

**Crafton Hills College**  
**Posting Policy**  
**August 24, 2015**  
**Approved by Crafton Council on \_\_\_\_\_**

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. This posting policy provides standards and guidelines 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, confusing, 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 this policy.

II. Types of postings addressed in this policy

- A. Temporary Signs
  - 1. Flyers, notices, banners, posters, pamphlets, signs affixed to stakes, chalking
- B. Academic Displays
  - 1. Art, music, or other related displays

III. Posting Regulations and Requirements

- A. General Requirements
  - 1. Location
    - a. Postings shall only be placed on bulletin boards or other designated locations (Approved posting/bulletin board locations map is online at: \_\_\_\_\_).
    - b. 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.
    - c. Postings are not allowed to be placed on vehicles.

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2. Time Restrictions
    - a. Postings can neither be displayed nor distributed prior to 30 days from the date of the event unless otherwise stipulated herein.
  3. Maintenance of Postings, Displays, and Posting Locations
    - a. All signs should be maintained in good structural condition at all times. Facilities services has the right to inspect, repair, alter or remove postings that become dilapidated or abandoned, or that constitute a physical hazard to public safety.
    - b. Facility Damage
      - I. Any damage caused by either placing or removing postings or displays becomes the responsibility of the department, organization, or individual placing the postings.
    - c. Weather Damage
      - I. Flyers/posters damaged by the weather shall be removed/replaced by the individual/department responsible for the posting.
  4. Only 25 flyers/posters per event are allowed.
  5. Chalking: Chalking is not allowed on the CHC campus, unless otherwise approved through Administrative Services for academic purposes.
  6. Banners
    - a. Banners posted in the Central Complex breezeway must be 36" tall, with grommets.
    - b. Banner content is approved through the manager of the affiliated area/department.
    - c. Banner locations shall be coordinated with facilities services.
    - d. Banners are installed by facilities services.
  7. Removal
    - a. Postings that pertain to a time, event, or purpose that no longer applies shall be presumed to be abandoned. Departments, Facilities Services, or Administrative Services may remove or cause to have removed any abandoned or prohibited signs on campus property.
    - b. All postings inside buildings are subject to removal by the departmental managers within the building.
- B. 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).

- 84 C. Department and Office Postings
- 85 1. Academic and administrative department bulletin boards (usually located within
- 86 or outside departmental offices) are maintained by the department. Campus
- 87 departments have responsibility to approve postings and maintain dedicated
- 88 bulletin boards within their area.
- 89 2. Small bulletin boards, located outside the offices of many individual faculty and
- 90 other employees, are maintained by the occupants of those offices.
- 91 3. The type and location of individual and departmental bulletin boards must be
- 92 approved through and installed by facilities services.
- 93 4. Posting of office hours and class cancellation notices are to be inserted into the
- 94 plastic sign holder next to or on the door. Such notices shall not be taped to
- 95 doors.
- 96 5. Sandwich boards, wood or wire stake signs, or pedestal signs are procured and
- 97 maintained by the department responsible for the posting. Location and
- 98 collection of such signage is the responsibility of the department.
- 99 6. Campus departments do not require prior approval to post on designated
- 100 campus locations. However, departmental managers are responsible to oversee
- 101 that associated postings abide by the policies stipulated herein.
- 102 D. Academic Displays
- 103 1. Definition: Academic displays are those generated by the students as a course
- 104 requirement whether set up by students, faculty, or lab technicians.
- 105 2. Such displays must adhere to the following requirements:
- 106 a. Displays on campus must be approved through the submission and
- 107 approval of a facility use request. The request must include the name of
- 108 the faculty, staff or manager responsible for the display(s), the
- 109 beginning and end dates, and areas impacted.
- 110 b. Must not block entrances, exits, stairs, walkways, or access to handrails
- 111 c. Must conform to general safety guidelines
- 112 d. Consideration must be given to weather and operations and services
- 113 when locating displays (i.e. maintenance access, landscape
- 114 maintenance, etc.). Clean up is the responsibility of the person who set
- 115 up the display and the faculty requiring the display.
- 116 E. Classroom Bulletin Boards
- 117 1. Classroom bulletin boards shall be used for the sole purpose of posting class-
- 118 related information, such as educational information and emergency
- 119 information.
- 120 2. Advertisements and other non-campus related postings are not allowed in
- 121 classrooms.
- 122 3. Bulletin boards in general classrooms shall be maintained by the faculty and
- 123 shall be cleared following each semester.
- 124 4. Safety and emergency related postings are the responsibility of Administrative
- 125 Services.

- 126 F. Conferences, Meetings, and Special Events  
127 1. The manager of the hosting/sponsoring department for a meeting, conference,  
128 or special event is responsible to ensure postings comply with the policies and  
129 procedures outlined herein.  
130 2. Events having shared oversight by several managers shall have a designated  
131 manager responsible for the event signage and ensure postings comply with the  
132 policies and procedures outlined herein.  
133 3. The Office of Administrative Services has the authority to approve the content,  
134 type, and locations of temporary signage for all civic center events scheduled by  
135 non-campus affiliated individuals/organizations.  
136 G. Athletics Facilities and Events  
137 1. The Office of Administrative Services or appropriate athletics director has the  
138 authority to approve the content, type, and locations of temporary signage for  
139 all athletics facilities and events.  
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141 CHC Approved Posting/Bulletin Board Locations Map can be found online at: \_\_\_\_\_

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END OF CHC POSTING POLICY

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