

January 1, 2010

PAGE 1 OF 6

TITLE: POSTER, BANNER AND TEMPORARY SIGN POLICY

EFFECTIVE DATE: 2009-10-01

AUTHORITY: Physical Plant and Communications

REVIEW DATE: January 2014

Purpose

The purpose of this Policy is to establish a University standard with regards to conveying information to the University community through the use of posters, banners, and/or notices, while maintaining a safe and clean campus.

Scope

This policy and the procedures contained herein apply to all interior and exterior areas of the campus including, but not necessarily limited to, corridors, stairwells, cafeterias, lounges, and exterior surfaces.

Responsibility

The Vice-President (Finance and Administration) or designate is responsible for the communication, administration, and interpretation of this policy. The Physical Plant Department and the Communications Office shall ensure proper monitoring and enforcement of this policy.

Policy

1. Basic principles

- 1.1 All organizations and individuals within the University should have the opportunity to publicize their events and programs.
- 1.2 The University conforms to all sustainability policies.
- 1.3 Individuals and representatives of groups who place posters, banners, and/or notices are encouraged to consider more sustainable options (e.g., advertising using on-campus televisions and electronic reader boards).
- 1.4 Individuals and representatives of groups who place posters, banners, and/or notices are responsible for their timely removal.
- 1.5 Individuals and representatives of groups who place posters, banners, and/or notices are responsible for using the appropriate materials to affix them.
- 1.6 Poster placement must follow safety requirements, including the reduction of fire hazards to the barest minimum.

TITLE: POSTER, BANNER AND TEMPORARY SIGN POLICY

- 1.7 Priority will be given to posters, banners, and/or notices that promote the programs, events, and/or activities of the institution.
- 1.8 This poster policy is applicable to everyone, and approval is not automatic but subject to strict compliance with policy requirements.

2. Apportionment of responsibilities

- 2.1 The Communications Office shall oversee the approval and removal processes and set a levy or fee if, where, and when necessary (see 12.2 for exception).
- 2.2 The Physical Plant Department shall approve the location of bulletin boards and cork strips, and is responsible for assessing damage caused by improper affixing of posters, notices or banners.
- 2.3 Assigned bulletin boards and cork strips shall be maintained by the department or program designated.
 - 2.3.1. Notices on doors to private offices shall be maintained by the occupant of the office.
 - 2.3.2. Should damage to doors to private offices occur as a result of inappropriate affixing of posters and/or notices, the department of the occupant will be responsible for any fees related to repair.
- 2.4 The Physical Plant Department and Communications Office shall maintain and update procedures from time to time as they deem fit.
- 2.5 The University of Winnipeg shall not be held liable for the upkeep of placed or posted posters, banners, and/or notices and shall not be held responsible for removal of such.

3. Criteria for approval

- 3.1 Poster, banners, and/or notices presented for approval must not in any form promote or encourage discrimination, racism, hatred, and/or bigotry.
- 3.2 Posters, banners, and/or notices in a language other than English must include English translation.
- 3.3 Posters and notices must not exceed 17” by 24” in size, and banners must not exceed 2ft by 10ft in size.
- 3.4 Previous posting and removal record of the person or group seeking approval, where applicable, should be impeccable.
- 3.5 Posters, banners, and/or notices are expected to be printed on recycled and or unbleached and or re-used papers/fabrics.
- 3.6 The total number of posters or notices promoting an event, program and/or product allowable per individual or group must not exceed fifteen (15) at any particular time.
- 3.7 The total number of posters or notices promoting an event, program and or product allowable per designated area is one (1).

TITLE: POSTER, BANNER AND TEMPORARY SIGN POLICY

Procedures

4. Approval process – students

- 4.1 Individuals and groups interested in putting up posters, banners, and/or notices must seek and obtain approval from the University of Winnipeg Student Association (UWSA) at the Info Booth.
- 4.2 Posters, banners, and/or notices must be approved, stamped, and dated at the Info Booth before they are allowed to go up in designated areas.
- 4.3 Approved posters, banners, and/or notices must have approval and expiry dates clearly visible on them.
- 4.4 The UWSA shall ensure that the expiry date on each poster, banner, and/or notice does not exceed fourteen (14) days from the date of approval.
- 4.5 Names, contact addresses and phone numbers as well as signatures of those who wish to put up the posters, banners, and/or notices must be on record.
- 4.6 The UWSA shall, at the Info Booth, vet and approve posters, banners, and/or notices that meet the stipulated criteria.
- 4.7 Individuals and representatives of groups seeking to put up posters, banners, and/or notices must give a written undertaking to remove the posters, banners, and/or notices within 24 hours of the event's conclusion, and this should not exceed fourteen (14) days from the date of approval.

