

# Crafton Hills College Posting Guidelines

May 8, 2018

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. 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 Signs & Displays
1. Flyers, notices, banners, posters, pamphlets, signs affixed to stakes, chalking, displays

## III. Posting 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: <https://www.craftonhills.edu/faculty-and-staff/academic-senate/meetings/2015/11-18/bulletin-board-locations-map-10-2015.pdf>).
- 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.

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- c. Postings are not allowed to be placed on vehicles.
  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.
    - d.
  4. Only 25 flyers/posters per event are allowed unless otherwise approved through Administrative Services.
  5. Chalking: Chalking is not allowed on the CHC campus unless for academic purposes and approved through Administrative Services.
  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. Flyers/posters shall be removed/replaced by the individual/department responsible for the posting.
    - b. 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.
    - c. 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).
- C. 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 responsibility to approve postings and maintain dedicated bulletin boards within their area.
  2. Small bulletin boards, located outside the offices of many individual faculty and other employees, are maintained by the occupants of those offices.
  3. The type and location of individual and departmental bulletin boards must be approved through and installed by facilities services.
  4. Posting of office hours and class cancellation notices are to be inserted into the plastic sign holder next to or on the door. Such notices shall not be taped to doors.
  5. Sandwich boards, wood or wire stake signs, or pedestal signs are procured and maintained by the department responsible for the posting. Location and collection of such signage is the responsibility of the department.
  6. Campus departments do not require prior approval to post on designated campus locations. However, departmental managers are responsible to oversee that associated postings abide by the policies stipulated herein.
- D. Displays
1. Displays on campus must be approved through the submission and approval of a facility use request. The request must include the name of the faculty, staff or manager responsible for the display(s), the beginning and end dates, and areas impacted.
  2. Must not block entrances, exits, stairs, walkways, or access to handrails
  3. Must conform to general safety guidelines
  4. 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..
- E. Classroom Bulletin Boards

1. Classroom bulletin boards shall be used for the sole purpose of posting class-related information, such as educational information and emergency information.
  2. Advertisements and other non-campus related postings are not allowed in classrooms.
  3. Bulletin boards in general classrooms shall be maintained by the faculty and shall be cleared following each semester.
  4. Safety and emergency related postings are the responsibility of Administrative Services.
- F. 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.
- G. 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.

CHC Approved Posting/Bulletin Board Locations Map can be found online at:  
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END OF CHC POSTING GUIDELINES