



FACILITIES SERVICES DEPARTMENT (FSD)

STANDING OPERATING PROCEDURE #5

TITLE: COLLEGE SIGNAGE AND POSTERS

March 2013

BACKGROUND

The College has a standard for way-finding (directional), building identification and general signage. In addition the use of posters, banners and the like are a recognized but temporary form of signage. In order to enhance the environment that students, employees and visitors share at the college, a systematic signage and poster procedure is outlined in this document. The objective of this document is to ensure a clear & shared understanding of the use of posters and signage and to ensure that posters & temporary signage can be used to communicate while maintaining a safe, organized and aesthetically pleasing environment. The following procedures will apply to the affixing of posters, banners, notices and handbills in and around college facilities at both campuses. The Director of Facilities Services or his designate reserve the right to deviate from the stated procedures if such circumstance gives rise and it is practicable to do so.

PROCEDURE

1. POSTERS

- a. Posters of interest to the College community may be posted only on campus notice boards, in compliance with these guidelines and with prior approval.
- b. Approved posters may only be posted on the following locations and subject to the following conditions:
 - (1) **Departmental/Union Notice Boards** - Limited to posters relating to the subject matter, events, awards, etc. of interest to a specific College department. Posters relating to departments posted by the department need not receive prior approval pursuant to these guidelines.
 - (2) **Campus Notice Boards** - Limited to posters relating to on-campus events and issues relating specifically to the College community.
 - (3) **Camosun College Student Society Boards** - Limited to posters approved by the Camosun College Student Society (CCSS) relating to cultural and community events, offering goods or services for sale, rent, or trade by or for individual members of the College community.
 - (4) Sandwich boards may be used at any time to promote an event.
Boards can be booked out at the facilities office.
- c. All material posted on the CCSS Boards must be approved by the CCSS and shall be stamped "*approved for posting*" with a removal date not to exceed 14 days from the date of approval.

- d. Posters shall not exceed 8.5 inches by 14 inches in size. No more than one poster on the same subject matter shall be posted on a given notice board. Permission for oversized posters must be obtained from the Director of Facilities Services or his designate.
- e. Posters of one topic shall be limited to a maximum of 40 posters per campus.
- f. Posters may not be posted in a manner that covers over other approved posters.
- g. Posters may not breach any municipal, provincial or federal law or regulation, and must comply with the Camosun College Code of Student Conduct.
- h. Posters may not be attached in manner that causes damage to notice boards
- i. Posters must fit fully on the notice board and may not extend past the exterior edges of the notice board.

2. **BANNERS**

- a. Only banners prepared by campus organizations and organizations sanctioned by the CCSS which advertise campus events shall be permitted.
- b. Banners must be approved by the Director of Facilities Services or his designate prior to their placement, including size, content, material construction, location and method of attachment.
- c. Banners must be removed by the responsible organization prior to the expiration of the approved posting period.

3. **SPECIFIC SIGNAGE PROHIBITIONS**

- a. Placement of posters, banners and temporary signage is prohibited in the following specific areas:
 - light standards;
 - cement columns inside and in front of buildings, including the Fisher Building;
 - outside office doors & walls except where notice boards are provided
 - Fisher Cafeteria walls and glass windows;
 - exterior seating or picnic tables;
 - inside washrooms;
 - inside stairwells;
 - inside elevators or on elevator doors;
 - painted walls;
 - interior and exterior glass walls or doors;
 - the bridges between the Ewing and Fisher buildings - without permission of the Director of Facilities Services;
 - any building signage.

4. **STUDENT ELECTIONS**

- a. Posters, banners and campaign material for elections to the CCSS, the Camosun College Board of Governors and Education Council are subject to these guidelines.
- b. In addition to these guidelines CCSS, the Camosun College Board of Governors and Education Council election posters may also be posted on **unpainted** concrete, concrete block, brick or stone surfaces where these are protected from the weather, but **not** on doors or on exterior glass.
- c. Each candidate may post up to one (1) banner per campus, each not to exceed 15 square feet in total area.

- d. Each candidate may post up to a maximum of two (2) posters per bulletin board.
- e. Student election posters and banners may be displayed for a maximum of two weeks from the start of the election period and must be removed at the close of the election period.
- f. Each candidate is responsible for removal of their campaign materials.
- g. Posters and banners in violation of these guidelines will be removed.
- h. No campaign material may be placed in the direct sight of the polling station

5. **SPECIAL EVENT SIGNAGE**

- a. Temporary signage, required for specific sanctioned events such as a CCSS pizza day, External Events, Student Services, must comply with these guidelines (**note: signage on interior/exterior glass or any painted surface is not permitted**).
- b. An occupant wishing to place signage on the interior window of the space they occupy must comply with these guidelines and may not do so without prior approval of the Director of Facilities Services. Many windows at the college are seismically protected with film or have solar film that is easily damaged by tape and posters and costly to repair. Where windows are protected by film approval to place signage will not be given.
- c. Approved interior window signage must be removed immediately following the approval period, including any tape used to place the signage.

6. **HANDBILLS**

- a. Permission must be obtained from the Director of Facilities Services or his designate for the distribution of hand bills at the College. Permission for the distribution of handbills relating to student elections may be obtained from the CCSS. Handbills may not be distributed throughout the campus unless they are specifically handed to individuals.

7. **GENERAL PROVISIONS**

- a. Administration of these guidelines is the responsibility of the Director of Facilities Services.
- b. Posters, banners and signage that are in violation of these guidelines may be removed by Facilities Services staff or designate. Persons or groups that breach these guidelines may have their posting privileges suspended.
- c. Individuals wishing to appeal decisions made pursuant to these guidelines may do so in writing to the Director of Facilities Services.
- d. In the event of a conflict between these guidelines and any other guidelines governing posters, banners and signage, these guidelines will prevail.