



POLICIES AND PROCEDURES

SECTION TITLE: OPERATIONS	SECTION REFERENCE: OP
POLICY TITLE: COLONNADE CABINETS, FOOD COURT CABINETS & BULLETIN BOARDS	POLICY NUMBER: OP-007

POLICY STATEMENT:

YUSC desires to create clean spaces in the colonnade and food court where community members can knowingly access information to events. YUSC also wants to utilise internal promotion opportunities to support and promote its activities.

PURPOSE: To ensure accessibility to the colonnade cabinets and bulletin boards by student groups, while also ensuring space is available for YUSC to promote its events and activities.

1. CONTROL AND JURISDICTION

1.A. CONTROL

YUSC shall exercise full authority over the cabinets and bulletin boards.

1.B. NON-COMPETITION CLAUSE

Posters advertising events hosted at licensed venues on campus other than the student centre will not be allowed in either the cabinet or bulletin board spaces.

2. COLONNADE CABINETS

2.A. COLONNADE CABINET ALLOCATION

Both the left and right cabinets are to be used exclusively for the purpose of promotion of YUSC activities (i.e. Underground events, programming, notices etc.). Where space in the cabinets is limited, each event may receive one poster each.

The centre cabinet is available to recognised York University student organisations to promote their events on a first-come, first-serve basis.

2.B. PROCESS FOR CENTRE CABINET

Recognised student organisations are allowed to access the centre cabinet through the following process:

- a) By noon Friday of the previous week, the student organisation must bring the poster they want to be displayed to the YUSC office.
- b) Friday afternoon, YUSC staff will remove the previous week's posters, and place the new posters in the cabinet.

3. COLONNADE BULLETIN BOARDS

3.A. BULLETIN BOARD ALLOCATION

The colonnade bulletin boards are allocated in the following way:

- a) One for student governments
- b) One for recognised students clubs and services
- c) One for a Student Buy and Sell Bulletin Board (e.g. text books, furnishings)

Organisations wanting to poster on their allocated board must first received permission from YUSC by bringing a copy of the poster to 335 Student Centre where it must be approved and stamped.

Individuals wanting to poster on the Student Buy and Sell Board must bring in the poster they wish to display as well as provide student identification.

3.B. PROCESS FOR BULLETIN BOARD POSTERING

Recognised student organisations and individual students wishing to post in their respective boards may do so through the following process:

- a) Posters will remain on the board for a period of two weeks
- b) By noon Friday of the previous week, the student organisation must bring the poster they want to be displayed to the YUSC office.
- c) On Friday afternoon, YUSC staff will remove the previous period's posters, and place the new posters in the cabinet.

4. FOOD COURT CABINETS

4.A. FOOD COURT CABINET ALLOCATION

Food Court cabinet spaces are allocated on a 'face' basis as noted in the diagram at the end of this policy. Faces 1 and 2 are to be used exclusively for the purpose of promotion of YUSC activities (i.e. Underground events, programming, notices etc.). Where space in the cabinets is limited, each event may receive one poster each.

Faces 3 and 4 are available to recognised York University student organisations to promote their events on a first-come, first-serve basis.

4.B. PROCESS FOR FOOD COURT CABINETS

Recognised student organisations are allowed to access faces 3 and 4 in the food court cabinets through the following process:

By noon Friday of the previous week, the student organisation must bring the poster they want to be displayed to the YUSC office. Friday afternoon, YUSC staff will remove the previous week's posters, and place the new posters in the cabinets.

5. PARAMETERS & ENFORCEMENT

5.A. POSTER REMOVAL

Posters without a stamp will be removed from the bulletin boards immediately. Posters with a stamp will be removed upon conclusion of the event, or every two weeks; whichever comes first.

Prohibited posters will be removed immediately with punitive measures being applied to the offending group or individual per the enforcement provisions of this policy.

5.B. EXCLUSIVITY

No group may claim exclusive right to any Student Centre internal or external bulletin board, without the prior written approval of the YUSC, which shall only be granted in the most exceptional circumstances and generally only to a funded central student government or service.

5.C. DISCRIMINATION

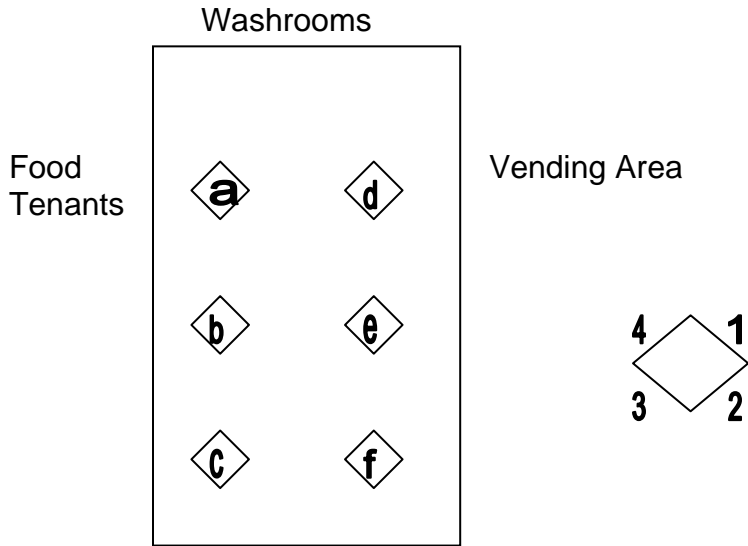
The YUSC reserves the right to remove posters that may reasonably be construed in anyway as discriminatory.

5.D. ENFORCEMENT

Any violation of this policy by a recognized student club or organization shall be cause for the removal of all offending material, and may also be cause for either temporary or permanent suspension of advertising privileges in the building and/or Student Centre room booking privileges, or other punitive action as may be deemed necessary by the YUSC including the loss of office space.

Any violation of this policy by an off-campus organization or individual shall result in the offending party being invoiced for removal of the material, restoration of any damage, and a reasonable deterrent fee against future infractions. Unpaid invoices shall be forwarded to the YUSC's collection agency if payment is not received within 14 days of the third notice.

FOOD COURT CABINET DIAGRAM



Contact Person (title):	Chairperson / Executive Director
Cross-Manual Reference:	OP-003
Monitoring Tools:	Daily Monitoring
Relevant Forms:	N/A
ED Approval Date:	August 26, 2002
Review Dates:	
Revised Date(s):	