



POLICY AND PROCEDURE MANUAL

POLICY 7 - HSF POSTING BOARDS

Policy Intent

The purpose of this policy is to provide parameters through which individuals, organizations, and/or associations will have the opportunity to advertise on both the North, Lakeshore and Orangeville campuses of Humber ITAL via the Humber Students' Federation (HSF) posting boards. This policy is not a means of restricting the flow of information, but ensures all individuals are given equal and fair access to the available spaces for postings. Furthermore, this policy outlines materials that are deemed acceptable for posting on HSF boards.

Posting Approval Procedure

The HSF is solely responsible for approving all materials intended for posting. Any unapproved, posted materials on walls, ceilings, painted or glass surfaces, doors, stairwells, or any other physical location within the College (except *General Interest* boards) will be immediately removed. All materials must be approved, stamped, and dated *prior* to being posted.

Posting Rules and Regulations

- A. The HSF requires the use of standard staples and tacks as the only means of posting materials. Any posted material attached with anything other than standard staples or tacks will immediately be removed and the responsible individuals, organizations, and/or associations will be liable for any necessary repairs to the HSF posting boards.
- B. Throughout Humber ITAL there are display cases and bulletin boards in place for specific departments and schools. This policy does not apply to these aforementioned departments and schools and those boards will not be monitored by the HSF.
- C. Students of Humber ITAL are encouraged to post any materials on *General Interest* boards. No approval is necessary for posting on these boards. There is a recommended maximum of ten (10) copies per posting on the *General Interest* boards.
- D. The HSF will immediately remove any posted materials deemed inappropriate based on racial, religious, social, or gender issues.

- E. Upon completion of an event or promotion, the associated posted material pertaining to said event or promotion will immediately be removed by the HSF.
- F. Materials for posting should not be displayed for longer than two (2) weeks prior to a scheduled event or promotion. Exceptions must be approved by the HSF beforehand.
- G. All unauthorized, unapproved materials will be removed from any HSF board. There are no exceptions.
- H. The HSF employs Posting Clerks who are solely responsible for posting approved materials provided to them by the HSF and to regularly monitor boards for expired and/or unauthorized material.
- I. At anytime, the HSF has full discretion and authority to make exceptions to these posting rules and regulations, as deemed necessary.

FRIENDLY REMINDERS:

- Each poster must be stamped with approval by the HSF prior to posting.
- One poster per HSF board is permitted.
- Please use *only* standard staples or thumbtacks.
- A maximum of 30 copies per event or promotion is allowed.
- Failure to follow these posting rules and regulations will result in the loss of posting privileges indefinitely.
- The appearance (layout) of the HSF bulletin boards is at the discretion of the HSF and is subject to change without notice.