

## **SIGN POSTING POLICY**

**June, 2004**

Campus beautification is a key aspect of demonstrating campus pride. This policy's goal is to decrease the amount of paper strewn throughout campus and, consequently, the impression that its image is of no consequence to the University of Windsor community. This policy's success is the collective responsibility of students, faculty and staff.

1. Signs may be posted in University buildings on bulletin boards, cork strips or other similar materials installed for such purposes. All posters must adhere to the University of Windsor Language Equity Policy, particularly, "there shall be respect for individual worth, dignity, integrity and capacity." The consent of Department offices is necessary before posting any signs on department-controlled boards.
2. No signs may be affixed to any walls, doors, door frames, ceilings, windows, glass, brick work, floors, benches, elevators, etc.
3. No signs may be affixed to the exterior of buildings, lighting standards, University signs, structures, sidewalks, benches, etc. This includes the use of chalk or paint on walls and sidewalks to announce events.
4. All signs on University property shall be restricted to those posted by the University including Academic Faculties, Schools and Departments; Administrative Offices; University of Windsor Students' Alliance and their affiliated societies and clubs; Graduate Student Society; Organization of Part-Time University Students, affiliated University and Colleges, and other University related groups as may be approved by the President or Vice-President Administration and Finance periodically.
5. Posters must be removed within 24 hours of the event's conclusion.
6. Any signs that do not meet the above requirements will be removed and the person or group responsible for such posting shall be liable for the costs of removing the said signs and all resultant damages (cleaning, painting, etc.), resulting from such posting.

This policy will be given to CAW Student Centre main desk staff University desk personnel concerning off-campus poster enquiries.