

Policy Series 5000
Procedure 5060
Procedure 5060.5

Posting on Campus

The posting of flyers, notices and handbills is managed by the Director for Campus Services on each campus.

Designated areas are available for posting on each campus. All printed materials must be stamped to be posted on campus. A list of designated areas and stamping are available at the offices for Campus Services, Kooi Library, and the Welcome Desks. Materials that are not stamped will be removed.

Printed materials cannot be posted on walls or left on common area tables nor placed on directional signs, building identification signs, or building windows. And there will be no approval for printed materials to be placed on vehicle windows. Free-standing exterior signs must be approved in advance and removed promptly at the end of the event. No political signs are allowed to be posted on campus property.

Chalking is an option for posting but only on the sidewalks. Water-soluble chalk must be used.

NWCCD does not necessarily support or directly promote the content of the notices and printed materials, it just provides a means for announcement. The name of the sponsoring organization must appear prominently on all flyers and advertisements. NWCCD does allow for community event fliers to be posted.

- The right to distribute or post notices and printed materials shall not extend to libelous, obscene, or personally defamatory statements. Neither shall this right extend to materials encouraging and promoting violations of College regulations.
- Signs and printed materials will not portray the consumption of alcohol as the focus of an event. Signs advertising products containing alcohol are not permitted.

Printed materials announcing events should be removed within 24 hours of the end of the event. It is the responsibility of the sponsoring organization/group to remove notices within the appropriate time period. Failure to remove notices and materials may result in a removal fee or loss of posting privileges.

Other promotional options are available to NWCCD affiliated groups (eg, student organizations, departments) such as the digital display boards, NWCCD Portal announcements, table tents, and external digital signs by contacting Campus Services or the Public Information Office.

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