



# Dalhousie Student Union Chalkboard Guidelines

**There are four panels of the SUB chalkboard that have been reserved for student societies. These are located on the far right hand side of the chalkboard wall.**

**In special circumstances non-societies may be able to use the board, but priority will be given to ratified societies.**

**Societies can book the panels for two weeks at a time and are responsible for creating their own artwork and cleaning off the old artwork in advance. Chalk and cleaning materials are provided by the DSU and can be located at the information desk.**

**Bookings are made on a first come, first serve basis.**

## GUIDELINES FOR SOCIETY BOOKINGS:

- It may take up to two weeks to receive a response about a panel booking; please submit your request far in advance of your event/project to allow for appropriate scheduling.
- No profane language is to be used.
- Advertisements should be non-political and non-religious.
- Societies have 24 hours of the start of their booking to put up their display. After this time, the booking is released and will be offered to wait-listed societies.

## CLEANING THE CHALKBOARD:

- It takes approximately 30-45min to properly clean the chalkboard.
- The chalkboard must be properly cleaned prior to adding your design (failure to do so may result in removal of your design and prohibition of future use).
- There is chalk and blue cleaning cloths available from the DSU Info Desk.
- To effectively clean the chalkboard, wipe it down once over with a dry blue cloth. Wipe it down a second time with a wet blue cloth, wait for it to dry and then wipe down for a third time with another wet blue cloth. Be sure to change the cloth each time if needed.

***PLEASE NOTE: Failure to comply with these guidelines may mean removal of your artwork and a prohibition of future use***