



UNIVERSITY
OF TASMANIA

Poster and Banner Guidelines

1. Overview

The purpose of these guidelines is to enhance the visual environment of the University by confining and limiting the display of posters, notices and such like to designated noticeboards. It will also reduce unnecessary maintenance expenditure occasioned by the need to remove posters, notices and such like which have been fixed to walls, windows, doors, walkways, trees etc. These can be difficult and costly to remove and often cause damage to the fabric of buildings and to trees. Because Sandwich Boards cause a tripping hazard and thereby cause a danger to Occupational Health and Safety, their use is not permitted.

2. Policy

These guidelines apply to University premises. The Tasmania University Union (TUU) and the Student Association (SA) have separate policies for TUU and SA property. It is the policy of the University to limit the number of posters and similar material that is displayed and to restrict these to posters which relate to University business or which are deemed to be of benefit to University staff and students. Display of offensive or discriminatory posters and banners will not be permitted. Unauthorised posters and banners will be removed at the cost of the responsible person or responsible organisation.

3. Definitions

Posters include bills, notices, bulletins, placards, handbills, advertisements, leaflets, graffiti etc. on paper or on other material. Banner means a horizontal or vertical strip of paper, plastic, cloth or other material larger than a poster.

4. Who may display posters and banners

Display of posters and banners is restricted to University of Tasmania recognised bodies. This includes clubs and societies affiliated with the Tasmania University Union (TUU) or Student Association (SA), academic and administrative organisations within the University, and any other body approved by Asset Management Services, TUU or SA.

5. Posters

- 5.1 Normally posters may not exceed A3 size.
- 5.2 Only one poster per event is permitted per noticeboard.
- 5.3 Posters must not be placed over any other poster.
- 5.4 The name of the sponsoring organisation must be clearly indicated on the poster.

6. Banners

- 6.1 Restrictions will be placed on the size, appearance and siting of banners.
- 6.2 Banners must be securely affixed in place and pose no danger to any person.

7. Gaining approval for display of posters

7.1 TUU or SA Noticeboards

The TUU and SA own noticeboards in their buildings and in a number of other sites located on campus. These noticeboards are clearly marked as belonging to the TUU or SA. The TUU and SA have relevant rules or guidelines that must be complied with.

7.2 School/Section Noticeboards

Before placing anything on a School/Section Noticeboard, prior approval must be obtained from the School or Section that controls the noticeboards

7.3 External Noticeboards and Poster Pillars

University of Tasmania recognised bodies do not require prior approval to place posters on external noticeboards. External organisations seeking to use the external noticeboards must gain prior approval from either the TUU or SA.

8. Gaining approval for Display of Banners

Any person or organisation wishing to display a banner must apply for permission from the Operations and Maintenance Manager, Asset Management Services at least 7 working days prior to the date on which the banner is to be first displayed.

9. Removal of posters and banners

9.1 Person or persons and organising bodies should remove their own posters and banners within 48 hours of the event having passed.

9.2 Unauthorised posters that are placed on School or on Section noticeboards will be removed by the relevant School or Section.

9.3 Unauthorised posters that are placed on either TUU or on SA noticeboards will be removed by the TUU or SA.

9.4 Unauthorised posters that are placed on external noticeboards or on poster pillars will be removed by the TUU or SA.

9.5 Any posters or banners that are not placed in designated locations and in the case of banners are not removed after the date of the event has passed, will be removed by Asset Management Services.

10. Cost of removing posters and banners

Person or persons and organising bodies who fail to remove their posters and banners, or who have placed posters or banners in non-designated areas will be charged for the full cost of removal. This includes time of staff and rectifying any damage.

11. Liability

Person or persons and organising bodies will be liable for any damage, injury or accident caused by display of their poster or banner.

Approved By:	Director, Asset Management
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Related Policies/Documents:	University By-Laws TUU Poster Policy 2004