

Procedure #	GA201P1
Related Policy #	GA201
Approved by:	Vice President, Administration and CFO Planning & Corporate
Approval Date:	October 25, 2024
Replaces Procedure Dated:	March 1, 2016
Administrative Contact:	Director, Facilities Management

Posting Procedure

Purpose:

This procedure provides Humber's requirements for posting materials within and on Humber property.

This document is available in alternate format on request.

Procedures:

1. External Organizations

1.1. External organizations wishing to post any material or paid advertising on Humber property must contact the Associate Director, Ancillary Services or designate to request approval.

2. Humber Internal Activities

- 2.1. Posting for internal activities of a short term duration shall be permitted e.g. temporary directional signage, athletic event posters, college/school postings for events.
- 2.2. Postings can remain in place up to 5 days.
- 2.3. All temporary directional or event signage must include the name of the department or individual posting the material and the effective dates.
- 2.4. The individual/department who posts materials is responsible for removing those postings within 24 hours of the conclusion of the event.
- 2.5. Temporary banners may be hung on the interior or exterior of College buildings with permission and help from the Facilities Management Department by submitting an on-line service request.
- 2.6. No permanent signage may be installed by any individual, school or department without the involvement and approval of Facilities Management.

3. IGNITE Student Life Activities

3.1. IGNITE activities are to be posted on Ignite bulletin boards only. Ignite is solely responsible for the maintenance and management of these boards. Separate arrangements will be made for student election signage.

4. Posting Products

4.1. The following products may be used for:

4.1.1. Hard/painted surfaces: Masking tape or green painter's tape only; do not use any

other materials e.g. glue, glue sticks, packing tape, scotch tape, duct tape, nails, staples, sticky pads.

4.1.2. Tack boards: Thumb tacks or staples; do not use any form of tape or glue.

4.1.3. Any items posted with products other than as specified above will be removed immediately and the responsible individual or department will be liable for all costs of repair to damaged surfaces.

4.2. Temporary materials **must not be posted** in/on the following prohibited locations/surfaces:

4.2.1. North Campus Learning Resources Commons & Alumni Hall connecting link – ANY SURFACES

4.2.2. Glass or mirror surfaces (includes all interior/exterior doors & windows, storefronts)

4.2.3. Stairwells (any surface)

4.2.4. Stairs

4.2.5. Floors

4.2.6. Ceilings

4.2.7. Wood paneling/wood veneer

4.2.8. Ceramic/glass tiling

4.2.9. Washrooms including entry doors, toilet cubicles or mirrors

4.2.10. Interior permanent signage, graphics or artwork, either wall/column/ceiling mounted

4.2.11. Exterior of college buildings, lamp posts or permanent signage

4.2.12. Classrooms - unless they are institutional communications

References:

Program Information and Advertising Policy