

# Crafton Hills College Posting Guidelines

Approved by Crafton Council on March 26, 2024

- I. General Purpose and Intent
  - A. CHC considers the external environment a significant part of the educational experience at CHC. Any posting must respect the natural beauty of the campus. These posting guidelines provide standards for the temporary posting of information to maintain the quality-learning environment and professional appearance of the campus as related to the temporary posting of information. These standards and guidelines intend to:
    1. Preserve and enhance the appearance of the college—its landscape, hardscape, buildings, gathering spaces, and interior spaces.
    2. Recognize the need for signage to provide information to the campus community as well as to visitors.
    3. Identify appropriate and allowable locations for the posting of temporary signage.
    4. Prevent excessive and incompatible signage.
    5. Promote and maintain educationally viable activities for the benefit of the campus community.
    6. Protect the public's investment from damage caused by postings.
    7. Provide provisions to evaluate and regulate temporary signage on the campus.
    8. Provide a framework to support the ongoing implementation, application, and enforcement of these guidelines.
- II. Types of postings addressed in these guidelines.
  - A. Temporary postings, signs and displays. Examples: flyers, notices, banners, posters, pamphlets, signs affixed to stakes, chalking, displays.
- III. General Posting Requirements
  - A. Postings are not allowed on trees, plants, walls, woodwork, furniture, stairs, handrails, sidewalks, campus signs/directories, glass, or on any painted surfaces such as doors, walls, or light poles. Postings are not allowed to be placed on vehicles.
    1. Postings may only be displayed for a maximum of 30 days unless otherwise addressed in this document.
    2. Artwork must be approved by the Institutional Advancement office prior to being distributed.
    3. All postings/displays should be maintained in good structural condition. Facilities services have the right to inspect, repair, alter or remove postings that become dilapidated or abandoned, or that constitute a physical hazard to public safety.
    4. All postings must be hung within arms' reach. NO CLIMBING and NO LADDERS are permitted to facilitate posting.
    5. All materials shall indicate the name of the campus organization(s) or department, the nature of the event, the date and time, the location, cost (if any), and CHC contact information (CHC email, telephone number or website)

when applicable.

- B. Chalking: Chalking is not allowed on the CHC campus unless for academic purposes and approved through Administrative Services.
- C. Facility Damage: Any damage caused by either placing or removing postings or displays becomes the responsibility of the department, organization, or individual placing the postings.
- D. Weather Damage: Any postings or displays damaged shall be removed/replaced by the individual/department responsible for the posting.
- E. Removal: All postings, flyers, and other displays shall be removed/replaced by the individual/department responsible for the posting.
  - 1. Postings that pertain to a time, event, or purpose that no longer applies shall be presumed to be abandoned. Departments, Facilities Services, Office of Institutional Advancement, or Administrative Services may remove or cause to have removed any abandoned or prohibited signs on campus property.
  - 2. All postings inside buildings are subject to removal by the departmental managers within the building.

#### IV. Specific Posting Requirements

##### A. Exterior Bulletin Boards

- 1. Only 40 flyers/posters per event are allowed unless otherwise approved through Institutional Advancement.
- 2. Flyers and posters shall be approved for up to 30 days to be placed on bulletin boards on a first-come, first-served basis.
- 3. Due to space limitations on campus bulletin boards flyers to be posted on campus bulletin boards are generally restricted to 8.5" x 11".
- 4. Individuals or groups are limited to one posting per location.
- 5. Only blue painters' tape or other non-destructive and removable hanging material may be used to post flyers. Paste, glue, nails, clear packing tape or duct tape are not permitted.
- 6. Tape the backside of the flyers by looping the tape for easy removal.
- 7. Locations: CHC Approved Posting/Bulletin Board Locations Map can be found online at: <https://www.craftonhills.edu/faculty-and-staff/academic-senate/meetings/2015/11-18/bulletin-board-locations-map-10-2015.pdf>

##### B. Interior Bulletin Boards

- 1. Interior and classroom bulletin boards may be used for the purpose of posting campus-related information, such as event information and emergency information.
- 2. Only 40 flyers/posters per event are allowed unless otherwise approved through Institutional Advancement.
- 3. Flyers and posters shall be approved for up to 30 days to be placed on bulletin boards on a first-come, first-served basis.
- 4. Individuals or groups are limited to one posting per location.
- 5. Advertisements and other non-campus-related postings are not allowed in classrooms.
- 6. Safety and emergency-related postings are the responsibility of Administrative Services.

