



We Help. Give. Humber Life.

## POSTING REQUEST FORM – Lakeshore Campus

Contact Name: \_\_\_\_\_

Phone Number or Email Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Title of Flyer/Poster: \_\_\_\_\_

Number of Flyers/Posters dropped off (MAX - 8.5x11: 30; 8.5x14: 20; 11x14: 15): \_\_\_\_\_

Date Requested for Posting (MIN of 3 business days from submission): \_\_\_\_\_

Date Requested for Removal (MAX of 2 weeks): \_\_\_\_\_

Other Information: \_\_\_\_\_

\_\_\_\_\_

<input type="checkbox"/> Approved for posting immediately until: _____ <input type="checkbox"/> Denied – Explanation: _____
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### Terms and Conditions:

The Humber Students' Federation provides approval, posting and removal on HSF-regulated boards where space permits. Posters will be spread out across campus at the discretion of posting clerks and will not appear on every individual board. All unauthorized postings will be subject to immediate removal. We will not approve postings to appear anywhere other than on HSF boards or to be posted by outside parties. Posters will go up approximately 3 business days following submission and remain posted for a maximum of two weeks.

Size: We accept up to 30 8.5"x11", 20 8.5"x14" or 15 11"x17" posters. Larger posters will not be approved for HSF boards.

The Humber Students Federation reserves the right to refuse posting of any materials including those that are deemed to be inappropriate, offensive, or business-related advertisements.

**HSF boards are reserved for student services and events, particularly those located on campus.** Outside organizations may be considered at the discretion of the Communications Coordinator (when space permits) and cannot be guaranteed.

Employment-related postings should be directed to the Career Centre on campus to be posted in their office.

Buy and sell promotions can be posted individually on the plain corkboards around campus. These boards are not monitored by the HSF.

The HSF will contact you in the event that your posting is not approved.

We cannot guarantee that posters will be placed on specifically requested boards due of the volume of submissions we receive.

Please indicate if you wish to have posters (up to 30) sent to the North campus. *Please allow 5-10 business days for them to be sent and posted at North.*

**I have read and understand the Terms and Conditions for posting on HSF Boards:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_