

Title **POSTING/SOLICITING  
Notices/Posters/Promotional Materials on  
College Premises**

Effective Date

**May 16, 2003  
Revised: June 20,  
2008**

Replaces

**n/a**

## **Policy Statement**

Cambrian College acknowledges the merit of permitting promotional posters/notices/materials to be posted on College premises. These materials, however, must support the College's directions, non-partisan political and religious position, and its Mission and Statement of Values.

Items posted on College premises, with the exceptions noted below, will not promote fraudulent or unlawful activity; share/promote personal opinions and views; feature pornographic, obscene or abusive, materials or language; advertise off-campus licensed establishments; promote racism or bigotry; solicit signatures for petitions; or promote support for a political party, a personal political issue or a religious group.

All materials must adhere to copyright laws and other laws as well as the College's Code of Conduct.

## ***Exceptions***

### ***Personal Views Bulletin Board***

Cambrian College acknowledges the fundamental freedoms provided in the Charter of Rights and Freedoms and, to this end, will provide a "Personal Views" bulletin board for use only by members of the College community and is located in the Staff lounge.

Under no circumstances can the personal opinions/views expressed and posted on this bulletin board promote fraudulent or unlawful activity; feature pornographic, obscene or abusive, materials or language; advertise off-campus licensed establishments; promote racism or bigotry; or solicit signatures for petitions.

### ***Class Assignments***

Cambrian College acknowledges that some curricula require the study, analysis and posting of political, social, and religious issues. Within this context and respecting the general position noted above, materials can be displayed in the appropriate/applicable classroom or department office suite.

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College-hosted Events

Cambrian College, on a corporate level, often hosts events/functions at which political and community leaders are featured guests and also advocates on a political level regarding issues such as funding. Within this context, the above position respecting notices that have a political connotation are exempt.

Groups renting/using College facilities

External groups renting or using College facilities may post notice of their particular function for directional purposes only, as per the Postings Guidelines.

Directional Signage

Directional signage for functions must be determined in conjunction with Facilities Management and must comply with Facilities Management practices. This item is covered more fully under the College's Signage Policy.

**Posting Guidelines**

Members of the Cambrian College community, outside not-for-profit organizations, members of the City of Greater Sudbury, and/or internal student groups may post materials on campus bulletin boards, according to the guidelines set below.

1. Materials must bear an *Approval and Expiry Date Stamp* from the Students Administrative Council (SAC), the Cambrian Native Students Association (CNSA) or the Facilities Management department. Posting requests from Cambrian students will be approved by SAC or CNSA. All other requests (internal and external) will be approved by Facilities Management.

OPSEU 655, OPSEU 656, and OCASA may also authorize the posting of information relative to Union/OCASA business, respectively, on designated bulletin boards. Materials must comply with the College's Policy Statement and must be posted in accordance with the Posting Guidelines.

Approved by: **Executive Committee**

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Departments/groups with dedicated bulletin boards (e.g., Human Resources, Purchasing, and Cambrian International) are responsible for the materials posted on their respective bulletin boards. Materials must comply with the College's Policy Statement and be posted in accordance with the Posting Guidelines. Designated bulletin boards must be assigned by the Facilities Management department. Designated bulletin boards are required to be enclosed with glass. If a glass covered bulletin board is not available, departments will be responsible to purchase a Facilities Management approved glass enclosed bulletin board.

2. Unapproved postings and/or postings in unapproved locations will be removed by the Students Administrative Council, the Cambrian Native Students Association or by the Facilities Management department.
3. Postings are permitted only on designated bulletin boards. Materials must be affixed at the four corners with staples **ONLY**.
4. Postings are not permitted on interior or exterior walls, glass surfaces, lockers, doors, windows, in the main lobby, or on washroom stalls. This also includes any decorations or notices.
5. Materials are to be of reasonable size, neat, and presentable at all times. Postings cannot overlap or be stapled one over the other.
6. Postings with tear off tabs at the bottom, are not permitted.
7. The number of posters or other promotional materials being posted will be limited to ensure equity to all groups and to ensure appropriate maintenance and up keep of the campus.
8. Materials that may cause damage or that may be/pose a potential hazard will be removed and applicable repair charges will be sent to the posting group.
9. Materials are to be removed by the originating posting group or individual by the deadline/expiration date stamped on the poster.

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**Solicitation on Campus**

*Sales solicitation for products and services unrelated to College business shall not be permitted on campus (e.g. cosmetics, gifts, personal telephones, etc.). While unsanctioned vendors, distributors and salespeople shall not solicit Cambrian College employees or students on campus, Cambrian College will, from time to time, enable sanctioned vendors and affinity partners to promote their products and services in compliance with contractual obligations and Cambrian College procedures.*

**Conflicting Opinion**

Where there is a conflicting opinion regarding whether an item does or does not comply with the College's Posting Policy, the Facilities Management department will consult with appropriate College resources (e.g., Equity Office).