

Approval Date: March 1, 2012

Parent Policy: [Signage Policy](#)

This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

Posting Announcements, Notices and Banners Procedure Appendix A: Posters, Notices and Banner Guidelines

Office of Administrative Responsibility:	Buildings & Grounds Services
Approver:	Associate Vice President, Operations & Maintenance

As an understanding between Buildings and Grounds Services and both the Students' Union and the Graduate Students' Association (GSA), Student Elections will be exempt from these procedures/guidelines provided that the candidates comply with the regulations identified by the Students' Union and GSA during this event. Exceptions include, but are not limited to, poster sizes, multiples posters in an area, duration of postings. Please note, regardless of exceptions to the size, number and length of time for these postings, removal of all postings in a timely manner following the election is required by each candidate.

The procedure and appendix apply to all University campuses, University buildings and grounds on all University properties, with the exception of the following notices/notice boards:

- facilities shutdown notices (Facilities & Operations)
- University of Alberta advertisement signs (Facilities & Operations)
- classroom change signs (Office of the Registrar)
- final exam schedules (Office of the Registrar)
- faculty/departmental notice boards (individual faculties)
- public notice boards in Central Academic Building (Facilities & Operations)
- notice boards in residences (Ancillary Services)

Inquiries should be directed to the Facilities and Operations Maintenance Desk at 780-492-4833.

GUIDELINES:

A. POSTERS AND NOTICES

- All posters and notices must identify the person or group which is posting the poster or notice, as well as contact information.
- Thumb tacks are the preferred method for mounting onto approved notice boards.
- The size of Posters or Notices must not exceed 460 mm x 600 mm (18" x 24").

B. BANNERS

The hanging of interior banners in the Students' Union Building (SUB) requires approval from the Students' Union. Further information is available in the *University of Alberta Students' Union Operating Policies*.

All banners must identify the person or group which is displaying the banner, as well as contact information for the person or group.

The following locations are acceptable for banner installations, provided there is compliance with all elements of this guideline:

- Central Academic Building (second floor - central open atrium)
- Business Galleria (south upper walkway)

- HUB International Marketplace (four elevated lounges)
- Medical Sciences Building (second floor, main south corridor)
- Physical Education East (second level)
- Natural Resources Engineering Facility (NREF)

C. EXTERIOR/OUTDOOR SPECIAL EVENT SIGNAGE

- i. Exterior posters and notices are prohibited. This includes, but is not limited to, grounds furnishings, light posts, fences, trees, bollards, fire-gates, building exteriors, roadways or sidewalks.
- ii. Use of dyes for lettering on grass, snow, or ice sculptures must be approved by *Buildings & Grounds Services* prior to application.
- iii. Exterior portable boards, 405mm x 610mm (16" x 24"), are available for rent from *Buildings & Grounds Services* on a limited basis.
- iv. Limited display space is available in exterior map and information kiosks, 610mm x 910mm (24" x 36").
- v. Exterior banners or displays require prior approval from Buildings & Grounds Services.

D. POSTING IN ADDITIONAL AREAS FOR SPECIAL UNIVERSITY-WIDE STUDENT EVENTS

Displaying posters, notices or banners in areas other than those noted in this procedure/appendix require the following:

- i. Clubs/groups must submit an application letter to Buildings & Grounds Services, outlining time period of display, location and approximate number of posters and notices at each location. These additional special areas will be restricted to the main lobby/entrance areas, as approved.
- ii. Unpainted concrete, concrete block or brick columns may be used for mounting a single poster or notice. Where approved, multiple copies of posters or notices shall be placed no closer than 3m (10 feet) to each other and in a single row, onto unpainted concrete, concrete block, brick or plastered walls. Both sides of corridor wall may be used to display posters or notices in this instance, and masking tape shall be used to mount the posters or notices.
- iii. Posters and notices may not be placed on painted or plastered surfaces, floors, wood walls or surfaces, black/white boards, glass or door frames, or within stair shafts or elevators, nor displayed in washrooms or classrooms.
- iv. All posters, notices and banners must be removed by the sponsoring group or individual within two working days of the conclusion of the event. The maximum display time shall not exceed two weeks; cost to remove delinquent posters, notices and banners may be recovered by Buildings and Grounds Services.
- v. No permanent marking material shall be used on interior or exterior surfaces. Note, chalk is considered permanent marking on all surfaces, except exterior concrete walkways or asphalt walkways.
- vi. The size of posters or notices should not exceed 460mm x 600mm (18" x 24").

Buildings and Grounds Services reserves the right to recover clean-up and/or repair costs from any individual or group not in compliance with the Posting Announcements, Notices and Banners Procedure and Guidelines.

DEFINITIONS

There are no definitions for this Appendix. [[▲Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Buildings and Grounds Services](#) (Facilities and Operations)

[Students' Union Operating Policies](#) (Students' Union)