

**Original Approval Date:** March 1, 2012

**Most Recent Update:** June 15, 2019

**Parent Policy:** [Signage Policy](#)

## Posting Announcements, Notices and Banners Procedure

<b>Office of Administrative Responsibility:</b>	Director (Buildings, Grounds Services and Environmental Services)
<b>Approver:</b>	Associate Vice-President (Operations & Maintenance)
<b>Scope:</b>	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the <a href="#">Recruitment Policy (Appendix A and Appendix B: Definitions and Categories)</a> , undergraduate, graduate, Faculty of Extension students, emeriti, members of the Board of Governors, visitors to campus, visiting speakers and scholars, third party contactors and volunteers.

### Overview

The Buildings and Grounds Services Department has the responsibility for the provision of custodial and grounds services intended to maintain and enhance the environment for students, staff, and visitors. In its effort to maintain an aesthetic and functional campus environment, the University of Alberta, while accommodating the announcement of certain University events, messages, or products, requires that campus groups have appropriate approvals prior to displaying messages. At the same time, the University is responsible for taking reasonable steps to ensure the safety of all members of the University community and its visitors, to ensure the proper functioning of the University, for protecting and managing its property, and for exercising good stewardship of public resources. Groups or individuals, whether they are members of the University community or visitors to campus, must adhere to consistent posting standards for the various campus locations in which they are posting.

Any posting that makes use of University space or facilities must comply with applicable laws and University policies and procedures. The University reserves the right to deny the use of space or to make activities within University space subject to conditions – such as security, insurance, or signature of a waiver – if the University has concerns regarding risks of safety to persons, property damage, or interference with the proper functioning of the University. The University may exercise this right at its sole discretion.

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 announcement, notices, and banners.

Buildings and Grounds Services is also responsible for the oversight of agreements for advertising in common areas (i.e. washrooms, walkways), and the monitoring and removal of banners, notices, etc. that are posted without approval or outside the appropriate posting guidelines.

### Purpose

This procedure and its Appendix A: Posters, Notices and Banner Guidelines document identifies who can post notices and banners, who to contact for guidelines and approval at various locations/campuses, where to display the postings, what postings/announcements are permissible, how to post items and who to contact with questions.

This procedure and its associated 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)

Contact the Facilities and Operations Maintenance Desk at 780-492-4833 for general inquires only. If you have questions about a specific building, please contact the appropriate Facilities Services Manager, (see link to website below).

## PROCEDURE

### A. Registered Student Groups and Members of the University Community

The University allows announcements and event postings from registered student and staff groups and members of the University community (faculty, staff and students) provided they follow the applicable guidelines and approval processes for the areas in which they are posting. Posters and notices are only be displayed on designated notice boards, which are for exclusive use by recognized University groups and organizations. All posters and notices must include the name and contact information of the sponsoring person or group.

1. Each group or organization may display only one poster or notice per event per approved notice board.
2. The sponsoring group or individual must remove all posters, notices and banners within two business days of the conclusion of the event. The maximum display time shall not exceed two weeks without prior approval. Buildings and Grounds Services will recover costs to remove delinquent posters, notices and banners from the group or organization.
3. Any poster, notice or banner used for solicitation or non-university business without appropriate agreement with the University, through the Facilities Services Manager in Buildings and Grounds Services, Students' Union, Ancillary Services as appropriate, will be removed and the cost to remove such display may be recovered by Buildings and Grounds Services.
4. The following locations shall be kept free of posters, notices and banners:
  - Administration Building
  - University Hall
  - Libraries
  - South Academic Building

In addition, the following campus locations have separate poster, notice and banner policies or approval processes. Contact the appropriate area directly for further information:

- Students' Union Building (492-4241)
- Ancillary Services facilities, including all food services/dining services locations and their adjoining seating areas (492-4281)
- HUB International Marketplace and Newton Place (492-2241)
- Augustana (780-679-1605)

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, and duration of postings. Each candidate is required to remove all of their posters within two business days following the election.

**B. Groups External to the University**

Buildings and Grounds Services is the point of contact for groups external to the University to for the advertise products, events, or messages in common spaces such as washrooms, walkways, hallways and building entryways. This is permissible only by written agreement in accordance with *the Supply of Goods and Services Policy*. Buildings and Grounds Services coordinates the review of all proposed content/material and vets with affected University departments. It is rare to approve such advertising. Direct all questions regarding these types of postings/advertisements to the Director of Buildings and Ground Services.

**DEFINITIONS**

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

**FORMS**

There are no forms for this Procedure. [[▲Top](#)]

**RELATED LINKS**

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

[Facility Service Managers](#) (Facilities and Operations)

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

[Canvassing and Solicitation Policy](#) (UAPPOL)

[Short-Term Casual Event Booking Procedure](#) (UAPPOL)

[Contract Review and Signing Authority Policy](#) (UAPPOL)

[Events with Alcohol – FAQ](#) (University of Alberta)

[Lands and Buildings Security Policy](#) (UAPPOL)

[Outdoor Site Booking Procedure](#) (UAPPOL)

[Posting Announcements, Notices and Banners Procedure \(Appendix A\)](#) (UAPPOL)

[Students' Union Operating Policies](#) (University of Alberta)

[Supply of Goods and Services Policy](#) (UAPPOL)