

Waterloo Co-operative Residence Incorporated

Paint, Artwork and Poster Policy

As approved by the General Manager,
and incorporating all changes through:

30 August 2011

*(Note that, in this policy, the masculine shall include the
feminine and the singular shall include the plural)*

Revision History

Date	Revisionist	Summary of Changes
9 June 1990	WCRI	Policy Change
16 December 2001	Russ Wong	Template Update
16 December 2001	Russ Wong	Policy Change
08 June 2002	Russ Wong	Policy Change: 'fag' replaced with 'COW' or 'co-operative work credit'
22 March 2003	Steve Butler and Petr Bakus	Policy Change: modified painting process in Part 1, added Parts 4 & 5, changed policy name to include "Poster".
10 April 2007	Laura Reidel	Title page changed to reflect General Manager's jurisdiction over this policy.
11 May 2009	Cary Hubbard	Remove references to COWs and co-operative work duties/credits
30 August 2011	Cary Hubbard	Policy Change: Modified painting process; Updated artwork process to reflect new member volunteer structure; Updated poster process; Reformat document to align with current approach

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)
1 (2)	Damage & Disturbance		
2 (2)	Member Initiative Policy		
2 (2)	Member Participation Policy		

INTRODUCTION

WCRI is committed to providing exceptional housing to our members and in doing so, encourages our members to make their living space a place where they feel at home. This policy and related procedures establish the guidelines for acceptable alterations to WCRI property and the use of public spaces for information sharing and advertising.

DEFINITIONS

- “artwork” refers to any painting, mural, sculpture, or other piece of art intended for installation or display on WCRI property.
- “ICC” refers to the Inter Co-operative Council, a group of member volunteers and leaders that come together in formal and informal settings to encourage and support member participation, enhance member communication, and build linkages between and within the voluntary member participation structure at WCRI.
- “Member Initiative” means any project or committee designed and operated by a member that is brought forward without first being requested.
- “posters” refers to any advertisement, notice, information sheet, or other document displaying information about events, activities, or services. These items may be for WCRI-related activities or for external activities and will be noted as such in the content of this document.

POLICY

1. (1) While WCRI members are encouraged to make their accommodations at WCRI comfortable, members may not alter the finishes in their room or apartment, whether through painting or wallpapering of these spaces.

(2) Members found to have altered these finishes are subject to fees and/or fines issued in accordance with the current *Damage and Disturbance Policy*.

2. (1) Members may contribute to the aesthetics of the Co-op by creating artwork for public display within the Co-op.

(2) All artwork created for public display within the Co-op must be, at a minimum:

- a) Approved by ICC as a Member Initiative and in accordance with the current *Member Initiative Policy* and the current *Member Participation Policy*,
- b) Created on a removable surface (i.e., canvas), as provided by WCRI, and
- c) Completed with the understanding that the completed artwork becomes WCRI property and may be moved from time-to-time throughout the Co-op at the discretion of the General Manager or delegate.

3. (1) Bulletin boards will be provided throughout the Co-op for the purpose of placing WCRI-related posters.

(2) Walls and windowless doors may also be used for the purpose of placing WCRI-related posters providing either masking tape or painter’s tape is used to secure the paper to the surface.

4. (1) Members wishing to advertise non-WCRI events and activities may use the bulletin boards if prior approval has been granted by the General Manager or delegate. The General Manager or delegate will grant approval if the poster is for an event that is applicable to the WCRI membership, the content of the poster is appropriate for public display, and the event is in line with or supports the current mission and values of the Co-op.

(2) When permission to post advertising for a non-WCRI event is granted by the General Manager or delegate, each poster must be marked with a stamp of approval, obtained from the WCRI Office.

(3) Members granted permission to post advertising for a non-WCRI event are responsible for the appropriate placement and removal of the approved poster.

5. Any poster found posted on any surface within the Co-op that is not placed in accordance with this policy is subject to immediate removal and disposal.

PROCEDURES

6. (1) Member volunteers and member staff will be responsible for monitoring the use of bulletin boards and the placement of posters, as defined in the above policy statements.

(2) These individuals are granted the authority to remove any poster that is placed inappropriately, contains inappropriate content, is no longer current, or, where applicable, has not been granted appropriate permission by the General Manager or delegate.