

COLLEGE POLICY

POLICY: Posting – Non Permanent Signage

APPROVED BY EXECUTIVE: January 16, 2019

SUPERSEDES POLICY: January 23, 2008

PURPOSE

This policy was created to ensure non-permanent signage posting is appropriate and consistent throughout the College.

SCOPE

This policy shall apply to anyone wishing to post material on College property. Material distributed or posted via any medium (e.g. paper, electronically, etc.) on College property must be related to College sponsored events, College related business or by persons, organizations and vendors who have been approved by the College. Such material may ~~only~~ be posted or distributed in the College after approval has been obtained from the appropriate authority and in accordance with the guidelines outlined below.

The Sault College Students' Union (SCSU) has boards throughout the College which are clearly identified with the SCSU logo. Anyone interested in posting materials on these boards must obtain approval from authorized SCSU staff and in accordance with SCSU Posting Policy. A copy of this policy can be found on the website www.mySCSU.ca or from the Students' Union office.

College department manager (s), Ontario Public Service Employees' Union (OPSEU) 612, (OPSEU) 613, Sault College Administrative Staff Association (SCASA) may post notices on their designated boards through the course of normal business according to the posting guidelines.

Sault College supports diversity and equal opportunity while ensuring that all materials posted are in compliance with the Sault College Code of Ethics, the Ontario Human Rights Code and 5.2b of the Charter of Rights and Freedoms.

PROCEDURE

Guidelines for Posting Approved Notices and Literature:

- All persons distributing the information or posting material will be responsible for compliance with College values and policies statements.
- Distribution of promotional material or postings of notices may occur in public areas during normal College business hours.

- Distribution or posting of information shall not block or substantially impede pedestrian or vehicular traffic or create disturbances, which will disrupt the educational activities and purposes of the College.
- Under no circumstances are postings allowed on glass.
- Posters should be no larger than 11" x 17" in size unless special permission for posting is secured.
- Only painters' masking tape may be used to secure postings on walls. Tacks can be used on bulletin boards.
- Any costs for damages resulting from the posting of material or its removal will be the responsibility of the organization or individuals posting.
- If space for posting notices, announcements, pictures, placards, advertisements, or publications is limited because of the demands for such space, first priority will be given to administrative and faculty notices dealing with the educational activities and purposes of the College. Second priority will be given to students and regular campus organizations for the posting of notices. Last in priority will be all other persons and organizations or vendors not officially connected with the College.
- The College reserves the right to remove any outdated material or any material posted contrary to the above stated policy.
- All material posted must be dated and include clear identification of the individuals or organizations posting.
- Postings related to housing or accommodations will be referred to the Residence Office.

Appeals of decisions to post or remove material may be made in writing to the appropriate authority that will review all such appeals and provide a written response.

Violations of the above standards or the abuse of these privileges will constitute a violation of the Student Code of Conduct, the SCSU Posting Policy and/or College Policies and will be reviewed and adjudicated through the appropriate process.

RELATED DOCUMENTS

Statement of Commitment - Freedom of Expression 2018

Student Code of Conduct & Appeals Guidelines

Use of College Facilities for Advocacy Purposes

Solicitation, Sale of Goods & Services

Scheduling & Facilities Use

Discrimination/Harassment Policy