



SOWELA

TECHNICAL COMMUNITY COLLEGE

www.sowela.edu

TITLE: PLACEMENT OF PRINTED MATERIALS ON CAMPUS

EFFECTIVE DATE: TBD

LAST REVISION: Initial

Policy No.

Policy Statement

To insure that Sowela Technical Community College maintains an attractive campus appearance and protects the rights of all campus organizations, faculty and staff members as well as Sowela property, the following rules relating to the posting of all printed materials will apply:

1. All printed materials must be approved and stamped by the offices of Media and Public Relations and Human Resources before they can be posted. Please see LCTCS policy no. 6.027.
2. Printed materials may be placed only on bulletin boards and easels in campus buildings. The maximum size for such materials is 12" x 17", and one announcement per event is allowed per bulletin board or easel.
3. Printed materials may not be placed on brick, glass or wall surfaces, doors, fences, sidewalks, trash receptacles, light poles or trees.
4. The placement of any banners (larger than 12" x 17") on campus must have prior written approval by the office of Media and Public Relations.
5. All items that are hung in designated areas shall be done so in a manner that is temporary and non-destructive. No clear tape, duct tape or staples shall be used. Only push pins, tacks or mounting putty will be allowed for mounting purposes. Any substance that may damage the surface to which it is being mounted is strictly prohibited.
6. Sowela reserves the right to remove any printed materials that have become damaged, are not posted per policy, or would cause embarrassment or discredit to the college.
7. Non-campus electioneering signage will not be allowed to be posted anywhere on campus.

8. All non-Sowela related or sponsored event notices or posters that are allowed to be posted must contain a statement of non-endorsement and non-guarantee of service or product by Sowela.
9. Flyers on automobiles will not be allowed and violators will be asked to remove the material or pay the labor cost associated with removing these materials.
10. Departmental bulletin boards will be maintained by the department or building.

Source of Policy: Media & Public Relations

Related Policy: N/A

Approved by:
Chancellor

Date:

Responsible Administrator: Director of Marketing
& Community Relations

LCTCS Policy Reference: N/A
LCTCS Guideline Reference: NA