

# POSTING GUIDELINES

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*General Interest Bulletin Boards are reserved for the following purposes:*

- Announcing special events, activities or programs that are scheduled on campus by recognized groups of Algonquin College.
- Announcing special events, activities or programs scheduled off campus by external groups, but sponsored in part by a faculty, school or service of Algonquin College. The posters must indicate the activity sponsor.
- Announcing special events, activities or programs scheduled off campus by external groups. **Fees apply.**

## Overall Guidelines

- All notices/posters are to be submitted for approval and stamping at The AC Hub (2<sup>nd</sup> Floor, E Building) five (5) business days prior to posting.
- There are 47 general interest boards at Algonquin. Only one (1) poster per board is permitted. Once stamped, the poster owner will post the notices to the boards.
- Notices can be posted for up to four (4) weeks or until the day after the event, whichever comes first. Please remove your notices at the end of the posting period.
- Departmental posters can be posted for a period of one (1) semester.
- No postings shall be smaller than 4.25" x 8.5" or larger than 11" x 17.
- All notices must be posted with push pins. Postings can be removed if staples are used.
- All notices posted on the General Interest boards must be stamped with the official College stamp. Unauthorized posters will be removed.
- Notices/posters are to be posted on General Interest Boards only. Under no circumstances are notices/posters to be taped or affixed to walls.
- All postings for off-campus housing must go through the Students' Association to be posted on their website. Check with the Students' Association for applicable fees. Postings for off-campus housing are not permitted on General Interest Boards.
- All postings for employment must go through The Employment Support Centre. Employment related postings will not be permitted on General Interest Boards.
- All posters must contain; a) the department or club name and b) contact information i.e. email address, telephone extension, and/or social media connection points.
- Any use of the College logo/wordmark must be used in accordance with Algonquin's Graphic Standards.
- The AC Hub, on behalf of Algonquin College, reserves the right to refuse any posting submissions at their discretion.
- The advertisement must follow guidelines as depicted in the document *Procedures for Posting and Distribution of Notices, Advertisements, Newspapers and Periodicals at Algonquin College*. This document can be viewed at: [algonquincollege.com/ancillary](http://algonquincollege.com/ancillary) or you can request a copy at The AC Hub.

## Schedule A - Locations of All General Interest Boards

<b>Buildings</b>	<b>Locations</b>
<b>A Building</b>	<ul style="list-style-type: none"> <li>▪ Beside A116</li> <li>▪ Beside A128</li> <li>▪ Beside A131</li> <li>▪ Across the hall from A109</li> <li>▪ Across the hall from A135</li> <li>▪ Before overpass connecting A Building to D Building</li> <li>▪ Second floor of A Building connecting from B Building</li> <li>▪ Across from A213</li> </ul>
<b>B Building</b>	<ul style="list-style-type: none"> <li>▪ Beside B111</li> <li>▪ Beside B133</li> <li>▪ Beside B140</li> <li>▪ Across from B157</li> <li>▪ Across from B165</li> <li>▪ Beside B182</li> <li>▪ Beside Portable Feast</li> <li>▪ Beside B253</li> <li>▪ Beside B319</li> <li>▪ Beside B330</li> <li>▪ Beside B340</li> <li>▪ Across from B353</li> <li>▪ Beside B374 (x2)</li> </ul>
<b>C Building</b>	<ul style="list-style-type: none"> <li>▪ Beside C143</li> <li>▪ Across from C548</li> </ul>
<b>D Building</b>	<ul style="list-style-type: none"> <li>▪ Nearby Connections: The Campus Store windows in D Building</li> <li>▪ Hall connecting Building D (Market Place Food Court) to J Building</li> </ul>
<b>J Building</b>	<ul style="list-style-type: none"> <li>▪ Beside J205</li> </ul>
<b>M Building</b>	<ul style="list-style-type: none"> <li>▪ Beside M102</li> </ul>
<b>N Building</b>	<ul style="list-style-type: none"> <li>▪ Beside elevators first floor of N Building</li> </ul>
<b>P Building</b>	<ul style="list-style-type: none"> <li>▪ In Lounge P117</li> </ul>
<b>S Building</b>	<ul style="list-style-type: none"> <li>▪ Beside S110 lounge</li> </ul>
<b>T Building</b>	<ul style="list-style-type: none"> <li>▪ Beside T109</li> <li>▪ Near T114 (x2)</li> <li>▪ Near photocopiers near T117</li> <li>▪ Beside T119</li> <li>▪ Beside T130 (x2)</li> <li>▪ Beside T202</li> <li>▪ Beside T219 (x2)</li> <li>▪ Beside T229</li> <li>▪ Across from vending machines T230</li> <li>▪ Beside T303 (x2)</li> <li>▪ Beside T327</li> <li>▪ Beside T336(x2)</li> </ul>