

 <p>BRANDON UNIVERSITY Founded 1899</p>	<h2>Poster Policy</h2>	<p>First Approved: December 13, 1990</p>
		<p>Updated: September 28, 2013</p>
<p>Board of Governors Policy</p>	<p>Approved by Board of Governors Administered by Vice-President (Administration & Finance)</p>	<p>Reviewed: September 28, 2013</p>

Policy Objectives

Brandon University is committed to ensuring a clean, aesthetically pleasing, and safe campus.

Policy Administration

The Vice-President (Administration & Finance) is responsible for the ongoing administration of this policy within the University, while the unit heads are responsible for the implementation and operation of this policy within the facilities to which they are assigned.

Posting Procedures

For the purpose of this policy, the campus is divided into areas based on the unit regularly assigned to use that area. Areas not assigned/assignable in this manner are the responsibility of the Vice-President (Administration & Finance). (The Knowles-Douglas Students' Union Centre is the sole responsibility of the Knowles-Douglas Commission.)

The unit heads, or the Vice-President (Administration & Finance), as the case may be, are responsible for:

1. identifying locations within their respective areas of the campus where posters, notices, and temporary signs may be posted;
2. working with Physical Plant to ensure that such locations have adequate and appropriate notice boards; and
3. notifying those wishing to post within their respective area of the campus of the applicable policy and procedures.

The unit heads should display the posting procedures as they apply to their area of responsibility and shall notify their respective staff.

Poster Locations

As a general rule, postings should be limited to notice boards provided for that purpose. They should not be permitted on painted, glass, and wood surfaces, or any doors and windows. Posters are also not permitted on elevator doors or inside elevators.

General Principles

- All organizations and individuals within the University should have the opportunity to publicize their events and programs, provided they follow the guidelines in this policy.
- Postings must be consistent with Brandon University policies, including the Respectful Environment Policy, and with the law.
- Advertising on campus should be limited to services particularly relevant to the university community. Advertisements should be approved by the unit head responsible for the area concerned.
- Postings of a political nature are acceptable. They should provide information and/or encourage open thought and debate.
- Priority will be given to posters that promote programs, events, or activities of Brandon University.
- Posters or notices shall normally be in either English or French or both. Where the principal message is in another language, the poster or notice shall include a translation in either English or French or both, or such translation shall be provided by the poster sponsor upon request.
- Posters are limited to one copy of the same poster per board.
- Posters must clearly state the individual or group responsible for their creation.

Use of University Name and Marks

The use of Brandon University's name, crest, logo, and other marks may only be used in compliance with the Use of University Names and Marks Policy.

Removal of Posters

- Posters shall be removed within 24 hours of the event's conclusion by the person or group responsible for posting them.
- Any costs associated with the removal or for repairs or damages caused by the posted material may be charged to the person or group responsible for the posting.
- Any poster that is not posted in a designated location may be removed.
- Posters that cover any other legitimately affixed poster will be removed.
- A poster that violates any other aspect of this policy may be removed.