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| **UPEI Student Union** | **Policy No.** UPEISU15 | | **Revision No.** 4 |
| **Policy Title:** Poster Policy | | | **Page:** 1 of 2 |
| **Creation Date:**  February 12th, 2015 | **Version Date:**  January 6th, 2019 | | **Review Date:**  Annually (summer) |
| **Authority:** UPEISU Council | | **Responsibility:** General Manager | |

**Preamble**

The Student Centre Building Management Committee recognizes that marketers or other organizations view the University community as an attractive opportunity for advertising, promotions or other marketing initiatives.  The University of Prince Edward Island and the UPEI Student Union are well-recognized throughout the province for their wide range of partnerships with companies and other organizations. Building management recognizes that there can be significant educational and financial benefits to these partnerships and as such, advertising or corporate recognition in the form of signage or other initiatives may be appropriate within the building.  However, uncontrolled and unapproved corporate or personal advertising or recognition could however reflect negatively upon the building and be inconsistent with the purpose of the Student Centre.

This Poster Policy is meant to guide both the University community and building management in ensuring all advertising initiatives in the form of posters are properly approved and are consistent with the values and policies of UPEI and the UPEI SU.

* + - 1. **Policy**
         1. In order to reflect the above purpose, the following poster policy has been established. The intent of this policy is to curtail abuse and to ensure posters are not posted uncontrolled throughout the Student Centre.
         2. For the purpose of this policy, an active poster is defined as a poster that either lists an event which has not yet occurred, or with no effective event date.

1. **Guidelines:**
   1. Notices posted on bulletin board locations shall not exceed eleven-by-seventeen (11x17) inches in size;
   2. The name of the sponsoring organization and event dates must be clearly indicated on the poster.
   3. Only UPEI or UPEI SU recognized groups, organizations, departments or administration, as well as any active UPEI students are permitted to post on the Student Centre bulletin boards.
      1. Any outside groups, corporations, or organizations of any kind may have their posters removed unless they are sponsored by either the UPEI or UPEI SU and comply with the two guidelines listed above. The onus is on all outside organizations to seek sponsorship in regards to their posters. Posters must receive a dated UPEI SU stamp prior to being posted;

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* + 1. Postering within the Student Centre is only allowed on bulletin boards and space designated for advertisements. Posters posted outside designated

spaces will be removed unless they appear as part of a UPEI or UPEI SU sanctioned event;

* 1. Banners may be hung in conjunction with any UPEI or UPEI SU-sanctioned event and must be removed within forty-eight (48) hours after said event. Banners may be hung under supervision of the UPEI SU or the UPEI Facilities Management. Banners not removed within forty-eight (48) hours will be disposed of;
  2. Postering over other posters is not permitted;
  3. Authorized posters shall not be removed by anyone other than the sponsoring organization, unless deemed inactive or have been posted in excess of thirty (30) days;
  4. Posters shall not be hung on the ten (10) concrete posts lining the concourse unless they:
     1. Are of exceptional quality, and;
     2. Are mounted to the posts above the concrete in a manner which does not damage the pillars, and;

1. **Removal of Posters**
   1. A weekly purge of the bulletin boards locations will remove all posters which violate this policy, any poster which has expired, and any other material found to be inconsistent with this policy.
   2. In realizing the unique nature of the Student Centre and its key role in student life, this policy will show leniency during the campaign period of student elections.
   3. Recognizing the large number of candidates who participate in these elections, the present bulletin board areas prove to be insufficient in handling campaign materials. During the campaign period, excess materials will be permitted to be posted on non painted or non finished surfaces and must meet all safety codes of the building.
   4. Posters found in violation of this relaxed policy will be removed and penalties as outlined within the UPEI SU Elections and Referenda By-Law may be enforced by the CRO.