

 The University of British Columbia Board of Governors	Policy No.: UP8
Long Title: <p style="text-align: center;">Posting of Notices, Posters and Signs</p>	
Short Title: <p style="text-align: center;">Signage Policy</p>	

1. General

- 1.1 In order to enhance the beauty and environment quality of the UBC Campus, promote campus communications through a systematic notice posting approach, and avoid unnecessary maintenance costs, safety hazards, and visual pollution caused by the indiscriminate posting of notices, posters, banners, and like material, the following regulations will apply to the affixing of such material in and around University facilities. Separate regulations for such activities are in effect for the Student Union Building and facilities under the control of the Department of Housing and Conferences. Under no conditions may posters or unauthorized signs be attached to walls of corridors, classrooms, or public spaces or attached to equipment.

2. Building Interiors

- 2.1 Any posters, notices or signs which constitute a safety hazard such as those posted on fire doors or covering fire-hose cabinets or fire extinguishers will be removed and the offender fined \$500.
- 2.1.1 It is the policy of the University to provide sufficient notice boards throughout its buildings to provide a reasonable amount of space for the posting of notices required for the official purposes of academic, non-academic, and student activities. These notice boards must meet building and fire code standards. For more information, contact Plant Operations at UBC Vancouver and Facilities Management at UBC Okanagan.
- 2.1.2 Building notice boards are under the control of the department or other unit in whose area they are located.
- 2.1.3 Notices and other material may be posted only on the notice boards provided and only when approved by the controlling Department or other unit. Posting and removal guidelines are established by the department or unit.

3. Building Exteriors

- 3.1 Notices, posters, bills, or like materials will not be attached to building exteriors.

- 3.2 In very special circumstances and only with approval of the Department of Plant Operations at UBC Vancouver and Facilities Management at UBC Okanagan, banners may be hung on University facilities. In that event, the size, method of attachment, and duration of exhibition must be discussed and agreed upon with the Department of Plant Operations at UBC Vancouver and Facilities Management at UBC Okanagan prior to installation.

4. University Grounds

- 4.1 Limited notice board space will be available on campus grounds for posters and signs. Material may be placed on the notice boards as space is available. These notice boards will be monitored by the Department of Plant Operations at UBC Vancouver and Facilities Management at UBC Okanagan. Material that is duplicated, has had exposure for a reasonable time or whose expiry date is past will be periodically removed.
- 4.2 No material shall be attached to trees, lamp standards, grounds furniture or statuary, traffic controls, building signs, directional signs, warning signs or other fixtures.
- 4.3 No notices, flyers, bills, or such materials are to be placed on vehicles parked on University grounds, or in parking lots or parkades. Exceptions to this regulation must be discussed with and approved by the Parking & Access Control Services. Cost of clean-up associated with such distribution will be charged to the person or organization responsible.
- 4.4 Temporary traffic directional signs (e.g. concerts, "Storm the Wall") are authorized through Parking & Access Control Services.
- 4.5 Permanent signage, including building signage, is authorized through the Campus and Community Planning at UBC Vancouver and Facilities Management at UBC Okanagan.
- 4.6 The Department of Plant Operations at UBC Vancouver and Facilities Management at UBC Okanagan have been instructed to remove all posters, signs, notices, and similar material that have not been placed in accordance with these regulations. Any costs incurred for their removal or for the repair of damage caused by unauthorized placement will be charged to the persons or organizations responsible.



EXPLANATORY NOTES REGARDING THE SIGNAGE POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

The OUC has prepared these Explanatory Notes to provide context and background regarding the Signage Policy. These Explanatory Notes do not replace or supersede the content of the Signage Policy and its Procedures.

Policy Long Title:	Posting of Notices, Posters and Signs
Policy Short Title:	Signage Policy
Policy Number:	UP8
Responsible Executive:	Vice-President, Finance and Operations Deputy Vice-Chancellor and Principal (UBC Okanagan)
Responsible Board Committee:	Property Committee
Related Policies:	N/A
History:	<ul style="list-style-type: none">• The Signage Policy was first approved by the Board of Governors in October 1995;• The Signage Policy was revised in June 2005;• The Signage Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Signage Policy, its long title is Posting of Notices, Posters and Signs, and its number is UP8. The previous identification number for this policy was #120.
Related Legislation:	N/A