

# USC InfoSource Poster Patrol

The University Students' Council is responsible for monitoring the posting of notices in the University Community Centre on poster boards. All posters must be approved, registered and stamped. This service is available through USC InfoSource in the UCC Atrium and through the USC InfoSource Website. Please see the attached schedule of posting time limits and rates.

## Criteria for Acceptable Posting

The USC follows the principles as laid out in the Western Board of Governors' policies. Pursuant to these policies, the USC InfoSource has developed a set of guidelines defining the acceptable use of the Poster Patrol stamp.

- Notices must be posted only on the boards listed below and must not be affixed to or cover any other notice. NOTICES AFFIXED TO TREES, BUS SHELTERS, LAMP POLES SIDEWALKS, WINDOWS AND OTHER AREAS NOT DESIGNATED TO ACCOMMODATE POSTINGS WILL BE REMOVED. This includes the practice of leaving handout flyers in areas throughout the UCC. Costs incurred for their removal by USC InfoSource will be charged to the individual group named.
- Notices for the same event may not be posted closer than two (2) metres apart and no more than one (1) on the same notice board.
- Boards are monitored daily. Posters will be removed automatically upon expiry.
- All notices shall be brought to the **USC InfoSource, Room 173 UCC**. Notices must adhere to the size restrictions established by the General Policy of the University. All notices must be stamped by the USC InfoSource staff with the date of expiry in the bottom right hand corner. No notice shall remain posted after its removal date expires.
- No message likely to be deemed offensive by the campus community will be permitted. This decision is at the discretion of the Manager of the USC InfoSource. No alcohol references (beer bottles, wine glasses, etc.) no tobacco and drug references, and no suggestive and inappropriate comments or messages.
- Please note that the available boards will be reduced twice yearly for USC election purposes for a two week period during October and February. No posting of notices will be allowed on boards designated for this purpose. Any existing notices removed from the election boards will be replaced following the election providing that the stamp date has not expired.
- Notices within the UCC will be posted in the glass display cases located throughout the building. Access to these cases is controlled by the staff of the USC InfoSource.
- Campus poster boards are not currently being monitored by the USC Infosource. Any poster posted outside the UCC may be removed by Western staff.
- As per Western's Policy, all postings must clearly identify the department/student group/club, etc. This information should appear prominently.
- Non-English posters must have English translation for the event/date/location and group.

Any violation of these regulations will result in one or more of the following sanctions being applied:

1. All notices will be removed from the campus.
2. Clean up charges may be collected from the group by the University or the USC.
3. All privileges regarding posting of notices and use of University space may be withdrawn, or special conditions may be placed on future purchases of the poster stamp and/or distribution of posters.
4. Trespassing charges may be laid by the University,

## Rates

A distribution service is available at USC InfoSource for the display cabinets within the UCC.

### Poster Stamp Fee Schedule

Type	Size (Inches)	Fee (plus HST)
<b><u>Students, USC, Western</u></b>		
	8.5" x 11"	\$7.00
	11" x 17"	\$11.00

(Includes on campus events, departmental business, research projects)

#### **Sublet/Roommate must provide the following:**

- Sublets/Roommate requests must provide current student card and copy of legal lease in student's name, posters must include student's name and address of lease.

#### **Non-profit (non commercial), Off Campus**

8.5" x 11"	\$25.00
11" x 17"	\$30.00

(Available to clubs with charity status and for any event held at religious facilities)

#### **Commercial Off Campus Club Rate (Regardless of Venue)**

8.5" x 11"	\$40.00
11" x 17"	\$55.00

#### **Commercial Off Campus Rates (For 1 Week)**

8.5" x 11"	\$100.00
11" x 17"	\$150.00

- Priority is given to Western postings.
- Off Campus notices are allowed at the discretion of the USC InfoSource Manager, subject to the availability of space.
- Includes events held off campus with ratified USC Clubs sponsorship.
- Services conflicting with current Western University/USC tenants will not be posted.
- Landlords/Homeowners **(NO EXCEPTIONS)**

Please note that full disclosure as to the individual/organization purchasing the stamp is required. Individuals/organizations cannot assign their name or status to a third party to qualify for lower poster stamp fees.

## Posting Time Limits

Certain Periods of the year have extremely high demand for postings. To increase the opportunity for more individuals and organizations to utilize the poster display areas, the "posting period" is shorter in high volume periods.

### The maximum time limit for posting is as follows:

<u>Month</u>	<u>Posting Period</u>
September	1 week (7 days)
October	2 weeks (14 days)
November	2 weeks (14 days)
December	2 weeks (14 days)
January	2 weeks (14 days)
February	2 weeks (14 days)
March	2 weeks (14 days)
April	2 weeks (14 days)
May - Aug	1 month (30 days)

## Location of Boards

The following locations are the ONLY places upon which notices may be posted. All other boards are designated for departmental use only. Locations and availability are subject to change.

UCC                    4 Posters (8.5" x 11" size ONLY in September) may be left at USC InfoSource for posting in the UCC. Posters will be placed in the glass cases on a first come first served basis.

## Posting Dates

Posters will be distributed in cases every Friday, please have your paid & approved posters dropped off to USC InfoSource by Thursday close.