

## Law School Postering Policy

The Law School abides by the policy and procedures for posting material as outlined in the current University Postering Policy:

([http://os\\_extranet\\_files\\_test.s3.amazonaws.com/32408\\_66601\\_postering.pdf](http://os_extranet_files_test.s3.amazonaws.com/32408_66601_postering.pdf))

The policy was revised and approved by Student Assembly on April 29, 1999.

For the Law School, the Facilities Coordinator, in conjunction with the custodial staff, is responsible for what is placed upon or attached to the walls of the building. Materials may not be attached to walls, doors, or windows either inside or outside the building, without prior approval. The custodial staff has standing orders to remove materials posted in these areas during the normal course of cleaning. To aid in the dissemination of information, bulletin boards are provided in various locations for posting materials. Easels are also available. In the interest of keeping a clean environment, we suggest that two weeks be the maximum time materials may normally remain on the boards and, in the case of event advertisements, no more than two days after the advertised event occurs. Exceptions to the maximum will be decided on a case by case basis.

The location of bulletin boards and the individual or organization in charge of their use is given below.

### **Bulletin Boards/Easels**

### **Responsible Party**

Bulletin Board - Registrar's Office  
Bulletin Board - above Pendaflexes  
Faculty Lounge Bulletin Board  
Staff Lounge Bulletin Board  
Copy room Bulletin Board

Law School Registrar's Office  
CLSA President  
Dean's Office  
Administration  
Administration