

# POSTING POLICY

*For the University of Guelph-Humber Building*

## POSTING APPROVAL PROCEDURE

### GENERAL POSTINGS

- All general posters must be approved in GH 108 before being posted.
- Once flyers are stamped for approval, may post, following the guidelines outlined below.

### CLUB, SOCIETY & DEPARTMENTAL POSTINGS

- Internal departmental and sanctioned clubs and societies posters do not require a stamp of approval from GH 108 before being posted.
- All posting must continue following the guidelines outlined below.

### Criteria

- Posters are 8.5 x 11 inches – 11 x 17 inches.
- In most cases, postings are restricted to the promotion of campus-related activities.
- Flyers must not intentionally display threatening, obscene, hateful, or harassing content.
- Postings can be up for a maximum of two weeks. After which time they must be removed.
- Individuals/groups are responsible for removing their own postings.
- For extensions, individuals must bring the posting back to GH 108 to be re-approved.

## POSTING LOCATIONS

### CLASSROOM BULLETIN BOARDS

- No individuals or groups may post on these boards. They are reserved for academic postings only.

### CLUB, SOCIETY & DEPARTMENTAL POSTINGS

- The elevator walls on the 1st, 2nd, 3rd, and 4th floors facing the spiral staircase.
- A maximum of two flyers can be put up on each floor.

### GENERAL POSTINGS

*These include rental notices, textbooks sales, etc. and may only be in the form of flyers.*

- The bulletin board on the 2nd floor to the right of the men's washroom.
- The bulletin board on the 3rd floor between the elevators.

### STUDENT GOVERNMENT ELECTION POSTINGS

- Candidates are permitted to post flyers on the walls surrounding the elevators on all four floors in the building.

### BALCONY BANNERS

- Space must be reserved through the Student Life office in GH 108 up to one month in advance.
- Banners must be 6.5 feet x 3.75 feet.
- The balcony located on the 2nd floor is reserved for posting banners.
- The long balcony located by the Learning Commons has been divided into four sections.

## GUIDELINES

- Only masking or green tape can be used on the elevator walls and balconies.
- Staples and pushpins can be used on the general posting bulletin boards.
- Remember to respect others. Do not post over or tear down materials belonging to other groups.
- There can be no posting on any surfaces (ex. glass, wood, pillars, etc.) other than the locations listed above.

***For questions relating to this policy, please contact:  
Student Life, GH 108  
416-798-1331 x6288  
life@guelphhumber.ca***

*Updated October 2022*