5) Everyone who has an approved poster is also responsible for its removal, including adhesive. Damage resulting from the removal of improperly affixed postings will be repaired at the expense of the sponsor.
- 6) General posters related to HSB can be hung on the bulletin boards located on the 1<sup>st</sup> and 2<sup>nd</sup> floors **after contacting the HSA club for approval – visit <https://www.hsaucalgary.com/contact-us>**
- 7) Any posters, notices, or signs which constitute a safety hazard such as those posted on fire doors or covering fire-hose cabinets or fire extinguishers will be removed and the offender may be fined.
- 8) Have most posters (exceptions can be made) no larger than 8.5" X 14"
- 9) While recognizing freedom of expression in an academic context, the content of postings must not promote a particular political, religious, or un-ethical bias that would infringe upon the rights or personal security of individuals as contained in the University's Personal Security Policy or other relevant statutes or legislation.
- 10) Content of postings must not encourage the irresponsible use of alcohol. Advertising for events at which alcohol will be consumed are also required to be consistent with the Alberta Gaming and Liquor Commission (AGLC) Guidelines to Licensee Advertising and Promotion.
- 11) Content of postings must not contain the promotion of tobacco or other drugs.
- 12) No more than one (1) poster posted by any one organization or to advertise any one event may be posted on any bulletin board or classroom posting clip.
- 13) All poster regulations also apply to banners



**UNIVERSITY OF  
CALGARY**

## **HASKAYNE SCHOOL OF BUSINESS**

2500 University Drive NW  
Calgary, AB, Canada T2N 1N4  
[ucalgary.ca](http://ucalgary.ca)

Any posters that are hung that have no relation to HSB events, have not been approved, or break any of the above guidelines or any of the guidelines as stated in UofC Policy will be taken down and recycled without notice.

Questions and/or Concerns, please contact HSB Operations/Facilities in SH 315 at (403) 220-3804 or [facilities@haskayne.ucalgary.ca](mailto:facilities@haskayne.ucalgary.ca).



UNIVERSITY OF  
CALGARY

**University Policy**

University Procedure  
Instructions Forms

**Posting of Notices, Posters and Signs**

Classification	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4
Approval Authority	
Implementation Authority	
Effective Date Select from calendar	
Latest Revision	

- Purpose** 1 The purpose of this policy is to define acceptable areas for postings.
- Scope** 2 This policy applies to all University of Calgary staff, students and visitors.
- Definitions** 3 In this policy
- a) "Approval Authority" means the office or officer responsible for approving University policy and procedures.
  - b) "Implementation Authority" means the office or officer responsible for implementing University policy and procedures as well as monitoring compliance.
- Policy Statement** 4 **4.1 General**  
 In order to enhance the beauty and environment quality of the University of Calgary Campus, promote campus communications through a systematic notice posting approach, and avoid unnecessary maintenance costs, safety hazards, and visual pollution caused by the indiscriminate posting of notices, posters, banners, and like material, the following regulations will apply to the affixing of such material in and around University facilities. Separate regulations for such activities are in effect for the MacEwan Student Centre (MSC) and facilities under the control of the Residence Services, which include Brewster Hall, Cascade

Hall, Castle Hall, Glacier Hall, Kananaskis Hall, Norquay Hall, Olympus Hall, Rundle Hall and Varsity Courts. Under no conditions may posters or unauthorized signs be attached to walls of corridors, classrooms, or public spaces or attached to equipment.

#### **4.2 Building Interiors**

Any posters, notices or signs which constitute a safety hazard such as those posted on fire doors or covering fire-hose cabinets or fire extinguishers will be removed and the offender fined \$500.

- 4.2.1. It is the policy of the University to provide sufficient notice boards throughout its buildings to provide a reasonable amount of space for the posting of notices required for the official purposes of academic, non-academic, and student activities. These notice boards must meet building and fire code standards.
- 4.2.2. Building notice boards are under the control of the department or other unit in whose area they are located. Common area notice boards are under the control of Property Management.
- 4.2.3. Notices and other material may be posted only on the notice boards provided and only when approved by the controlling Department or other unit. Generally, all postings must be confined to Bulletin Boards and affixed in such a manner so as not to damage the wall, or surface to which they are attached. Other walls, glass surfaces, and doors in corridors and public areas are not to be used without specific permission from Property Management. Posting and removal guidelines are established by the department or unit.

