

 <b>The University of British Columbia Board of Governors</b>	<b>Policy No.:</b>  <b>120</b>	<b>Approval Date:</b> October 1995  <b>Last Revision:</b> June 2005
	<b>Responsible Executive:</b> Vice-President, Administration and Finance Deputy Vice-Chancellor, UBC Okanagan	
<b>Title:</b>  <b>Posting of Notices, Posters and Signs</b>		
<b>Background &amp; Purposes:</b>		

**1. General**

1.1. In order to enhance the beauty and environment quality of the UBC Campus, promote campus communications through a systematic notice posting approach, and avoid unnecessary maintenance costs, safety hazards, and visual pollution caused by the indiscriminate posting of notices, posters, banners, and like material, the following regulations will apply to the affixing of such material in and around University facilities. Separate regulations for such activities are in effect for the Student Union Building and facilities under the control of the Department of Housing and Conferences. Under no conditions may posters or unauthorized signs be attached to walls of corridors, classrooms, or public spaces or attached to equipment.

**2. Building Interiors**

2.1. Any posters, notices or signs which constitute a safety hazard such as those posted on fire doors or covering fire-hose cabinets or fire extinguishers will be removed and the offender fined \$500.

2.1.1. It is the policy of the University to provide sufficient notice boards throughout its buildings to provide a reasonable amount of space for the posting of notices required for the official purposes of academic, non-academic, and student activities. These notice boards must meet building and fire code standards. For more information, contact Plant Operations at UBC Vancouver and Facilities Management at UBC Okanagan.

2.1.2. Building notice boards are under the control of the department or other unit in whose area they are located.

2.1.3. Notices and other material may be posted only on the notice boards provided and only when approved by the controlling Department or other unit. Posting and removal guidelines are established by the department or unit.

### **3. Building Exteriors**

- 3.1. Notices, posters, bills, or like materials will not be attached to building exteriors.
- 3.2. In very special circumstances and only with approval of the Department of Plant Operations at UBC Vancouver and Facilities Management at UBC Okanagan, banners may be hung on University facilities. In that event, the size, method of attachment, and duration of exhibition must be discussed and agreed upon with the Department of Plant Operations at UBC Vancouver and Facilities Management at UBC Okanagan prior to installation.

### **4. University Grounds**

- 4.1. Limited notice board space will be available on campus grounds for posters and signs. Material may be placed on the notice boards as space is available. These notice boards will be monitored by the Department of Plant Operations at UBC Vancouver and Facilities Management at UBC Okanagan. Material that is duplicated, has had exposure for a reasonable time or whose expiry date is past will be periodically removed.
- 4.2. No material shall be attached to trees, lamp standards, grounds furniture or statuary, traffic controls, building signs, directional signs, warning signs or other fixtures.
- 4.3. No notices, flyers, bills, or such materials are to be placed on vehicles parked on University grounds, or in parking lots or parkades. Exceptions to this regulation must be discussed with and approved by the Parking & Access Control Services. Cost of clean-up associated with such distribution will be charged to the person or organization responsible.
- 4.4. In accordance with Policy #98, signs from commercial enterprises are not permitted without the prior approval of the Vice President responsible for the area.
- 4.5. Temporary traffic directional signs (e.g. concerts, "Storm the Wall") are authorized through Parking & Access Control Services.
- 4.6. Permanent signage, including building signage, is authorized through the Campus and Community Planning at UBC Vancouver and Facilities Management at UBC Okanagan.
- 4.7. The Department of Plant Operations at UBC Vancouver and Facilities Management at UBC Okanagan have been instructed to remove all posters, signs, notices, and similar material that have not been placed in accordance with these regulations. Any costs incurred for their removal or for the repair of damage caused by unauthorized placement will be charged to the persons or organizations responsible.