5. Approval process – employees/others

- 5.1 Individuals and groups interested in putting up posters, banners, and/or notices must seek and obtain approval from the Director of Communications or designate.
- 5.2 Posters, banners, and/or notices must be approved, stamped, and dated by the Director of Communications or designate before they are allowed to go up in designated areas.
- 5.3 Approved posters, banners, and/or notices must have approval and expiry dates clearly visible on them.
- 5.4 The Communications Office shall ensure that the expiry date on each poster, banner and/or notice does not exceed fourteen (14) days from the date of approval. Exceptions may be made by the Director of Communications or designate under special circumstances.
- 5.5 Names, contact addresses and phone numbers as well as signatures of those who wish to put up the posters, banners, and/or notices must be on record.
- 5.6 Approval must also be obtained from the Physical Plant Department administration or designate for all posters, banners, and/or notices that are to be mounted on the exterior of the University.

TITLE: POSTER, BANNER AND TEMPORARY SIGN POLICY

- 5.7 Individuals and representatives of groups seeking to put up posters, banners, and/or notices must give a written undertaking to remove the posters, banners, and/or notices within 24 hours of the event's conclusion, and this should not exceed fourteen (14) days from the date of approval.
- 5.8 In the Duckworth Centre, all banners must be approved in advance by the Facilities Manager.
- 5.9 Approval may not necessarily be immediate, and those seeking approval should expect a time frame of a day or two to complete the process.

6. Designated areas

- 6.1 Posters and notices are to be posted on bulletin boards and cork strips only.
- 6.2 Bulletin boards and cork strips with signs designating their use for specific purposes or departments are to be used for those designated purposes only.
- 6.3 All signs or posters placed on any surface other than a bulletin board or cork strip will be removed.
- 6.4 Posters, notices, and/or banners that cover any legitimately posted signs, posters, notices, and/or banners will be removed.

7. Free-standing notice boards

- 7.1 Free-standing notice boards at the main entrances to the campus and at each level of Centennial Hall adjacent to the escalators shall be reserved for the posting of notices promoting and/or advertising events and programs scheduled to take place during the current week only.
- 7.2 These boards will be checked regularly to ensure that only events of the current week are promoted.

8. Rules for affixing posters and notices

- 8.1 Only tacks, strings, masking tape, or magnetic tape are allowed for affixing interior posters.
- 8.2 The use of glue, cello paper, clear plastic tape, duct tape, and/or staples to affix posters and/or notices is prohibited.
- 8.3 Posters and notices must not be posted on doors, any glass surface, paint, varnish, wall paper, and/or mirrors.
- 8.4 Special rules apply with regards to exterior posters, notices, and/or banners (Appendix A).

TITLE: POSTER, BANNER AND TEMPORARY SIGN POLICY

9. Banners specifications and exceptions

- 9.1 Banners must be of a professional quality printed on re-usable/re-used fabric or paper.
- 9.2 Banners must be attached by string only. Tape is not allowed.
- 9.3 Banners must promote University programs and events such as Convocation or the United Way Campaign.
- 9.4 The following exceptions shall apply to the area of the escalators in Centennial Hall and the Bulman Centre:
 - 9.4.1. Banners may only be hung on the railings on either side of the escalators at each of levels two, three and four in Centennial Hall, to a maximum of six banners.
 - 9.4.2. The size of a banner is restricted to a maximum of two (2) feet by ten (10) feet (i.e., 70 cm by 300 cm).
 - 9.4.3. Banners for these areas must be approved by the appropriate body.
- 9.5 Only banners promoting on-campus events or programs shall be permitted.
 - 9.5.1. Exceptions to the above include:
 - 9.5.2. Specific guidelines relating to the annual student election campaign will be developed by The University of Winnipeg Students' Association (UWSA), and approved by the Director of Communications or designate.
 - 9.5.3. Temporary directional signs approved by the Communications Office shall be the only notices that are permitted on the exterior doors at entrances to the University, and shall be posted using masking tape only.
 - 9.5.4. Temporary signs relating to University closures or emergency situations, as determined by the Director of Communications or designate, or by Security Services, may be posted wherever it is deemed appropriate.
 - 9.5.5. Temporary signs required for maintenance, repairs, construction and safety, as determined by the Physical Plant Department.

