

PROCEDURE REGARDING USE OF NOTICE BOARDS AND POSTING OF NOTICES

Control of notice boards is defined as the responsibility to maintain the cleanliness and appearance of the notice boards and monitoring of the material displayed.

1. **GENERAL NOTICE BOARDS**

Commonly located in hallways and public areas for the intended use by students for the display of student events/activities, items for sale or rent. **NOTICE BOARDS ARE NOT FOR COMMERCIAL USE AND SUCH POSTINGS WILL BE REMOVED.** Control of the notice boards is by the governing student body.

- All notices shall include the date of posting or they are subject to removal.
- Notices will be removed 30 days after posting date.
- Items posted shall not discriminate, harass, threaten, contain illegal or violent material, etc. Such material shall be removed.
- Push pins and thumb tacks are the recommended means of securing notices to cork & vinyl type notice boards. Staples are not permitted.

2. **NOTICES FOR DISPLAY ON OTHER SURFACES**

- Notices intended for display on surfaces other than notice boards require the prior approval of Facilities Services (room B150 Abbotsford campus or room A118 Chwk campus).
- Once approved, all copies of postings shall be date stamped at Facilities. Any postings not displaying an authentic Facilities date stamp shall be removed. Postings with photocopied date stamps shall be removed.
- Posters that clearly contain the UFV logo do not need to be date stamped, but must be approved.
- Posting of such notices is limited to a maximum of two weeks at which time the notices are to be removed by the notice originator. Failure to remove past postings may inhibit future approvals.
- Posters advertising semester courses will remain in place until the first week of classes. Please provide the Facilities Department with a copy of the poster.
- Items must be posted using an adhesive such as FUN-TAK (available at the UFV bookstore).
- The use of any pins, tacks, staples, nails, glue, tapes, or adhesive labels is strictly prohibited. Notices posted in this fashion are subject to immediate removal with the person(s) responsible subject to all associated clean-up and damage repair costs.
- Notices shall not visually obstruct means of egress (impair view through glass doors), fire safety devices, security devices or other items/signage pertinent to the safety of persons or buildings. Notices shall remain one (1) Metre away from fire and building safety devices.
- Hanging of notices or material from suspended ceiling grids, lighting fixtures, sprinkler systems etc. is prohibited.
- Postings are prohibited in the following areas:
 - In any building stairwell
 - On building exterior wall surfaces
 - In washroom facilities
 - On concrete surfaces
- Number of posting per floor per building is limited to 5.

3. **INSTRUCTIONAL NOTICE BOARD**

Commonly located in classrooms and hallways to display related material for the intended use and control by the associated instructional department. It is the instructional department's responsibility to identify and maintain their designated notice boards.

4. **DEPARTMENT NOTICE BOARD**

Commonly located within office areas and hallways to display related material for the intended use and control by the associated office department. It is each department's responsibility to identify and maintain their designated notice boards.

NOTE: Official UFV notices intended to inform the students/public and employees of safety/security issues and special University events shall be posted in strategic locations as deemed necessary by UFV.