

# ADVERTISING ON BULLETIN BOARDS POSTER POLICY

## **Preamble:**

All buildings, physical space, facilities, etc. on Laurentian University of Sudbury property as indicated on the Laurentian University charter are under the control and authority of the Board of Governors.

Through the direction of the Laurentian University Administration, the Office of the Director of Services has been directed full control of authorizing, prioritizing and approving advertising and promotion on poster/bulletin boards at Laurentian University.

## **General:**

Laurentian University recognizes the need for Laurentian University groups and organizations to advertise, promote and distribute information, within Laurentian University controlled space.

## **Purpose:**

The purpose of this policy is to ensure that adequate space is made available in an equitable fashion to all Laurentian University groups and organizations accredited and authorized by the Office of the Director of Services to advertise, promote, distribute information within Laurentian University controlled space.

## **Scope:**

All groups and organizations wishing to advertise, promote, distribute information within Laurentian University controlled space must have approval under this Policy.

Materials considered to be discriminatory in nature or contravene any human rights law, Laurentian University policies or any other federal, provincial, municipal laws will not be permitted to be displayed.

## **POLICY**

### **1.0 Advertising and Promotion of Events**

#### **1.1 Accredited Groups**

Where an event is sponsored by a Laurentian University accredited group authorized by Laurentian University, and any financial gain will benefit the University Community, advertising and promotion will be allowed.

#### **1.2 Non-Accredited Groups**

- a) Where an event is sponsored by a non-accredited group and is commercial in nature, advertising and promotion will not be allowed.
- b) Where an event is not commercial in nature, advertising and promotion may be allowed at the discretion of the Office of the Director of Services.

#### **1.3 Charitable Organizations**

Where an event is sponsored by a bonafide charitable organization, advertising and promotion may be allowed at the discretion of the Office of the Director of Services.

#### **1.4 Post Secondary Institutions' Events**

Where no conflict exists with events scheduled at Laurentian University, advertising and promotion will be allowed.

### **2.0 Advertising and Promotion of Services**

#### **2.1 Accredited Groups**

- a) Where a service is offered by a Laurentian University accredited group, authorized by Laurentian University and any financial gain will benefit the University Community, advertising and promotion will be allowed.
- b) Where a service is not commercial in nature, advertising and promotion may be allowed at the discretion of the Office of the Director of Services.

#### **2.2 Charitable Organizations**

Where a service is offered by a bonafide charitable organization, advertising and promotion may be allowed at the discretion of the Office of the Director of Services.

#### **2.3 Non-Accredited Groups**

Where a service is offered by a non-accredited group and is commercial in nature, advertising and promotion will be allowed only if the service is deemed essential to the University Community at the discretion of the Office of the Director of Services.

### **3.0 Advertising of Materials and Goods**

Advertising of/for materials and goods will be allowed by members of Laurentian University Community. Groups must be Laurentian University accredited organizations. Materials and goods must not be commercial in nature.

### **4.0 Handouts**

Handouts will be permitted within Laurentian University controlled space only upon prior approval from the Office of the Director of Services.

**5.0 Postering**

- a) Posters are not to be placed on walls, ceilings, painted surfaces or glass. Organizations, departments and individuals will be held responsible for damages which result from contravention of the above.
- b) Groups or individuals not adhering to this policy will be denied future requests to post materials on University property.

**6.0 Banner and Oversize Poster Advertising and Promotion**

Spaces have been established on the first floor of the Arts Building for the placement of banners and oversize posters, and are available on a reserved basis at the discretion of the Office of the Director of Services.

**7.0 Special Notice Boards**

- a) Special notice boards may be placed within Laurentian University controlled space to advertise and promote events and/or services. The placement of special notice boards requires the prior approval of the Office of the Director of Services.
- b) These notice boards are to be placed on a temporary basis for a maximum of 5 consecutive days per group per term.

**8.0 Audio Advertising and Promotion**

Audio advertising and promotion of events and/or services may take place within Laurentian University controlled space. Such advertising and promotion requires the prior approval of the Office of the Director of Services.

**9.0 Responsibility for Advertising and Promotion**

The Office of the Director of Services is responsible for advertising and promotion within Laurentian University controlled space under the following specific responsibilities:

- a) Designating areas suitable for advertising and promotion.
- b) Maintaining notice boards within Laurentian University (including postering and removal of notices).
- c) Clearing areas not designated for advertising and promotion.
- d) An exception to the above will be the Student Centre on the 2<sup>nd</sup> floor of the R.D. Parker Building.

**10.0 Charges for Damages**

Groups or individuals will be charged clean up, housekeeping, damage costs resulting from improper or unauthorized posting of materials.

**11.0 Advertising and Promotion Within the Student Centre**

- a) All groups and organizations wishing to advertise and promote within the Student Centre must have approval from the Manager of the Student Centre.
- b) All materials considered to be of discriminatory nature or contravene any human rights law, Laurentian University policy or any other federal, provincial, municipal laws will not be permitted to be displayed.