

AR 3321 Public Posters and Notices

References:

Previous AR B001
BP 3320

PUBLIC POSTERS AND NOTICES

Public posters, flyers, notices, etc., that are distributed by external groups are permitted on designated public and electronic bulletin boards only, subject to approval by the Reception and General Support Specialist or the Director of Facilities generally for a two-week period. Public posters, flyers, notices etc. from internal groups should also be submitted to the Reception and General Support Specialist for approval. Public posters distributed in locations other than designated bulletin boards, or not approved for display in advance, will be removed and destroyed.

COLLEGE SPONSORED POSTERS AND NOTICES: B001.2

College-sponsored posters, flyers, notices, etc., proposed for off-campus distribution should be submitted to the Marketing Coordinator for review prior to public distribution.

College-sponsored posters, destined for campus distributions should be submitted to the Reception and General Support Specialist or Director of Facilities for approval are subject to guidelines below:

- A. Posters and flyers advertising college events must have the ADA compliance statement on the bottom of them.
- B. Posters, flyers, notices, etc., will be stamped for approval and will receive a date for removal, which is typically two weeks. Posters will be taken down by the Reception and General Support Specialist after two weeks, or when the material becomes outdated.
- C. Posters may be placed on bulletin boards or other surfaces designed to accommodate fastening with tacks or placed in a clear table or window frame. One item per area only. Posters will be taken down by the Reception and General Support Specialist after two weeks, or when the material becomes outdated.
- D. On occasion, temporary notices on classrooms and buildings may be posted with non-permanent adhesive as necessary to alert students and public if approved by administration on an as needed basis. If there is a need to place a poster on a painted surface check with facilities and/or maintenance for the appropriate adhesive to be used. It is the responsibility of the party posting the notice to see that it is promptly removed when no longer applicable. The Reception and General Support Specialist will be notified of temporary signs in order to monitor removal.

Adopted: 11/23