

Memorabilia and Clothing Policy

Last Updated: 07/05/2018

PREAMBLE

Floor and building clothing and memorabilia can play an important role in building residence spirit or pride. Remember that the content on these articles can be seen by other people as a reflection of the floor, residence, or even Western University. It is recommended that payment for these items is collected using the POS system at the Front Desk. A form to apply to use the POS system can be found on the Council Portal.

POLICY

All residents and student leaders can consult with the Residence Manager or the Programming Coordinator(s) to review the following guidelines:

- Clothing and memorabilia (including text, graphics, design and nicknames) must not be explicitly or implicitly racist, homophobic, sexist, or vulgar in nature. It is important that all content upholds the Commitment to Diversity and the Residence Contract. Content must not degrade or harm the reputation of Western University, the residence buildings, or any division of the University. Further, any clothing or memorabilia items that are found to be inconsistent with the values of the Department of Housing, the Division of Housing and Ancillary Services, or Western University will be found to be in contradiction of this policy;
- Content that is related to substance use, misuse, and abuse (e.g. drugs, alcohol) is not permitted;
- All content and clothing designs must be approved by the Council President and the Residence Manager before the order is placed. Western, Housing, or building logos must be used appropriately and approved accordingly;
- Clothing and memorabilia should be presold. This ensures that the necessary amount of items is ordered and that an excess of unsold merchandise is avoided;
- It is recommended that orders be completed through The Book Store at Western. This guarantees that ordered products are fair trade where possible. In addition, it allows for the use of arranged payment methods such as purchase orders or speedcode;
- Designs of merchandise should be created with a community focus. Everyone in the intended community should be able to purchase and enjoy the merchandise;
- In order to create an environment that promotes healthy choices and to support the fact that most residents are under the legal drinking age, the purchase, sale and distribution of alcohol containers including, but not limited to, shot glasses, beer steins, wine glasses, and Solo cups, is not permitted.

PROCEDURE

All questions regarding the **Memorabilia and Clothing Policy** can be forwarded to the Residence Manager.