



Canada's Capital University

Policy Name:	Posting Policy
Originating/Responsible Department:	University Communications
Approval Authority:	Senior Management Committee
Date of Original Policy:	October 1994
Last Updated:	October 2010
Mandatory Revision Date:	October 2015
Contact:	Director, University Communications

A. Posters:

1. Overview and Purpose:

The Posting Policy covers the posting of all paper advertisements, flyers, and posters ("Posters") on Carleton University property and the installation of bulletin boards. The purpose of the Policy is to provide access to designated space for the promotion of Carleton-related news, information, policies, programs, and events, while protecting Carleton property.

2. Scope of Policy:

This Posting Policy applies to all Carleton University students, faculty, staff, and the general public who wish to post Posters.

3. Definitions:

For the purposes of this Policy, the following definitions apply:

- a. "Designated Display Areas" are restricted to approved University Bulletin Boards or clearly marked wall space. Designated Display Areas do not include areas supervised by the Carleton University Students' Association (CUSA) and bulletin boards that are specifically identified and marked as belonging to a University faculty, school, institute or department. A list of Designated Display Areas is listed available online at <http://www2.carleton.ca/communications/our-services/university-bulletin-boards/>
- b. "Sponsoring Organization" is the non-profit or not for profit organization for whose benefit the Poster is displayed;

4. Rules Applicable to Displaying Posters:

The following rules apply to the display of Posters:

- a. Posters may be displayed only in Designated Display Areas;
- b. Each Designated Display Area may contain no more than one Poster for each event or matter advertised;
- c. Posters may not exceed 11" x 17" in size.
- d. The name of the Sponsoring Organization must be clearly displayed on the Poster.

- e. Only non-profit Sponsoring Organizations may display Posters. Sponsoring organizations are responsible for posting their own posters on designated university boards. A list of designated spaces is available online at <http://www2.carleton.ca/communications/our-services/university-bulletin-boards/>.
- f. Sponsoring Organizations are responsible for ensuring that Posters comply with all applicable laws, including but not limited to, human rights and criminal laws, and all applicable Carleton University policies including but not limited to the equity policies and the Carleton Alcohol Policy found at:
<http://www2.carleton.ca/equity/human-rights/policy/>
<http://www2.carleton.ca/secretariat/ccms/wp-content/ccms-files/Alcohol-Policy1.pdf>
- g. Sponsoring Organizations are responsible to ensure that Posters are displayed for no longer than 31 days, or until the day after the event advertised by the Poster, whichever is earlier;
- h. Posting over or removing existing and current Posters is not permitted.
- i. Notwithstanding g. above, posters will be removed at the end of every month by the Department of University Communications.

5. Election Posters:

Notwithstanding this Policy, during CUSA student elections, candidates will be allowed to post election materials throughout the University Centre and in specially marked 'CUSA elections' spaces. Materials may be posted during the CUSA general election campaign period as described in the Writ of Election for any given year. Posters must be removed the day following the election.

6. Consequences of Non-Compliance with the Posting Policy:

- a. The Department of University Communications will regularly inspect Bulletin Boards and reserves the right to remove any Poster not in compliance with this Policy.
- b. In addition to removal of the noncompliant Posters, Sponsoring Organizations and associated individuals responsible for displaying noncompliant Posters may be subject to the following consequences:
 - i. Receipt of formal notice to cease and desist in posting in unauthorized locations;
 - ii. Being charged for costs associated with the removal and/or damage caused to campus property;
 - iii. Suspension of posting privilege;
 - iv. Actions taken under the University's Alcohol Policy or the Student Rights and Responsibilities Policy.

Reinstatement of posting privileges or appeal of suspension is at the discretion of the Department of University Communications.

B. Bulletin Boards

1. Installation of bulletin boards in public areas is subject to the approval of the Signage and Wayfinding Committee. Requests for the installation of bulletin boards in public areas should be directed to the Chair of the Signage and Wayfinding Committee, c/o Darryl Boyce, Physical Plant, 116 MB (Maintenance Building), darryl_boyce@carleton.ca, 520-2600 ext. 4475.
2. Each bulletin board authority will be responsible for approving and posting posters for its respective bulletin boards. For the purpose of this Policy, authority for University bulletin boards is shared as follows:

- a. Official University Bulletin Boards
- b. The Department of University Communications (DUC) is responsible for all Official University Bulletin Boards (marked 'University News and Events') on the Carleton University campus.
- c. Faculty/School/Institute/Departmental Bulletin Boards
- d. This type of bulletin board includes all bulletin boards that are specifically identified and marked as belonging to a University faculty, school, institute or department (marked 'Name of faculty, school, etc...').
- e. General Use/Student Bulletin Boards (CUSA)
- f. The Carleton University Students' Association (CUSA) is responsible for managing all general use/student bulletin boards (marked 'Carleton University Students' Association') on the Carleton University campus.

C. Inquiries or Comments

1. Questions about the Policy may be directed to University Communications, 605 Robertson Hall, postingpolicy@carleton.ca.
2. All comments or concerns with respect to Posters should be directed to the Department of University Communications, Attention: Director, University Communications or Manager, Public Affairs at postingpolicy@carleton.ca.

Links to related Policies:

[Publications Policy](#)

Alcohol Policy

Equity Policies