



225-28 Street S.E, Calgary, AB, T2A 5K4

Phone: (403) 219 – 0991 Fax: (403) 219 – 0993 E-mail: mcfc@yycmuslims.ca

Policy Title: Posters/Notices/Student Work Projects

Policy Number: Ad-1500

Section: Advertisement

Reviewed on:

Approved by:

Date:

Policy Statement:

The MCFC permits limited use of Posters, Notices and Student Work Projects in designated areas within the schools and all operated buildings. Any material hung in contradiction to the guidelines and restrictions of this policy will be removed and any cost of repairing any associated damages may be charged back to the event organizers or applicable group.

Purpose:

The intent of this policy is to regulate the placement of Posters, Notices and Student Work Projects within the Calgary Islamic Schools and all buildings owned or operated by the MCC/MCFC. This policy aims to reduce the amount of damage to the facilities as well as minimize the risk of fire due to the amount of exposed flammable materials. Additionally, The Calgary Islamic School, itself a body of the MCFC, ought not to be promoting competing organizations or businesses. The Calgary Islamic School should not to be used as a political platform for any group of the Community.

Scope of this Policy:

This policy pertains to administration, students, staff or groups wishing to post material in the noted buildings. This policy excludes notices posted due to emergency situations.

Definitions:

Posters: Any sign, advertisement, notice or other material intended to promote or announce an event or support a cause.

Notices: Any written material such as newsletters, memos, brochures, banners or student written work.

Student Work Projects: Any paintings, plaques or crafts.

Restrictions and Guidelines:

1. All Posters that involve the advertisement of external entities/organizations must be submitted to the MCFC Manager or Operations Manager of the MCFC for approval.
2. Upon approval, all external posters must have the signatures of the MCFC Manager or Operations Manager of the MCFC
3. Posters are limited to 1 copy per location.



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4. For school buildings: all general Notices and Student Work Projects must be approved by the Principal (or his/her designate) of each campus.
5. There is no need for school related general Notices and Student Work Projects to be approved by the MCFC Manager or Operations Manager of the MCFC.
6. It is the Principals' duty to make sure notices and Student Work Projects are in compliance with this policy.
7. Posters, Notices and Student Work Projects shall be placed on:
 - Designated bulletin boards or in glass advertisement cases only.
 - Tripods placed away from the main traffic flow. Tripods shall not be placed in front of doorways or middle of hallways.
8. Under no circumstances are Posters, Notices, Student Work Projects to be placed on:
 - Elevator doors or inside elevator wall partitions
 - windows
 - glass doors
 - painted surfaces
 - stone walls
 - signs, or exit signs
 - fire hose cabinets
 - electrical panels
 - wood finishes
9. Decals (with adhesive backing), double-backed carpet tape, and the use of other permanent adhesive substances or those that prevent easy removal are prohibited.

Procedure:

For school campuses:

After approval, it is the responsibility of the person in charge to:

- (a) Place the advertisement in the proper location.
- (b) Remove the advertisement after the event has taken place or the subject is no longer relevant.
- (c) The person in charge is the one seeking approval; this could be a teacher, admin staff, parent or other.

For Masjids and other buildings:

It is the responsibility of the Manager or designates only to place any advertisement and to remove it.