

# NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY



## College Practices

Reviewed:  
Approved: June 8, 2011  
Responsibility: COG

**PRACTICE NUMBER: NC100-10**

**PRACTICE TITLE: Interior Signage**

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### **A. Background and Definitions**

**Bulletin board:** a corked board or strip, surrounded on two or four sides by a frame, designed for posting material with tacks or other approved means.

**Department:** any division, office, academic unit, program, or centre officially recognized as a College entity.

**Material:** any paper, product, item or object used for the purpose of advertisement, display or distribution, whether it is promotional, commercial or informational in nature.

**Non-College Entity:** any business or operation, private, public or commercial that is not recognized as a College-owned or operated entity.

**Posting:** the placing of any material, used for the purpose of advertising, whether it is promotional, commercial or informational in nature, on any object or surface.

**Stickers:** any form of paper material with a gummed back or self-adhesive label (i.e. bumper stickers, name tags, labels, etc.).

**Student Organization:** a student group officially recognized and sanctioned by SAC, a College department, program, unit or office, or College sports clubs.

### **B. Purpose**

The asset value of the College's facilities is significant and there is a great responsibility on all users of these facilities to take proper care of our buildings and property. This practice has been adopted for the purposes described below:

**Access:** To provide equal access to the space designated for the temporary promotion of campus news, information, policies, programs and events, while protecting College campus property.

**Information and Promotion:** To provide a means for students, recognized student organizations, campus departments and other College organizations to share information and promote activities, events, and services.

**Regulation of Commercial Material:** To protect the College campuses from distracting commercial and promotional materials and activities sponsored or jointly-sponsored by non-College entities.

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*Appearance of Physical Environment:* To maintain a consistent approach to the posting of temporary interior signage within the C

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5. It is the responsibility of the posting person to resubmit their advertisement to the appropriate department, as listed above, should they wish to have their information reposted. Should the last day of the month be a holiday during which the College is closed, the advertisements will be removed on the following business day.
6. Campus buildings will be inspected on a regular basis by FMS staff and postings that have not been approved, have been hung incorrectly, or do not meet the necessary criteria will be removed and discarded.

**NOTE: From time to time, the College may post temporary directional signage in various locations in support of special events on campus.**

### **Rules and Regulations - Non-permissible Advertisements**

7. The following will not receive approval or be allowed to be posted anywhere on the College's campuses. Materials to be posted may not:
  - a) display trademarks and/or reference to illegal drugs or activities;
  - b) display symbols associated with violence (e.g., guns, knives, grenades, bombs, bullets);
  - c) contain material that would be in violation of the College's alcohol policy;
  - d) contain material that is obscene, pornographic, vulgar, libelous, racist, sexist, or homophobic;
  - e) contain material directed to incite violations of the Student Code of Conduct;
  - f) contain commercial and/or promotional material sponsored by non-College entities; and
  - g) general solicitation without the appropriate approval.

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