

Posting Policy

Category Name:	Administration and Operations
Responsible Unit:	College-wide Policy
Responsible Cabinet Member:	President
Adoption Date:	December 10, 2015
Last Revision Date:	
Last Review Date:	

Policy Statement

Rules for posting posters, banners and signs on College property.

Purpose/Scope

Applicability

Definitions

There are no definitions for this policy at this time.

Policy Procedures

Posters and other printed advertising can be posted only on bulletin boards not designated for specific purposes. Use of windows, glass doors, walls, elevators, the outside of any building, trees or light posts is prohibited.

A. All posting material for the campus **except** residence halls must first be approved by the individual building managers. Postings **within** residence halls must be approved by the Office of Residential Life/Learning Communities. This is to ensure that items are posted in areas approved by the college for posting, does not present a hazard to the public, and does not damage College or private property.

B. Any large banner must be approved by the Student Union and Activities office before it is posted within the Seymour College Union.

C. Posting in the residence hall must be approved by the Office of Residential Life/Learning Communities.

D. Individuals wishing to post commercial advertisements, which relate directly to the student population, must register the name of a contact person, address, and phone number with the Division of Enrollment Management and Student Affairs.

E. A copy of the Campus Posting Policy is available at the Information Desk of the Seymour College Union.

F. Non-adherence to this policy will result in the removal and disposal of the materials.

Links to Related Procedures and Information

There are no links for this policy at this time.

Contact Information

There is no contact information for this policy at this time.

History (*in descending order*)

Item	Date	Explanation
Next Review Date	December 10, 2018	Three-year review
Adoption Date	December 10, 2015	Policy Adopted
Draft Review Date		Draft Policy under 30-day Campus Review

Approval

