
POSTER BOARD PROCEDURES

POLICY NUMBER	ADM 01-3
APPROVAL DATE	MARCH 17, 2008
LAST AMENDMENT	APRIL 25, 2001
REVIEW DATE	MARCH 2013
AUTHORITY	PRESIDENT'S COUNCIL
PRIMARY CONTACT	ASSOCIATE VICE-PRESIDENT, STUDENT AFFAIRS

POLICY

The Poster Board Procedures Policy is designed to provide access to TRU Poster Board space for members of the Thompson Rivers University (TRU) community.

REGULATIONS

1. Posters must be related to TRU, its programs or students. The office or organization originating the poster must be clearly identified on it.
2. Community and not-for-profit organizations are able to utilize the TRU poster boards.
3. Businesses will not be allowed to affix posters anywhere within the University. Corporate Sponsorship Policy (ADM 15-0) addresses corporate advertising.
4. All users must adhere to TRU policies and the TRUSU Club Membership and must comply with all laws including the *Criminal Code of Canada*, the *B.C. Civil Rights Protection Act* and the *B.C. Human Rights Code*, *Human Rights Legislation* and *B.C. Liquor Laws*.
5. Posters may be affixed only to poster boards. Posters may not be affixed to walls, doors, windows, lamp standards, vehicle windshields, exterior surfaces, bus stops, etc.
6. The number of posters for any single event shall not exceed 25 across the campus and one per poster board.
7. All posters will be removed from the poster boards at the middle and end of each semester. A schedule of poster cleaning dates will be posted at the beginning of each academic year.

8. The offices of the President and Vice-Presidents may post announcements and/or posters of institutional significant that may exceed 25 across the campus and may be displayed for longer periods of time.
9. Poster boards dedicated for exclusive use by particular groups or departments on campus are managed by the department or group and separately from the undesignated TRU poster boards.
10. Banner space is available in Old Main Student Street. All Banners must comply with TRU's Poster Procedures. Banner requests in writing are to be directed to the Associate Vice-President, Student Affairs or delegate.
11. Administrative responsibility for this policy lies with the Associate Vice-President, Student Affairs or delegate.