



<b>TITLE:</b>	<b>Policy on Outside Signage in Residence</b>
<b>POLICY NUMBER:</b>	2005-04
<b>CONTACT:</b>	Vice-President (Residence Affairs)
<b>EFFECTIVE DATE:</b>	March 13, 2006
<b>REVISION DATE:</b>	October 4, 2009
<b>APPROVED BY:</b>	General Assembly

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## **POLICY ON OUTSIDE SIGNAGE IN RESIDENCE**

### **1. PURPOSE AND PREAMBLE**

The purpose of this document is to establish policy and procedures regarding the posting and distribution of materials in residences.

The Main Campus Residents' Council recognizes the value of posters in residence as a valuable communication tool and source of information for students. This policy recognizes that value must be balanced with the desire of students not to be exposed to for-profit advertising in their homes, as well as the need to prevent posting of excessive numbers of posters and of posters containing inappropriate material.

### **2. INTENDED AUDIENCE**

The intended audience for this document is all MCRC staff and all individuals and groups wishing to post in residence.

### **3. POLICY**

**3.01** A request form must be submitted in order for posters to be considered for approval.

**3.02** All materials must be free of sexist, racist, homophobic, heterosexist content, content which promotes a culture of drinking, or other content deemed inappropriate or offensive by the MCRC Vice President (Residence Affairs).

**3.03** Posters advertising residence events in specific houses must have MCRC stamped approval prior to posting in other houses.

**3.04** Posters of Queen's University Residences do not require MCRC stamped approval prior to posting.

**3.05** All posters pertaining to non-residence events or organizations must have MCRC stamped approval prior to posting.

**3.06** Posters advertising commercial, for-profit events or organizations not affiliated with Queen's University, the Alma Mater Society of Queen's University, or the Society of Graduate and Professional Students, and subsidiary entities, are strictly prohibited.

**3.07** All materials must be printed on recyclable paper.

**3.08** Posters submitted by any organization for any given event cannot exceed 11 inches by 17 inches in size.

**3.09** Posters submitted by any organization for any given event cannot exceed 50 in number.

**3.10** All materials must be placed on appropriate bulletin boards where available. No material shall be placed on boards designated reserved for special use. In the case of Watts and Leggett Halls, posting on walls is forbidden, except in designated posting areas. In these residences posters must be limited to such areas, and the surrounding areas kept free of promotional material.

**3.11** In accordance with fire regulations, no material may be placed on any doors, including residents' doors, inside and outside elevators, and on glass surfaces or doors, including mirrors. Additionally, posters may not be taped to the ground outside of residences.

**3.12** A non-resident of a given residence shall in no instance walk within that residence unescorted. The only exception is Victoria Hall between 8:30 am-4:30pm weekdays to place material. In this case, non-residents are restricted to the core areas of the basement and first floor.

**3.13** In no instance is a non-resident to pass through a door or elevator for which a key is required, and roam through a building unescorted.

**3.14** All posters must be removed by the sponsoring organization within 24 hours of the termination of the advertised event. If a poster does not advertise a specific event, it will be stamped with the date of approval, and must be removed no later than the eleventh day after this date, even if the event does not occur until after the posters expire (new posters must be submitted, if desired).

**3.15** The unsanctioned distribution of leaflets within residences is prohibited.

**3.16** Moving, removing, or posting over MCRC or Queen's University Residences material is expressly prohibited.

**3.17** Approval of posters may be refused at the discretion of the MCRC Vice President (Residence Affairs) if the organization submitting the posters in question has disregarded any section of the poster policy during the current academic year.

#### **4. SANCTIONS**

**4.01** The Vice President (Residence Affairs) has the authority to impose a sanction or combination of sanctions on any individual or organization that has violated any section of this policy.

**4.02** Possible range of sanctions include:

- (i) written warning;
- (ii) \$25 to \$200 fine;
- (iii) \$25 to \$500 bond;
- (iv) refusal to approve future signage approval requests indefinitely or for a finite amount of time;
- (v) meeting with the Vice President (Residence Affairs)

**4.03** A bond is defined as a deposit which may be returned upon satisfactory compliance with the MCRC signage policy determined by the Vice President (Residence Affairs).

**4.04** No group or individual with an outstanding payment (fine or bond) owing to the MCRC shall be permitted to post in residences until payment is made in full.

## **5. ENFORCEMENT**

All MCRC staff are responsible for enforcing this policy by removing any posted material that is neither created by Queen's University Residences or bears the MCRC stamp of approval.