

Chestermere Regional Community Association

Hockey Arenas • Curling Facilities • Ball Diamonds • Soccer Fields •
Banquet Facilities • Hall & Meeting Rooms Rentals • Recreation Programs



CRCA Posting & Signage Policy

Purpose

To maintain a clean, professional, and fair environment within the facility while allowing structured promotion of community activities.

1. General Rule (Non-Negotiable)

- No posters, signage, or promotional materials may be **posted, displayed, or put up anywhere in the facility without prior CRCA approval.**
 - Any non-approved materials will be **removed immediately by staff.**
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2. Approved Posting Locations

- CRCA provides **two designated Community Bulletin Boards** for public use.
 - No posting is permitted outside of these boards unless explicitly approved.
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3. Community Bulletin Board Use

- Materials must be **approved by CRCA staff prior to posting.**
 - Approved postings may remain for a **maximum of 30 days.**
 - Posters must include:
 - Organization name
 - Contact information
 - CRCA reserves the right to remove:
 - Expired postings
 - Damaged or inappropriate materials
 - Items not aligned with community standards
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4. Long-Term User Groups

- Long-term rental/user groups may request approval to install a **lockable display board** within their leased or assigned space.

- Requirements:
 - Must receive **written CRCA approval prior to installation**
 - Location must be approved by CRCA
 - All costs (purchase, installation, maintenance) are the responsibility of the user group
 - Content within these boards must remain:
 - Internal to the group
 - Appropriate and non-commercial unless approved
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5. Prohibited Posting Areas

Posting is strictly prohibited on:

- Walls, doors, windows, or glass
 - Washrooms or changerooms
 - Arena boards, railings, or seating areas
 - Fences, grounds, or building
 - Mechanical or service areas
 - Any surface not designated as an approved posting location
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6. Enforcement

- CRCA staff are directed to **remove all non-approved materials immediately.**
 - Removed materials may not be stored or returned.
 - Repeat violations may result in:
 - Loss of posting privileges
 - Review of facility use agreements
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7. Approval Process

To request approval:

- Submit materials to CRCA admin office (email or in person)
 - Allow **2–3 business days** for review
 - Approved items will be stamped or authorized prior to posting
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8. CRCA Rights

CRCA reserves the right to:

- Approve, deny, or remove any posting at its sole discretion
- Limit quantity or frequency of postings
- Update this policy as required