

# MONSU Peninsula Inc. Poster Policy

## 1. Application

- 1.1 This policy governs the placement of posters and other notices within and surrounding levels one and two of the Student Union Building (Building U) located at Monash University, Peninsula Campus, McMahon's Road, Frankston.

## 2. Authorisation of Posters and Notices

- 2.1 All posters, notices and other printed information displayed within the Building U and its surroundings must be authorized.
- 2.2 Content of all posters that pertain to MONSU Peninsula matters, activities or initiatives must be approved by the President prior to publication.
- 2.3 Authorisation shall consist of the official Union stamp, the inclusion of the date and the signature of a staff member of MONSU Peninsula.
- 2.4 Authorisation can only be obtained through the MONSU Peninsula Service Desk located in Building U.
- 2.5 Posters and notices that are not duly authorised shall be removed immediately.

## 3. Location of Posters and Notices

- 1.1 Posters, notices and other printed material may be placed on designated pin-on notice boards in the Upper Deck Café and Student Lounge and outside on A-boards, on external pillars under walkway and stairwell walls.
- 1.2 Posters may not be placed on glass windows and doors, or painted areas without the permission of the University and President of MONSU Peninsula. Any material placed in these areas without permission will be removed immediately.
- 1.3 No more than the equivalent of fifteen (15) A4 sized and/or A3 sized posters of any one kind may be placed in the area covered by this policy.
- 1.4 Clubs/societies may display a maximum of four (4) posters in the Seahorse Tavern for upcoming events to be held in this location. Posters can only be displayed in the Seahorse Tavern with the permission of the Bar Manager.

## 4. Length of Approval

- 4.1 Posters and notices advertising events shall be approved until the day following the event. All others will be approved for a period not exceeding two weeks, unless approved otherwise by the President of MONSU Peninsula.
- 4.2 It is the responsibility of the club or society, or affiliated group to remove posters once the event being advertised is over.

## 5. Affixing of Posters

- 5.1 All posters and notices are to be affixed by drawing pins or sticky tape only. No other means of affixing posters shall be permitted.

## 6. Criteria for Poster Approval

- 6.1 Posters and notices will only be approved for display in the Student Union building subject to the following criteria:
  - 6.1.1 Related to Student Union activities including Clubs and Societies and affiliated groups
  - 6.1.2 Related to Student Union Elections and approved under Election regulations

6.1.3 Related to University matters

6.1.4 Related to Community matters

6.2 Posters and notices will not be displayed if in contradiction with the by-laws or policies of the Union, except in so far as to expose the nature of such material and shall generally promote the aims of the Union.

6.3 No posters should be of a nature that can be considered obscene, racist, sexist or promoting illegal activity.

6.4 Affiliated groups must acknowledge the support of the Student Union by incorporating the appropriate logo or stating "affiliated with MONSU Peninsula Inc." on all posters.

6.5 No approval shall be given to commercial advertising except by approval of the President in special circumstances, and subject to ratification by MONSU Peninsula Inc. The display time may be extended at the discretion of the President, MONSU Peninsula Inc.

6.6 The MONSU Peninsula Student Council has the power to revoke the approval of any posters.

## **7. Amendments**

7.1 Poster Policy amendments are decided by the MONSU Peninsula Inc. Student Council (or as delegated to the Peninsula Student Council Executive or Peninsula Summer Executive).

Adopted 23/02/09