

## POSTING REGULATIONS (COMMUNICATIONS OFFICE)

1. Communications Office and Marketing Service's billboards are reserved for the following purposes:
  - a) announcing special events and activities that are scheduled on campus by recognized groups of the University of Ottawa
  - b) announcing special events and activities scheduled at the University of Ottawa (with proof of reservation)
  - c) announcing special events and activities scheduled off campus by external groups, but sponsored in part by a faculty, school or service of the University of Ottawa; an official sponsorship form must accompany the posting request, and the posters must bear the stamp of the activity sponsor.
2. Approval of the posters may take up to 48 hours.
3. The advertisement must follow the LIQUOR LICENCE ACT OF ONTARIO and the Alcohol and Gaming Commission of Ontario LIQUOR ADVERTISING GUIDELINES.
4. All postings must have integral versions of their message in one or the other OFFICIAL LANGUAGE, that is to say English or French. Bilingual posters are strongly recommended.
5. Persons or groups of persons whose posters COMPROMISE THE RIGHTS OR THE REPUTATION of another person or group of persons will be denied posting privileges. Furthermore, with regard to the parties involved, the Communications Office cannot be held responsible for damages resulting from such postings, be they authorized or not.
6. Posters with words or images that incite VIOLENCE or CONFRONTATIONS will be denied posting privileges.
7. PERSONAL ADS may be posted only on the University of Ottawa Web site exchange board (Student Services). Job postings and services for students (ex. writing service) are allowed. Articles for sale are prohibited.
8. The maximum size of posters is 11"x17" (28cmx43cm).
9. Only pins can be used on billboards. Transparent tape is prohibited as are staples.
10. For safety and cleanliness, posters must be placed only on designated Communications Office' billboards; therefore posting is prohibited on painted walls, on doors, windows, stairs and elevators, and on the ceilings and floors. Users must make sure they do not cover posters that are already up.
11. All posters must bear a "POSTING – University of Ottawa" stamp.
12. It is forbidden to put several identical posters or posters of the same topic on a billboard. Each billboard shall only contain one copy of each poster.
13. Unauthorized posters set up in areas managed by the University's Communications Office will be removed.
14. Authorized posters may stay up until the day after the event or for two weeks, whichever comes first. The date stamped on the poster is the expiry date.
15. Neither the Communications Office nor the University of Ottawa are responsible for theft of or damage to posters on display.
16. In other buildings, deans or directors are responsible for determining how inside billboards not belonging to the Communications Office will be used.
17. All internal posters must contain the name of the University's group and/or its logo, or the logo of the University.