

PROCEDURE FOR POLICY 1.50 – Signage and Election Posters

1.0 PERMANENT SIGNAGE

Any permanent sign, bulletin board-erected on University property, or affixed to any building, structure or landscape feature must meet design standards set by Facilities Development & Engineering, Facilities Management. Signage, must be designed, approved and installed by, or under the supervision of Facilities Development & Engineering. This provision applies to all interior and exterior signage including, but not limited to commemorative plaques, building identification and way finding, landmark signs and bulletin boards. Parking and traffic signs shall conform to legal standards and shall be installed by, or under the supervision of Facilities Development & Engineering.

Any costs associated with the removal of any sign which is in direct contravention of this policy or any other University policy may be charged to the individual or group responsible for the placement of the sign.

2.0 TEMPORARY SIGNAGE

The University has delegated responsibility for the approval of all temporary signage to the Associate Vice President, Facilities Management or designate. With the exclusion of advertising covered by MAPP 1.12, all temporary signage must meet the standards established by Facilities Management with regard to both form and content.

Without limiting the generality of the above, no signs shall be placed on any vertical surface including, but not limited to building walls, flagpoles, windows, walls and doors without express permission of Facilities Management.

Messages must be in good taste and be compliant with all University policies, including MAPP 1.35 Policy on Harassment and Non-Discrimination. The Associate Vice-President, Facilities Management or designate, has the authority to require the removal of any sign which, in his/her reasonably exercised discretion is not in compliance with this or any other approved University policy.

Any costs associated with the removal of any sign which is in direct contravention of this policy or any other University policy may be charged to the individual or group responsible for the placement of the sign.

All temporary signage must be removed within 48 hours of the completion of the event advertised. All signage remaining after this period will be removed by Facilities Management and any and all charges accrued will be billed to the appropriate group or individual.

3.0 PORTABLE SIGNAGE

All portable signage on campus must be approved by Facilities Management. Signage will be obtained and paid for by rental agreement and will be placed and removed at an agreed time.

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4.0 CHALKING

The temporary chalking of information is permitted only with the use of washable product on horizontal, exposed surfaces. Tunnel floors and walls are not considered to be exposed surfaces and chalking on them is, therefore, prohibited. As above, chalked messages deemed to be distasteful or offensive will be removed at the direction of the Associate Vice-President, Facilities Management or the Director of Western Special Constable Service.

5.0 ELECTION POSTERS AND SIGNS- MUNICIPAL, PROVINCIAL AND FEDERAL ELECTIONS

5.1 Posting of election signage for municipal, provincial and federal elections is prohibited on Western University property.

6.0 STUDENT ELECTION SIGNS

6.1 Posting of signage for student elections must follow the guidelines stipulated in the annual Elections Manual provided by the University Students' Council (USC). The Associate Vice-President, Facilities Management has the authority to remove any signage that does not comply with these guidelines.