



Notice Boards

Operations Manual

Approving Authority: Director, Facilities

Established: November 11, 2022

Date of Last Review/Revision: November 15, 2023

Office of Accountability: Executive Director Finance and Administration

Administrative Responsibility: Operations Project Coordinator

Policy Statement

It is the general policy of St. Jerome's University to provide sufficient notice boards throughout its buildings for the purpose of posting academic, non-academic and student activities and information, while supporting a safe and clean campus.

St. Jerome's University encourages free expression and protects academic freedom, which are central principles to the mission of higher education.

Scope

This policy and the procedures contained herein apply to SJU campus notice boards, with the direct purpose of prohibiting notices or postings of any sort in other areas of the campus including, but not necessarily limited to, corridors, stairwells, cafeterias, lounges, and exterior surfaces.

This policy **does not** include Academic departmental bulletin boards, which are maintained by the department or program designate. Nor shall it encompass notices on doors to private offices which shall be maintained by the occupant of the office.

Principles

- 1) All departments, committees, or individuals within the SJU community should have the opportunity to publicize their events and programs, provided posters, banners, and/or notices do not in any form promote or encourage discrimination, racism, hatred, and/or bigotry.
- 2) Posters, banners, and/or notices should primarily promote the programs, events, and/or activities of the institution.
- 3) Campus notice boards will be clearly identified for public use. (Appendix B for locations)
- 4) The University maintains the right to remove signs, posters and banners should the institution deem such a decision necessary.

Responsibilities:

- .1 Executive Director, Finance and Administration:
 - The Executive Director, Finance and Administration or designate is responsible for the communication, administration, and interpretation of this policy.

- .2 Facilities:
 - Facilities shall approve the location of campus notice boards throughout the SJU Campus, ensuring that fire and safety requirements are followed.
 - Facilities shall be responsible for assessing and addressing damage caused by improper affixing of posters, notices, or banners.
 - Facilities will monitor campus grounds daily and where necessary remove notices, banners, posters which are affixed to non-approved surfaces. (See appendix A)

- .3 Front Reception:
 - Front reception will assist in supporting requests to post information on campus.
 - Materials needed to attach notices can be borrowed at front reception.
 - Front Reception will provide a “to be removed by date” stamp on notices, posters, and banners so to:
 - Provide a reasonable timeframe for information to be shared with the SJU community.
 - Provide a reasonable timeframe for the requestor to remove their notices after an event.
 - Provide guidance to the Operations team for removal should campus notice boards become cluttered with past events or dated information.

- .4 Requestor:
 - Individuals and groups interested in putting up posters, banners, and/or notices should utilize the “to be removed date” stamp at front reception prior to posting.
 - Posters and notices must not exceed 8.5” by 14” in size, and banners must not exceed 2ft by 10ft in size.
 - The total number of posters or notices promoting an event, program and or product allowable per designated notice board is one (1).
 - All posters must be posted no more than six weeks before the advertised event.
 - All posters must be removed no more than one week after the advertised event ends.

Protocols for Placement

- All materials placed on any surface internally or externally other than an approved notice board will be removed. (Appendix A)
- Individuals are responsible for using appropriate materials to affix
 - Please see the front reception if supplies are required.
 - Tacks and masking tape are to be used to affix materials.
 - Glue, duct tape, clear plastic tape and staples will damage the notice boards and are therefore prohibited.
- Posters, notices, and/or banners that cover any legitimately posted signs, posters, notices, and/or banners will be removed.

4) Exceptions:

- SJU staff and faculty promoting SJU events are exempt from the approval process.
- Temporary directional signs for wayfinding for an event held on campus are permitted on the exterior doors at entrances to the University and shall be posted using masking tape only.
- Notice of Class cancellations or change of classroom may be posted where it is deemed appropriate by the responsible party.
- Temporary signs relating to university closures or emergency situations, as determined by SJU Facilities, may be posted wherever it is deemed appropriate.
- Temporary signs required for maintenance, repairs, construction, and safety, as determined by SJU Facilities may be posted as deemed appropriate.

Appendix A: Surfaces not allowed for postings

- a) Roofing
- b) Walks
- c) Lamp and signposts
- d) Trees
- e) Non-building concrete (e.g., retaining walls)
- f) Sandstone
- g) Windows and window frames
- h) Doors, door glazing and doorframes
- i) Mechanical grilles
- j) Netting
- k) Fencing
- l) Prefinished wood siding

Appendix B:

Notice Board Locations

Building Locations and Numbers

- Sweeny Hall, North Corridor, 1
- AJ2 (Academic Centre), First floor, 2
- SJ2 (Academic Centre), 2nd floor, 2
- D.R. Letson Community Centre, Entrance, 1
- SJ1 (Classrooms and Library Building), Funcken, 1
- SJ1 (Classrooms and Library Building), 1st floor, 2
- SJ1 (Classrooms and Library Building), 2nd floor (Library), 1
- SJ1 (Classrooms and Library Building), 3rd floor, 1

Appendix C

Notice Board Map

