

# **Guildhall School**

## **Poster Policy**

This policy is of relevance to students / general public / alumni

Approved on	October 2019
Approved by	Operations Board
Written by	SU/Student Affairs
Last Reviewed	July 2020
Last Amendment	editorial / major amendment summary
Date of last amendment	n /a

This policy outlines the dos and don'ts with regards to posting flyers, posters or announcements around Guildhall School premises.

**Posters should:**

- Respect the School's commitment to equality and safe space.
- Be dated clearly when pinned up (can be re-dated to stop them being removed termly)
- Be attached using appropriate adhesive or pins.

**Posters should not be placed:**

- In public spaces controlled by Marketing. This includes:
  - i. Milton Court front of house, toilets and lifts or anywhere on the south half of the building (noticeboards by Milton Court Stage Door are reserved for School Notices only).
  - ii. Silk Street foyer and toilets
  - iii. anywhere accessible without a swipe card.
- Inside any front of house lifts
- On green doors in Silk Street (internal or external) or on any windows of doors.
- On any windows that are visible from a public space (internal or external) public space meaning anywhere that can be accessed without a swipe card/MC front of house)
- Covering fire safety signs, any official notices or equipment (e.g. swipe unit in the Library)
- On official Guildhall School departmental noticeboards without permission of the department.

**Posters should not contain:**

- Offensive language or imagery

**Posters will be removed if:**

- They do not comply with all of these rules.
- They are over a term out of date.
- The School feels that there are too many of the same poster (in which case the excess will be removed).