10. Removal of posted signs, posters and banners

- 10.1 In all of the instances described above, the signs, posters and banners shall be removed within 24 hours of the event's conclusion by the person or group responsible for posting them.
- 10.2 Failure to remove items may result in loss of future posting privileges.
- 10.3 Any poster, banners or temporary signs which do not comply with the guidelines will be removed.
- 10.4 Any costs associated with the removal, or for repairs to damages caused by the posted material may be charged to the person or group responsible for the posting.

TITLE: POSTER, BANNER AND TEMPORARY SIGN POLICY

- 10.5 The Communications Office, the Physical Plant Department and the UWSA shall carry out a regular check of the free-standing notice boards at the main entrances to the campus, and subsequently remove any poster or notices promoting events outside of the current week.
- 10.6 The Communications Office, the UWSA, Security Services as well as cleaning staff shall regularly remove all signs and posters placed on any surface other than a bulletin board or cork strip, and the Physical Plant Department shall subsequently assess any damages to the department or program responsible.
- 10.7 All other members of the University community are also expected to assist in keeping the campus clean by removing notices that are improperly placed.
- 10.8 The University of Winnipeg has the right to refuse approval and or the right to remove approved signs, posters and banners should the institution deem such a decision necessary.

11. Installation of bulletin boards and cork strips

- 11.1 The Physical Plant Department shall install bulletin boards and cork strips in all designated locations based on the approval of the Director of Physical Plant or designate.

12. Environmental levy and rental fee

- 12.1 Environmental levy for posters printed on certain papers and fabrics and or rental fee for posters having commercial interests from external organizations shall be assessed by the Director of Communications or designate.
- 12.2 The University of Winnipeg Student Association (UWSA) shall establish a rate and assess the environmental levy and rental fee in lieu of 2.1 above.

13. Policy enforcement

- 13.1 The Communications Office and the Physical Plant Department shall monitor and enforce this policy, and where necessary, remove posters, banners, and/or notices that are without necessary approval or improperly placed.
- 13.2 The Physical Plant Department shall ensure that each installed banner does not stay up beyond two (2) weeks in duration.
- 13.3 Students, staff, and faculty of the University are all duty-bound to ensure a clean campus by removing all improperly placed posters, notices and banners.
- 13.4 This policy should be reviewed on a regular basis by all members of the University of Winnipeg community.

Appendix A:
Mounting of Exterior Posters, Notices and/or Banners

1. Mounting of posters, notices, and/or banners on the following surfaces must be done with masking tape ONLY (mechanical fastening is not allowed):
 - a. Metal siding
 - b. Painted or varnished wood siding
 - c. Limestone
 - d. Concrete (building walls only)
 - e. Concrete block

2. Mounting of posters, notices, and/or banners on brick must be done using mechanical fastening in the mortar joints only. No holes in the brick are allowed.

3. Mounting of posters, notices, and/or banners on aluminium window mullions must be done using mechanical fastening or double sided tape, but must not penetrate beyond cap.

4. Mounting of posters, notices, and/or banners are **not allowed** on any of the following surfaces:
 - a. Roofing
 - b. Walks
 - c. Lamp and sign posts
 - d. Trees
 - e. Non-building concrete (e.g., retaining walls)
 - f. Windows and window frames
 - g. Doors, door glazing and doorframes
 - h. Mechanical grilles
 - i. Netting
 - j. Fencing
 - k. Sandstone
 - l. Pre-finished wood siding (e.g., hardi-board)