

POLICIES AND PROCEDURES

Subject: Signs, Posters, Literature-On Campus Reference: E-XVIII

Vice President, Student Success

Source: Director, Community Relations Eff. Date: October 16, 2014

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated June 15, 2014

Date: October 25, 2014

All signs, posters, and literature to be posted and distributed on campus must be approved by a college official. Faculty, staff and community members wishing to post or distribute literature on campus must obtain approval from the Director of Marketing and Communications or his/her designee.

The Director of Marketing and Communications is responsible for the following:

1. determining the size of signs and posters to be posted on campus,
2. determining the length of time signs and posters may remain on display, and
3. implementing and enforcing these policies and procedures.

The following policies will be followed in accordance with the different types of signs, posters, and literature.

A. Types and Quantity

1. All signs, posters, and literature of on-campus organizations that advertise approved activities may be posted in designated areas of all buildings except the Administration Building.
2. All signs, posters, and literature of off-campus groups advertising non-profit and student interest activities must obtain approval from the Director of Marketing and

Communications or his/her designee. Distribution of postings are limited to a maximum of three posters and signs.

3. All signs, posters, and literature of a political nature will be limited to only two (2) articles of advertisement per political subject to be placed in a designated area for two weeks prior to the election. The Director of Marketing & Communications will select a portion of the lawn in front of the Student Services Center designated for yard signs for the same two-week period. There will be a limitation of one sign per candidate.
4. All signs, posters, and literature that are not covered in the above three items will be reviewed by the Director of Marketing and Communications or his/her designee and approved or denied on an individual basis.

B. Display

Upon approval, the literature will be stamped "approved" and added to a distribution schedule located in the Director of Marketing & Communications' office. The Director of Marketing & Communications or his/her designee will distribute all approved literature. Postings must be printable in portrait format and on a regular sheet of paper (8.5 x 11"). There will be no more than

4 posting per location at one time, and all postings must be placed within the designated literature holders.

1. No packing tape, duct tape, or masking tape may be used at any time.
2. No postings may be made on light poles on campus.
3. Signs and posters placed on trees must not be nailed, tacked or stapled.
4. All literature will be removed by the Director of Marketing & Communications or his/her designee according to the distribution schedule.
5. Abuse of the policy may result in suspension of posting rights or removal of all literature posted on campus at that time.
6. The President or his/her designee must approve all exceptions to the policy in Policies & Procedures: E-XVIII.