

## **Simpson College Posting Policy**

The purpose of this policy is to provide campus organizations and approved community organizations opportunities to promote events and place posters, flyers and postings in approved locations in the Kent Campus Center and various campus locations. This policy will ensure effective campus posting that reduces waste, restricts unauthorized publicity, and encourages safety and campus attractiveness. Any person(s), organization(s) advertising events, providing information, as well as students campaigning for positions, and/or informing the campus community of events or programs or distributing publicity must follow the college posting policy.

Any damage to college property will be charged to the event sponsor. Unauthorized postings will be removed and discarded. Please direct requests for exceptions to this policy to the student activities office.

### **Approval and Guidelines for Posting**

- Postings in the Kent Campus Center, including but not limited to flyers, posters, and table tents, must be approved by the student activities office prior to distribution and posting.
- Postings in other non-residential campus buildings for non-Simpson College-sponsored events and services must be approved by the student activities office prior to posting
- Postings and distribution in Simpson College residence halls must be approved by the residence life office prior to posting
- All postings must be stamped for approval prior to posting.
- Personal notices by students and college employees may not be approved for posting depending on the content of the posting.
- Commercial and solicitation advertising will be approved on a limited basis depending on the content. Postings promoting bars, magazine subscriptions, non-Simpson-sponsored spring break trips, etc. are not allowed. The student activities office will consider exceptions for educationally beneficial products. Individuals and groups should consult with the student activities office in regards to requesting an exception.
- Activities prohibited by Simpson College policies or local, state or federal laws may not be publicized.
- Unauthorized postings will be removed and discarded.

## **Posting Specifications**

No poster should be larger than 11"x17". Exceptions to this policy must be approved by the student activities office.

A maximum of one posting per event/per campus group/per bulletin board is permitted.

Posters may be displayed for up to two weeks (unless approved for longer display based on available space by the student activities office) or until the publicized information becomes obsolete, whichever comes first.

All postings must include the name(s) of the individual(s) or group(s) sponsoring the publicized information and dates of the event.

## **Approved Posting Locations**

- Glass panels adjacent to doors may be utilized for campus groups only. Postings are not permitted on glass doors and windows.
- Office doors, with permission of the occupant
- Kiosks and bulletin boards (unless designated for exclusive use of a Simpson College department or group)
- Temporary supports such as poles, sticks, ropes, sandwich boards and sign boards.
- All banners and self-supporting signs and their location indoors and outdoors the Kent Campus Center must be approved in advance by the student activities office.
- Posters and fliers may not be affixed to interior or exterior walls except with prior, specific approval

While all posters must be approved prior to posting, individual academic buildings may have additional guidelines for what can be posted and where it can be posted. All groups should consult with individual building managers for approved locations for posting in each building.

## **Materials for hanging posters**

For cork bulletin boards and tack strips, use tacks or stick pins only.

For solid surfaces use only blue painters' tape.

## **Exceptions**

Any exceptions to the above policy must be approved by the student activities office.

Emergency or closing notices are exempt from this policy.

**This posting policy may be subject to revisions.**