



ADMINISTRATIVE PROCEDURES	
<i>Administrative Procedure Section</i> FACILITIES	<i>Policy Number</i> 104
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ADMINISTRATIVE PROCEDURE TITLE

Exhibits and Displays at Catholic Education Centre

1.0 ADMINISTRATIVE PROCEDURE

- 1.1 The Catholic Education Centre exhibit/display areas include the first floor reception area of the Catholic Education Centre, and the wall space located inside the Boardroom.
- 1.2 Exhibit/display space is available to all schools, Catholic Education Centre departments, and community organizations and agencies, and will be allocated on a first-come, first-served basis.
- 1.3 Exhibits/displays will contribute to and not detract from the general operation of regular Board activities.
- 1.4 Exhibits/displays will not interfere with the general operation of regular Board activities.
- 1.5 The Board assumes no responsibility for the preservation, protection, or possible damage to or theft of any item exhibited or displayed. All items placed for exhibits/displays are placed at the owner's risk.
- 1.6 Reservations for exhibit/display space from schools/Catholic Education Centre departments will be made by submitting a completed "Permission to Exhibit/Display Form" approved by the school principal and/or department manager and forwarded to the supervisory officer in charge of the requesting school or department.
- 1.7 Requests for exhibit/display space from community organizations/agencies will be made by submitting a completed "Permission to Exhibit/Display Form" to the Director of Education for approval.
- 1.8 Upon approval by the supervisory officer, the "Permission to Exhibit/Display Form" will be forwarded to the Manager of Purchasing, Planning and Facilities Administration.

- 1.9 Reservations for exhibit/display space may be made up to one year in advance.
- 1.10 Exhibitors may use space only once in the school year, unless the space is not being utilized by other schools, departments, or community organizations/agencies.
- 1.11 The Manager of Purchasing, Planning and Facilities Administration will maintain a reservations calendar at the main reception for the exhibit/display area. Approved "Permission to Exhibit/Display Forms" will be date and time stamped by the Manager of Purchasing, Planning and Facilities Administration.
- 1.12 It is the exhibitor's responsibility to contact the Manager of Purchasing, Planning and Facilities Administration, in advance, to arrange for both the installation and the removal of the exhibited/displayed materials in the display areas. Assistance will not be provided by Catholic Education Centre staff unless pre-arranged. Failure to do so may result in cancellation of the exhibit/display.
- 1.13 The Manager of Purchasing, Planning and Facilities Administration will schedule the exhibit/display times and locations.
- 1.14 Exhibits/displays must be removed by the exhibitor by closing time on the last scheduled day allocated to the exhibit/display, or they may be removed by the Manager of Purchasing, Planning and Facilities Administration, or designate, who will not be responsible for the care, condition, or storage of any materials removed.
- 1.15 All exhibits/displays shall be submitted ready for exhibit/display. The Board will not furnish construction paper, letters, or other supplies. Adhesives and any other mounting hardware shall not be applied to the walls. The Board will provide up to three 6 foot folding tables.
- 1.16 Upon removal of exhibits/displays, the exhibitors' shall leave the Catholic Education Centre in a neat, clean, and orderly condition.
- 1.17 In case of a cancellation of a scheduled exhibit/display, the Board reserves the right to arrange for another exhibit/display during that previously allocated time period.
- 1.18 Signs identifying the school/department must be provided by the school/department or community organization/agency.

1.19 The supervisory officer approving the exhibit/display form from the school/department or community organization/agency will be responsible for reviewing and approving the final contents of the exhibit/display.

1.20 There are two distinct display areas:

- Reception Area - floor area (14 ft. long x 2.5 ft. wide x 7 ft. high)
- Boardroom - side walls.

1.21 Two or more exhibits/displays may run concurrently.

2.0 TERMS AND DEFINITIONS

2.1 EXHIBIT

An exhibit is a document or material object produced and identified.

2.2 DISPLAY

A display is the setting or presentation of something in open view.

3.0 REFERENCES/RELATED DOCUMENTS

4.0 RELATED ADMINISTRATIVE PROCEDURES

5.0 RELATED FORMS

Permission to Exhibit/Display Form

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

November 2016

7.0 APPROVED BY BOARD

September 26, 2006

8.0 EFFECTIVE DATE

November 22, 2011

9.0 REVIEW BY

Communication Services

10.0 LAST REVISION DATE

November 22, 2011