

POSTING PROCEDURES

POLICY NUMBER	ADM 01-3
APPROVAL DATE	SEPTEMBER 20, 2016
LAST AMENDMENT	MARCH 17, 2008
REVIEW DATE	SEPTEMBER 20, 2021
AUTHORITY	PRESIDENT'S COUNCIL
PRIMARY CONTACT	ASSOCIATE VICE-PRESIDENT, MARKETING AND COMMUNICATIONS

POLICY

The Posting Procedures Policy is designed to provide access to TRU's Marketing and Communications-administered notice boards, closed circuit television (CCTV) screens and banner spaces without cost for members of the Thompson Rivers University (TRU) community.

REGULATIONS

1. Posted material must be related to TRU, its programs, events, or students. The office or organization originating the material must be clearly identified on it.
2. Materials may only be posted in designated areas and must not be posted on equipment, vehicles, corridors, classrooms, or other public spaces on campus.
3. Where posting space is limited, space shall be allocated in accordance with the following priority:
 - (a) TRU academic and administrative units;
 - (b) TRU student clubs; and
 - (c) TRU community not-for-profit organizations.
4. Advertising by outside businesses will not be permitted on TRU notice boards, plasma screen or banner spaces. Commercial organizations may contact TRU Ancillary Services which manages and monitors on-campus advertising in accordance with TRU policies and applicable laws.
5. All users must comply with TRU policies and all applicable provincial and federal laws. In addition, student clubs must also comply with the TRUSU Club Membership policy.
6. For materials posted on Marketing and Communications-administered notice boards by all users other than the Offices of the President or Vice-Presidents:
 - (a) the number of materials for any single program or event must not exceed 50 across the campus;
 - (b) only one piece of material is permitted per notice board; and

- (c) all materials will be removed from the notice boards by Facilities twice each semester and once over the summer at the following approximate dates: Fall – October 15 and December 23; Winter— February 15 and April 30; Summer – August 15)
7. Banner space may be booked on elevated spaces on Old Main Student Street for up to two weeks at a time. Banner booking requests should be directed to Marketing and Communications via marcom@tru.ca with “Student Street Banner Request” in the subject line.
 8. Marketing and Communications-administered plasma screen space may be booked for up to two weeks at a time. Plasma screen booking requests should be directed to Marketing and Communications via marcom@tru.ca with “Plasma Screen Request” in the subject line.
 9. Certain notice boards and plasma screens are dedicated for exclusive use by particular groups or departments on campus. These will be managed by the department or group and within established University policies.
 10. Administrative responsibility for this policy lies with the Associate Vice-President, Marketing and Communications. In instances where concerns are raised about posted materials, a decision regarding removal will be made by the Associate Vice-President Marketing and Communications in consultation with the Associate Vice-President Academic and the Director of Ancillary Services as needed.