

PROCEDURES**BULLETIN BOARDS**

The following standards apply to all postings displayed in or on college-owned or leased property, with the exception of departmental bulletin boards and official posting boards required by Human Resources:

1. All postings must be approved by the switchboard operator/receptionist.
2. All postings will be stamped and dated with an expiration date. Postings not meeting this requirement will be removed.
3. All postings, except postings for roommates, expire within fifteen calendar days from the date they are approved and will be removed.
4. Postings for roommates expire within 30 calendar days from the date they are approved and will be removed.
5. Examples of permissible postings:
 - a. Non-profit, community-based clubs and organizations.
 - b. Promotions and informational posting related to approved college clubs, organizations, and academic and college-sponsored forums.
 - c. Personal ads: For rent, sale, car pools, etc. NOTE: Green Ad Cards, available from the switchboard operator/receptionist, are required.
6. Examples of postings that are not permitted:
 - a. Postings promoting commercial/for-profit activities.
 - b. Postings promoting religious activities.
 - c. Postings promoting partisan political activities.
7. Posting Locations: Bulletin boards are designated as to the type of postings permitted.

The switchboard operators/receptionists will provide guidance regarding location and method, but because of physical damage to property and maintenance issues created by a variety of posting methods, please comply with the following guidelines:

- a. Do not place postings on window glass.
- b. Do not place postings on plaster, sheetrock walls, or columns.
- c. Do not use glitter to decorate posters.
- d. Do not use double-face, duct, or packing tape.

History:

01.16.04 Adopted

08.27.04 Revised

08.26.05 Revised