

# Poster Regulations

A "poster" refers to any poster, notice or advertisement which announces activities or events, conveys information about clubs or other organizations, or serves a similar purpose.

Posters will only be stamped for departments, faculties, recognized campus clubs and organizations within the University of St. Michael's College community. No external organizations will have their posters stamped unless directly endorsed by a department, faculty or recognized campus club or organization.

It is expected that when displaying posters you will exercise common sense and good taste. The following regulations will be enforced by the Dean of Students.

## PROCESS FOR POSTING

1. Create and print your poster according to the guidelines below (we will not print posters for you).
2. Bring your poster to the front desk at the Registrar's office, between 10am-12:30pm, or 1:30pm-4pm Monday to Friday to be stamped.
3. Hang your poster on bulletin boards within Brennan Hall, careful to attend to the guidelines below.
4. Remove your poster after your event.

## THE RULES

- Posters may appear only on bulletin boards (designated felt walls within the COOP)
- For the protection of the surfaces, posters attached to painted drywall, pillars in the Concourse, and glass including windows and doors will be taken down.
- Posters are not allowed in the stairwells (Fire Marshall Regulations).
- Posters are logged by the Office of Student Affairs to track the approved posters.
- Groups granted authorization for posters are responsible for their removal within twenty-four hours following the event.
- Failure to comply with the rules, may result in loss of privileges.

## RESTRICTIONS

- Maximum of 25 posters per event.
- Maximum size of poster will be 11" x 17"
- Organizations wishing to put up posters must be affiliated with or sponsored by a campus group recognized by SMCSU and/or the University of St. Michael's College.
- The particular campus group with which the organization is affiliated must be clearly indicated on the poster.
- The availability of alcohol beverages may be mentioned on the poster only using the words "cash bar available," and not in a fashion as to entice people to the function.
- The words "liquor, wine, beer, pub, etc." may not be mentioned on a poster.
- The words "licensed under AGCO" are to be used to advertise that liquor is available (these rules are set by the Ontario Liquor License Act).
- Event posters may be up two weeks (14 days) prior to an event (extensions must be approved by the Dean of Students' Office).
- No posters can purposely be scattered on or taped to the floor.
- Only thumb tacks may be used to attach posters to bulletin boards (no staples are to be used).
- **Exception:** For St. Michael's College Students' Union election campaigns, specific rules apply solely for the candidates. For more detail see the "Election Poster Policy" in the SMCSU Election By-Laws.

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