A. Posters:

1. Overview and Purpose:

   The Posting Policy covers 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 promoting 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 members of 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 the Graduate Student Association (GSA) and bulletin boards that are specifically identified and marked as belonging to a university faculty, school, institute or department.

   b. “Sponsoring Organization” is the non-profit, not-for-profit or for-profit organization displaying the poster;

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. Sponsoring organizations are responsible for posting their own posters on designated university boards.

e. 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, equity policies and the Carleton Alcohol and Cannabis Use Policy found at: https://carleton.ca/secretariat/policies/

f. Posting over or removing existing and current posters is not permitted.

g. Off-campus bars, taverns and clubs are not permitted to poster or market their services in any way in any of Carleton’s residence buildings or the space immediately adjacent to these buildings, including tunnel space.

h. Posters will be removed from official university bulletin boards marked ‘University News and Events’ on the last working day of every month by the Department of University Communications.

5. Election Posters:

Notwithstanding this policy, during CUSA and GSA student elections, candidates will be allowed to post election materials throughout the University Centre and in specially marked CUSA/GSA election spaces. Materials may be posted during the CUSA or GSA 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 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 Carleton Alcohol and Cannabis Use Policy or the Student Rights and Responsibilities Policy and/or the Student and Visitor Ban from Campus 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 Assistant Vice-President (Facilities Management and Planning), Physical Plant, 116 MB (Maintenance Building), 613-520-2600 ext. 4475.

2. Each bulletin board authority will be responsible for managing 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. A list of the board locations is available online at https://carleton.ca/duc/resources/#publicity
   c. Faculty/school/institute/departmental bulletin boards - 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.
   d. General Use/Student Bulletin Boards (CUSA)
   e. 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, at 613-520-3660.

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 613-520-3660, or Assistant Vice-President (Facilities Management and Planning)

Links to related Policies:

Publications Policy

Carleton Alcohol and Cannabis Use Policy

Equity Policies

Student Rights and Responsibilities Policy

Student Visitor Ban from Campus Policy