



8.12.0.1 College Postings

On-campus postings including flyers and posters are part of the many channels used to promote College information and are an important function for internal communication. The following regulations pertain to postings on the College campus. This policy does not apply to academic departmental bulletin boards (see policy 8.12.0.2) or digital signage.

1. Public Spaces

A. Bulletin Boards

There are three classifications of bulletin boards for postings: Campus Information; Student Club & Organization Information; and Community Information.

1. Campus Information:

Designated for postings regarding official College information, including College events and announcements.

2. Student Club & Organization Information:

Designated for postings regarding student club and organization information, including student club and organization events and announcements.

3. Community Information

Designated for postings regarding official College information as well as postings from the public including solicitation of causes, goods and services. For specific locations, contact Student Life or College Marketing Department.

B. Message Rails

Message rails are located within the stairwells across campus and are designated for College and club information and announcements.

C. Restroom Sign Holders

Sign holders are located in many of the restroom stalls and are designated for College and club information and announcements. Pre-approval is required by contacting Student Life.

D. Other

1. Flyers are prohibited on all vehicles
2. Postings in other locations or other types of displays such as chalking, table tents, etc., must have approval by the College Marketing Department or designee

E. The following guidelines apply to all postings in public spaces:

- Postings by College departments and student organizations must include the equal opportunity and nondiscrimination statement:
 - *Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing access.center@century.edu.*
- Postings on bulletin boards should typically not be larger than 11"x 17"
- Postings should typically be hung for a maximum of three (3) weeks
- Postings should include a posting expiration date if it is not clear by the indicated date of event
- It is recommended that postings for the campus are limited to 100 copies
- Removal of postings is the responsibility of the area posting the signage and should be removed within two business days of expiration date
- Postings must adhere to Minnesota state policies and federal and state laws
- Postings shall not impede or obstruct areas and must be in accordance with all state fire codes

2. Departments, Centers, Classrooms, Offices and Other Non-Public Spaces

Supervisors or designees are responsible for maintaining postings in their areas of responsibility and any corresponding public bulletin boards. Postings are typically limited to related information, resources, announcements and events.

3. Exceptions

Postings that do not meet the above regulations, specifications and guidelines must be approved by the College Marketing Department, or designee, otherwise it will be subject to removal.

References: None

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