The following is acceptable:

- Any poster put out by the Students' Union, including any of its businesses and services;
- Any poster put out by a registered Student Group, provided that any such poster includes the name and/or logo of said group;
- Any poster advertising an event to take place on the University of Calgary campus, provided that the name and/or logo of the event's organizer is included on the poster;
- Any poster put out by the University of Calgary or any department thereof, provided that any such poster includes the name and/or logo of

The following is not acceptable:

- Any poster that does not meet the criteria outlined above;
- Posters will usually be limited to eight and a half (8.5) inches by fourteen (14) inches in size. The only exception to this limitation shall be in the case of pre-produced posters for which limited approval may be granted, no more than one of which may be posted on a notice board in any University building.
- Regardless of the section above, any poster with any dimension greater than twenty-eight (28) inches or with a surface area greater than six hundred and sixteen (616) square inches or that occupies more than one quarter (25%) of the area on a single bulletin board;
- Large postings may be allowed in suitable locations, on a case by case basis, providing they do not conflict with the placement of

University materials for University events, or cause a hazard in set-up or to pedestrian traffic. Permission is required from the Director of Operations & Maintenance.

- Posters may not breach any municipal, provincial or federal law or regulation.
  - Regardless of the section above, any poster containing material that is sexist, racist, homophobic, or otherwise defamatory.
  - Regardless of the section above, any poster that contains offensive pictures or language.
  - While recognizing freedom of expression in an academic context, the content of postings must not promote a particular political, religious, or un-ethical bias that would infringe upon the rights or personal security of individuals as contained in the University's Personal Security Policy or other relevant statutes or legislation.
  - Content of postings must not encourage the irresponsible use of alcohol. Advertising for events at which alcohol will be consumed are also required to be consistent with the Alberta Gaming and Liquor Commission (AGLC) Guidelines to Licensee Advertising and Promotion. (Licensee Handbook Section 9).
  - Content of postings must not contain the promotion of tobacco or other drugs.
  - Regardless of the section above, any poster that is not written in English or French.
- 4.2.4. Approval for posting shall be limited to a maximum of 100 posters for each event or subject, and no more than one poster for each event or subject may be posted on a single notice board. Oversized posters shall be subject to the regular approval process.
- 4.2.5. No more than one (1) poster posted by any one organization or to advertise any one event may be posted on any bulletin board.
- 4.2.6. Posters may not be posted in a manner that covers over approved posters. Posters may be re-arranged on the same bulletin board in order to accommodate a new poster; however in no case may any remove or obscure any portion of duly approved posters.
- 4.2.7. University departments, clubs, and individuals responsible for the placement of the postings are also responsible for ensuring their removal. All items used in affixing a posting to any surface must also be removed. Damage resulting from the removal of improperly affixed postings will be repaired at the expense of the sponsor.
- 4.2.8. All poster regulations also apply to banners.

### **4.3 University Grounds**

- 4.3.1. No material shall be attached to trees, lamp standards, grounds furniture or statuary, traffic controls, building signs, directional signs, warning signs or other fixtures.
- 4.3.2. No notices, flyers, bills, or such materials are to be placed on vehicles parked on University grounds, or in parking lots or parkades. Exceptions to this regulation must be discussed with and approved by the Parking Services. Cost of clean-up associated with such distribution will be charged to the person or

- organization responsible.
- 4.3.3. Temporary traffic directional signs (e.g. concerts, events) are authorized through Parking Services.
  - 4.3.4. Permanent signage, including building signage, is authorized through the University of Calgary Property Management.
  - 4.3.5. The University of Calgary Operations & Maintenance department has been instructed to remove all posters, signs, notices, and similar material that have not been placed in accordance with these regulations. Any costs incurred for their removal or for the repair of damage caused by unauthorized placement will be charged to the persons or organizations responsible.

#### **4.4 Posters and Banners for Student Elections**

The Students' Union Advertising & Poster Policy:

<http://www.su.ucalgary.ca/artsculture/posterbanner-policy.html>

## **Posting of Notices, Posters and Signs**

### **Highlights**

1. Posting of Notices, Posters and Signs must adhere to UofC policy. See attached
2. Postings are not permitted on walls, doors or railings
3. Proper adhesive is required to be affixed and removed.
4. Clips outside of classrooms and breakout rooms are provided for posters.
5. HSB has first priority over student posters if there is not enough space in an allocated area.
6. C.U.S manages removal of student postings and their 2 notice boards.
7. Permission is required by the Operations Manager for special requests.