



POSTERS, NOTICES AND BANNERS POLICY

Policy Type:	Institutional,	Initially Approved:	February 5, 2024
Policy Sponsor:	Vice-President, Finance and Operations	Last Revised:	February 5, 2024
Primary Contact:	Campus Operations	Review Scheduled:	February 2029
Approver:	President and CEO		

A. OVERVIEW

Campus Operations is responsible for maintaining and enhancing the environment for students, faculty, staff, and visitors. This responsibility includes taking reasonable steps to ensure the safety of all members of the University community and its visitors, ensure the proper functioning of the University, protect and manage its property, and exercise good stewardship of public resources.

Maintaining an aesthetic and functional campus environment, while accommodating the announcement of certain University events and messages requires appropriate prior approval before posting. At the same time, groups or individuals, whether members of the University community or visitors to campus, must adhere to consistent posting standards.

The University values the expression of diverse points of view. Where a posting is lawful and compliant with University policies and procedures, content will not be a factor in determining approval of posting announcements, notices, and banners. All postings within University premises or using University resources must adhere to relevant laws, as well as the policies and procedures of the University.

B. PURPOSE

The policy defines the privileges and responsibilities around mounting posters within Alberta University of the Arts (AUArts) campus to promote campus communications and maintain and enhance the environmental quality of the campus. This will be achieved through a systematic notice-posting approach and avoid unnecessary maintenance costs and safety concerns caused by the indiscriminate posting of notices, posters, banners and similar material.

C. SCOPE

This policy applies to the placing and affixing of posters, notices, banners and similar material (herein referred to as "postings") around AUArts. This policy applies to any buildings leased by AUArts.

D. POLICY STATEMENT

1. CONTENT & APPROVAL

- 1.1 Postings announcing events, exhibitions, opportunities, competitions, and other information relevant to the University community are welcome from both internal and external sources.
- 1.2 Postings are subject to all University policies and procedures, including the Respectful Workplace Procedure, the Code of Conduct Policy, the Student Code of Conduct Procedure, the Academic and Artistic Freedom Policy, and the Freedom of Expression Policy. It is also subject to the Canadian Charter of Rights and Freedoms, the Alberta Human Rights Act, the Canadian Criminal Code, and the Provincial Offences Act.
- 1.3 Postings in public areas must be reviewed and approved by Campus Operations before posting. Campus Operations will stamp and date all postings. Campus Operations will remove any postings found not to have a stamp and date.
- 1.4 Postings on school or departmental bulletin boards must adhere to this policy and will be the responsibility of the school or department to manage.
- 1.5 Complaints regarding postings may be submitted to Campus Operations for review. Complaints should include the specific location of the postings, and whenever possible, a photo of the postings.
- 1.6 Campus Operations reserves the right to remove any postings without notice in all spaces.
- 1.7 AUArts is not responsible for any damage to postings.

2. LOCATIONS

- 2.1 Building Interior
 - a) Materials should be posted on designated locations where possible. Some bulletin boards are designated for departmental use only; the department must clearly identify such boards. Where bulletin boards are not available, wall mounting is permitted except in the following areas:
 - i. Obstructing firefighting, safety, first aid, or emergency response equipment.
 - ii. All stairwells and stairwell doors.
 - iii. Inside or outside of elevator doors and inside elevator cabs (except in enclosed cases provided)
 - iv. All windows (notices from Campus Operations are exempt)

- b) Exemptions to the above restrictions may be granted at the discretion of Campus Operations.
- c) Only push pins and wall-safe tape may be used to post postings.

2.2 Building Exterior and Grounds

- a) Postings will not be attached to building exteriors.
- b) In exceptional circumstances and only with the approval of Campus Operations, banners may be hung in the university building or exterior. In that event, the size, method of attachment, and exhibition duration must be discussed and agreed upon in writing with Campus Operations before installation.

3. DATES AND REMOVALS

- 3.1 Campus Operations is authorized to remove all postings that have not been placed in accordance with this policy. Any costs incurred for their removal or the repair of damage caused by unauthorized placement will be charged to the persons or organizations responsible.
- 3.2 Postings containing date-specific information will be removed after the date or deadline has passed.
- 3.3 If postings do not contain date-specific information, it will be removed at the end of the month in which it is posted.
- 3.4 AUArts may occasionally need to remove postings for event or exhibition preparation, cleaning, painting, construction, or maintenance. AUArts reserves the right to remove any postings without notice.

4 DEFINITIONS

Postings: Any notices, posters, banners, and like-material

5 RELATED POLICIES

- Respectful Workplace Policy
- Student Conduct Procedure
- Academic and Artistic Freedom Policy
- Freedom of Expression Policy

6 RELATED LEGISLATION

- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act
- Canadian Criminal Code
- Provincial Offences Act

7 REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
02/05/2024	New Policy	All	Director, Campus Operations	VP, Finance and Operations