7. Only staples and tacks may be used to post information on interior bulletin boards.
  8. Locations: ARTS-101, ARTS-130, CDC-106, CDC-115, CNTL1-128, CNTL1-201, CNTL1-307, CNTL2-246, EAST-105, KHA-132, LRC-231, PAC-308, PSAH-111, PSAH-113, PSAH-201, PSAH-213, PSAH-226, WEST-106, WEST-107, WEST-108, WEST-109, WEST-110, WEST-215, WEST-216, WEST-217, WEST-218, WEST-219.
- C. Outside Banners
1. Banners posted in the Central Complex breezeway must be 36" tall and a minimum of 6' and maximum of 10' long, with grommets and air pockets.
  2. Banner content is approved through the manager of the affiliated area/department and Institutional Advancement
  3. Banner locations shall be coordinated with facilities services and institutional advancement.
  4. Banners are installed by facilities services for a minimum of 30 days and a maximum of 60 days.
- D. Inside Banners
1. Banner hanger locations -Crafton Center 1<sup>st</sup> and 2<sup>nd</sup> floor, LRC 1<sup>st</sup> and 2<sup>nd</sup> floor, and Central Complex by Mesa Center.
  2. Inside banners must be 24" X 36" and printed on both sides.
  3. Banner content is approved through the manager of the affiliated area/department and Institutional Advancement.
  4. Banner locations shall be coordinated with facilities, services and institutional advancement.
  5. Banners are installed by facilities services for a maximum of 60 days.
- E. A-frames/Sandwich Boards (Pilot project to be revisited in Fall 2025.)
1. Six sandwich boards will be available for check out from MESA for a maximum of one week.
  2. These should be used by one department at a time to communicate with students about a major event.
  3. Must not block entrances, exits, stairs, walkways, or access to handrails.
  4. Must conform to general safety guidelines.
  5. Consideration must be given to weather and operations and services when locating displays.
  6. Sandwich boards may not be chained, or cable locked to CHC property (trees, bollards, street or lamp posts, etc.).
  7. Posters for the sandwich boards need to be printed on foam board at 24" X 36" and information should be displayed on both sides of the boards.
  8. Sandwich boards may only be used for wayfinding or to promote an established CHC program or CHC operated function.
  9. A-frames and sandwich boards must be installed by the department and removed daily.
  10. All artwork must be approved by Institutional Advancement.
- F. Lawn signs
1. Up to 15 lawn signs may be on display for up to a two-week period.
  2. Lawn signs may not be placed in locations that will impact pedestrian traffic or

- vehicle visibility. There must be five feet of clearance around any sign in an open paved area.
3. Lawn signs may not be chained, or cable locked to CHC property.
  4. Lawn signs should be placed in mulched areas to avoid being removed during work such as mowing and edging.
  5. Lawn signs should be 24" wide and 18" tall, with a 10" x 30" silver H-stake.
  6. All artwork must be approved by Institutional Advancement.
- G. Table tents and acrylic frames in Roadrunner Café and Crafton Center main area
1. All table tents or inserts for acrylic frames must be approved by Institutional Advancement.
  2. Departments are responsible for providing their own acrylic frames or table tents not to exceed 3.5"X5".
  3. Up to 15 items per department may be displayed in the Roadrunner Café and Crafton Center main area coffee tables for a maximum of 14 days. A maximum of two departments will be allowed to display information at one time on a first come first served basis.
  4. The department is responsible for placing and removing the items.
  5. Handbills and flat pieces of paper, regardless of size, may not be left on the tables, counters, or otherwise distributed. Any advertisements for outside organizations will be discarded.
  6. No items are to be left on the countertops or surfboard in the Crafton Center main area or any other areas across campus.
  7. All artwork must be approved by Institutional Advancement.
- I. Information Center and acrylic frames in elevators.
1. Departments can display brochures, flyers, and other information on a first-come, first-served basis.
  2. Any outdated or damaged materials will be discarded.
  3. Departments are responsible for providing materials and removing anything that is outdated.
  4. All artwork must be approved by Institutional Advancement.
- J. Other Displays
1. All other displays on campus must be approved through the area manager and Institutional Advancement.
  2. A facility use request should be submitted, including the name of the person responsible for the display(s), the beginning and end dates, and areas impacted.
  3. Displays must not block or obstruct access to entrances, exits, stairs, walkways, or access to handrails.
  4. Displays must conform to general safety guidelines and must not create tripping hazards or impede the flow of pedestrians or vehicles.
  5. Consideration must be given to weather and operations and services when locating displays (i.e. maintenance access, landscape maintenance, etc.). Clean up is the responsibility of the person in charge as identified in the facilities use request.

6. A maximum of one week is allowed for any “other” displays.
- K. Student Postings
1. The Student Life Office has the responsibility for approval of temporary banners, flyers, and posters on general purpose bulletin boards. A stamp of approval is required on all student generated postings.
  2. The Student Life Office shall advise all students desiring to post information of the college’s policies and procedures regarding postings.
  3. Approved student postings can only be displayed for a two-week period from the initial date of authorization (As per the CHC Club Handbook).
- L. Department and Office Postings
1. Academic and administrative department bulletin boards (usually located within or outside departmental offices) are maintained by the department. Campus departments have the responsibility to maintain dedicated bulletin boards within their area.
  2. Approved postings can only be displayed for a 30-day period as authorized by Institutional Advancement.
  3. Small bulletin boards, located outside the offices of many individual faculty and other employees, are maintained by the occupants of those offices.
  4. The type and location of individual and departmental bulletin boards must be approved through and installed by facilities services.
  5. Posting of office hours and class cancellation notices are to be inserted into acrylic frames. Such notices shall not be taped to doors.
- M. Conferences, Meetings, and Special Events
1. The manager of the hosting/sponsoring department for a meeting, conference, or special event is responsible to ensure postings comply with the policies and procedures outlined herein.
  2. Events having shared oversight by several managers shall have a designated manager responsible for the event signage and ensure postings comply with the policies and procedures outlined herein.
  3. The Office of Administrative Services has the authority to approve the content, type, and locations of temporary signage for all civic center events scheduled by non-campus affiliated individuals/organizations.
- N. Athletics Facilities and Events
1. The Office of Administrative Services or appropriate athletics director has the authority to approve the content, type, and locations of temporary signage for all athletics facilities and events.

END OF CHC POSTING GUIDELINES