

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Notice and Flyer Posting		Approved by:
Insert:	01.09	Date:	02/19/2024
Replace:		Date:	
Reviewed:		Date:	
Remove:		Date:	

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to provide bulletin boards, cork strips, and other posting areas to allow internal and external posting of college-related materials and advertisements under the guidelines outlined below.

SCOPE:

This policy applies to all individuals wishing to post posters, flyers, notices, advertisements, or any other types of materials on Coastal Alabama Community College property.

DEFINITIONS:

Campus Housing: Bulletin boards and other types of posting strips located in campus housing and are dedicated to information for students living in campus housing.

Communication Centers: Communication centers are identified as bulletin boards enclosed in glass cases.

Open Bulletin Boards: Open bulletin boards are identified as bulletin boards that are not enclosed in glass cases.

Posting Strips: Posting strips are narrow strips typically made of cork that are not enclosed.

Student Center: Bulletin boards and other types of posting strips located in the Student Center and are dedicated to student-related information

DETAILS:

1. Supervision / Approval of Postings:

- a. The Campus Director or designee supervises the use of the communication centers, the posting strips, postings in the Campus Housing and all other non-student posting areas.
- b. Specific offices such as Campus Directors, Student Services, Financial Aid, Human Resources, and Fiscal Services are responsible for approving, posting, and removing materials on bulletin boards.

2. Permitted Postings:

- a. Approved college-related postings are permitted in classrooms, communication centers, along posting strips throughout the College, and on bulletin boards in Campus Housing and the Student Center.

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- b. Sidewalk chalk may be used on sidewalks only and its use must be approved by the Campus Director or designee.
- c. Other bulletin boards are managed by various College committees, offices, and organizations.
- d. External organizations are limited to posting information on an open bulletin board located in the Student Center or in Campus Housing with the approval of the Campus Director or designee.

3. Prohibited Postings:

- a. Only official college postings are permitted on glass surfaces, doors (excluding staff and instructor office doors), painted surfaces, window and doorframes, floors, building signs and exterior surfaces of the buildings.
- b. Posting on external surfaces of College buildings, light poles, automobiles, and sidewalks is prohibited.
- c. Posting business solicitations without approval is prohibited.
- d. Posted materials in violation of this policy will be removed.

PROCEDURE(S):

1. Communication Centers:

- a. Individuals interested in posting at a communication center must receive advanced approval from the Campus Director or designee.
- b. The request is approved, not approved, or modified by the approver.
- c. The approver is responsible for signing and dating the document that is approved and displaying and removing postings and flyers in the communication centers and all other non-student posting areas.

2. Campus Housing and Student Center:

- a. Individuals interested in posting at the student center must receive advanced approval from Campus Director or designee.
- b. The request is approved, not approved, or modified by the approver.

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c. The approver is responsible for signing and dating the document that is approved and for displaying and removing postings and flyers in the Student Center as well as ensuring the suitability of materials on the posting strips.

3. **Removal of postings:** Postings will be removed the day after the event. If the posting does not regard a specific event, it will be allowed to stay for two weeks.

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information applicable to this policy.