

Approval Date: March 1, 2012

Most Recent Editorial Date: March 15, 2019

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

GUIDELINES:

A. POSTERS AND NOTICES

- All posters and notices must identify the person or group that is posting the poster or notice, as well as contact information.
- Thumbtacks 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. The Students' Union Operating Policy Manual provides information on posters, bulletin boards, and banners in the Students' Union Building. All banners must identify the person or group that 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, and bollards, fire-gates, building exteriors, roadways or sidewalks.
- ii. Buildings and Grounds Services must approve the use of dyes for lettering on grass, snow, or ice sculptures. The Facility Services Manager provides approval.
- 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 and groups must submit an email to the Facility Service Manager of the building, providing the dates they wish to 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 can be used for mounting a single poster or notice. Where approved, multiple copies of posters or notices must 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 can 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 cannot 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. 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; Buildings and Ground Services will recover the cost to remove delinquent posters, notices and banners.
- v. Cannot use permanent marking material on interior or exterior surfaces. Chalk is considered a 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](#)]

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

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

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