

Policy Number	6.5
Approval Body	Executive Committee
Policy Officer	VP Finance + Administration
Approval Date	October 2005
Review	2012

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## 6.5 POSTING OF SIGNS + POSTERS

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### OBJECTIVE

The objective of this policy is to maintain and enhance the environment quality of the Emily Carr University of Art + Design (University) 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.

### SCOPE

This policy applies to the affixing of materials, as described above, in and around University facilities. This policy applies to both buildings on Granville Island, the buildings under University jurisdiction at the Great Northern Way Campus and any buildings leased by the University.

### POLICY

1. Under no conditions may posters or unauthorized signs be attached to walls of corridors, classrooms, or public spaces or attached to equipment without Facilities approval.
2. Individuals wishing to place signage from external organizations must first check in with reception where the materials will be date stamped prior to posting.

#### BUILDING INTERIORS

3. 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. 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. For more information, contact Facilities.
5. Building notice boards are under the control of the department or other unit in whose area they are located.

#### BUILDING EXTERIORS

6. Notices, posters, bills, or like materials will not be attached to building exteriors without Facilities approval.
7. In very special circumstances and only with approval of the Facilities Director and/or Security Coordinator banners may be hung on University facilities. In that event, the size, method of attachment, and duration of exhibition must be discussed and agreed upon with the Facilities Director or Security Coordinator prior to installation.

#### **UNIVERSITY GROUNDS**

8. No notices, flyers, bills, or such materials are to be placed on vehicles parked on University parking lots or parkades. Exceptions to this regulation must be discussed with and approved by the Facilities Director and/or Security Coordinator. Cost of clean-up associated with such distribution will be charged to the person or organization responsible.
9. The University has no authority over external organizations that place flyers on vehicles or in public places. Facilities may contact Granville Island security / Granville Island Trust if a problem is perceived.
10. Permanent signage, including building signage, is authorized by the Vice President Finance + Administration.
11. The Facilities Department at the University has been authorized to remove all posters, signs, notices, and similar material that have not been placed in accordance with this policy. 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.