

**Treasure Valley
Community College**

Code: **KJA**
Adopted: 03/04/04
Readopted: 10/14/09; 2/15/11; 1/19/16
Orig. Code(s): AR 901-1; AR 901-6

Campus Posting Guidelines

The College recognizes the broad range of student activities as well as community events occurring simultaneously throughout any school year. Posted materials such as posters and flyers have helped these events be successful. For successful events to occur, an orderly posting policy is required. Campus and community organizations and individuals can then have their voices heard and their programs recognized in an orderly fashion. The following will apply to materials posted on campus:

1. All organizations and individuals seeking posting privileges must comply with each of the following procedures:
 - a. Permission;
 - b. Distribution; and
 - c. Posting Specifics.
2. Failure to accept and follow these procedures may result in disciplinary action. Students violating this policy will be referred to the appropriate Administrator of Student Services for disciplinary review;
3. The posting policies in this document do not apply to student elections, which are covered in a separate policy.

Permission

Permission from the designated official for each campus building is required before any materials are posted. Officials can be found in the following departments in each building of the campus:

Building/Department-Official

Barber Hall-Switchboard	Oregon Trail - Executive Dean of CTE's Office
Student Services/Bookstore - Student Services Staff	Art Building - Art Department
Fine and Performing Arts - Secretary's Office	Easley Memorial Gymnasium - Athletic Office
Weese Building - Student Programs Office	Residence Halls - Housing Office
Vo Tech Building - Vo Tech Office	Library
Tech Building - Nursing Secretary	Physical Plant Building - Office
Science Center - President's Office	

Distribution

This procedure covers the posting and distribution of materials and sets limits on areas where posted materials are allowed.

Any posting on these restricted areas without prior approval will result in the removal of posted materials.

Posting Specifics

Certain restrictions and guidelines must be followed concerning the specifics of posting materials. Generally speaking, appropriate materials must relate to campus activities or other activities that benefit members of the campus community. Materials deemed offensive or inflammatory will not be posted. The building supervisor and/or director of student programs will determine the appropriateness of posted materials.

1. All posted materials (posters, flyers, etc.) must bear the name of the sponsoring organization or individual.
2. Posted materials must be dated (specific day of an event or an important deadline, etc). Thirty days is the maximum time materials may be posted.
3. Only one posted poster or flyer per vendor per bulletin board is allowed.
4. Materials must be posted in an orderly manner that does not affect the safe and organized day to day activity of student life on campus.
5. It is the responsibility of the sponsoring organization or individual to remove posted materials for an event once it is over.
6. The ultimate authority on posting privileges lies with the designated officials. They reserve the right to set limits or change the rules and regulations on posting privileges in their buildings as they see fit.
7. It is the responsibility of the student programs office to oversee that the procedures for posting privileges are followed accordingly.
8. A directory of designated building officials is available from the director of student programs, who recruits the officials and maintains the directory.

Contact the Director of Student Programs or the appropriate designated building official if there are questions or concerns regarding the Treasure Valley Community College Campus Posting Policy. The appropriate Administrator of Student Services is the final authority on posted materials.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)

46 OR. ATTY. GEN. OP. 239 (1989)

Cross Reference(s):

GBI - Gifts and Solicitations

KJ - Vendor Policy