

July 2010

**STUDENT CENTRE POSTER/BANNER POLICY**

1. The consent of the Information Desk is necessary before posting any posters or banners in the Student Centre. Poster must bear the stamp of the CAW Student Centre.
2. Posters may only be placed on poster boards, cork strips or other similar materials installed for such purposes. Posters on restricted surfaces will be removed by the Student Centre staff.
3. In order to have a poster placed on an approved board, the event must be sponsored by a campus organization, department or be a tenant within the Student Centre.
4. All posters/banners must adhere to the University of Windsor Language Equity Policy, particularly, “ there shall be respect for individual worth, dignity, integrity and capacity”.
5. Posters/banners containing advertisements that directly compete with the existing services provided by the Student Centre, Student Association, or an existing tenants will not be permitted.
6. All posters/banners must have an identifiable function date (i.e. expiry date).
7. Personal posters such as “**FOR SALE**”, “**EMPLOYMENT/VOLUNTEER**” or “**OFF CAMPUS/BUSINESSES**” posters must be placed by students on the designated boards only.
8. Only students seeking roommates may advertise on the respective “**FOR RENT**” board upon display of their validated student card.
9. Posters/banners must be removed within 24 hours of the event conclusion
10. Posters/banners may not cover any legitimately posted signs or banners.
11. Only one poster describing the same program, event or item shall be permitted on any given board. Posters can be no larger than 11”x 17”.
12. Banners must be approved by the UWSA Student Groups Coordinator or the Student Centre Facilities Manager. Banners may only be placed on the inside and outside balconies of the 2<sup>nd</sup> floor of the Student Centre.
13. Chalking and/or stickers will not be permitted on the Student Centre premises. The person or group responsible for such posting shall be liable for the costs of removing the said sign and all resultant damages (cleaning, painting, etc), resulting such posting.
14. For exemptions or questions regarding the Poster/Banner Policy, please phone the Student Centre Facilities Manager 519-253-3000 ext 3235
15. The poster/banner policy does not apply to the Student Association Campaign period.
16. ALL POSTER BOARDS WILL BE CLEARED IN MID-AUGUST & AT THE END OF DECEMBER
17. ALL POSTERS IN VIOLATION OF THIS POLICY WILL BE REMOVED

# **PMB POLICIES**

## **Policy 1: Funding Request Policy**

### **1.1 Eligibility to Apply for Funding**

1.1.1 Any University of Windsor affiliated club or group or organization can request funding from PMB

1.1.2 Any Funding request that come forward for an event, That does not fully take place within the CAW Student Center will be declined in full.

1.1.3 A funding form must be completed in order to be considered by the Board

## **Policy 2: Signage Policy**

### **2.0 Signage**

2.1 OPUS has the right to maintain the large OPUS banner, on the CAW balcony. On the far west side of Balcony

2.1.2 All signage must be approved by the Info Desk if it is 11in x 17in or smaller

2.1.2.1 All signage is limited to the cork boards,

2.1.2.2 For the duration of OPUS and UWSA elections, this policy will be suspended, and the rules for their respective organization will be followed

2.3 All signage larger than 11in x 17in must be approved by Policy Management Board

## **Policy 3: Room Booking**

### **3.0 Rooms**

3.1 UWSA and OPUS have the right to book all rooms.

3.2 All rooms must be booked through the info Desk.

3.2.1 Council Chambers shall remain the responsibility of UWSA and shall be booked through the UWSA Office only

3.3 An updated list of individuals allowed to book rooms shall be provided to the info Desk by both parties for the duration of the year.

## **Policy 4: Appeals Policy**

### **4.0 Appeals**

- 4.1 All parties have the right to appeal to PMB any decisions made by PMB
- 4.2 All appeals must be submitted within 3 weeks of the notification of the Decision.
  - 4.2.1 All appeals must have a letter of rational reconsideration by PMB