

SCC Department of Student Life Advertising and Campus Posting Guidelines

Authority

The President has given the Student Life Coordinator and his/her designees the responsibility and authority to ensure bulletin boards and posted public notice areas are appropriately used for the benefit of the college community.

Applicability

This policy applies to all students, employees, and constituents of the college who make use of these information resources. Postings refers to any hard copy advertisement/notification displayed on any campus of Spartanburg Community College.

Outside organizations and individuals must also adhere to the same regulations as college organizations and individuals as outlined below. Those seeking employees or to advertise job openings should be referred to Career Services.

Policy & Procedures

Posting of information and/or announcements on any campus bulletin board managed by SCC Student Life requires advance approval prior to posting. All postings must comply with the information standards outlined below.

Bulletin Boards

- **Flyers & Posters:** Flyers should be 8 ½ x 11 inches in size and legible. Space for posters on Student Life bulletin boards is limited. College-wide announcements, campus events, and other pre-approved posters may not exceed 11 x 17 inches and will be posted on designated boards as space allows. Approved bulletin board materials from SCC students and employees will be posted by the requestors.
- **Expiration Dates:** Materials must include the date posted to ensure the orderly removal of outdated postings and provide space for new material. Items may be posted for up to 30 days. Successions require additional approval. All postings that include an event date will be removed after the date has passed.

Banners

Paper, plastic, or vinyl banners must be approved by the SCC Department of Student Life prior to being displayed in designated areas of each campus. Banners advertising upcoming sponsored events may be displayed for up to 30 days prior to an event. All other banners will be reviewed on an individual basis. Please allow a minimum of ten business days for coordination and approval.

Solicitation

College facilities may not be used for solicitation of faculty, staff or students by private enterprise for-profit organizations. This includes solicitation by individual contact, free advertising on campus through flyers, posters, or similar materials and profit-oriented activities not officially sanctioned by the college.

Specific Prohibitions

In order to maintain the natural beauty of the campus and preclude a cluttered appearance of the buildings, the following actions are specifically prohibited:

- Posters, notices, flyers, announcements or other materials approved by SCC Student Life are not to be attached to glass, painted, brick or tiled surfaces including doors, windows, mirrors or walls without written approval from the Office of Student Life.
- Additionally, postings are not allowed on vending/ATM machines, walks, light fixtures, gazebos/porches, stairways, the outside of buildings, trees, trash receptacles, shrubs, utility poles or railings.
- Sidewalk chalking is permitted. Please contact the Office of Student Life for sidewalk chalking guidelines.
- Flyers or notices may not be placed in or attached to automobiles on campus.

- Advertising the sale of alcoholic beverages or any phrase or symbol that would lead the reader to believe alcohol will be served or consumed is prohibited.
- Using duct tape, staples, pins, nails, etc. in non-standard posting locations is prohibited and may result in damage billing.

Responsibility

It is the responsibility of the student organization, faculty group, or other college organization to adhere to the following requirements:

- Include the name of the individual or organization sponsoring the notice or event and a contact telephone number or email address.
- Include the following statement on approved sponsored event notices: "For disability accommodations, contact the Disability Services Office at 592-4748."
- Post flyers, posters, notices, announcements, etc. in an appropriate fashion according to the content in the procedures outlined above.

Sanctions

Individuals and/or organizations violating these policies will have all postings removed and will be notified. Sanctions will be commensurate with the severity and/or frequency of the offense and can include suspension of posting privileges and/or charter.

Interpretation

The authority to interpret this policy rests with the President of the College and is generally delegated to the Associate Vice President for Enrollment Management & Retention.