

**CITATION REFERENCE**

**Official Title:** Posting of Materials

**Abbreviated Title:** Posting

**Volume:** CCGA Policies

**Responsible Office:** Student Affairs

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## Policy: Posting of Materials

### Policy Statement

The College of Coastal Georgia provides various posting fixtures that may be used to advertise programs, events, and services of interest to the College community. The posting of materials at the College shall be in compliance with the requirements outlined in this policy.

### Reason for Policy

The purpose of this policy is to ensure that all posting of materials at the College is done in an attractive, environmentally sensitive, and orderly manner.

### Entities Affected By This Policy

All faculty, staff, students, and visitors to the College are covered by this policy.

### Who Should Read This Policy

All faculty, staff, students, and visitors to the College should be familiar with this policy.

### Contacts

Contact	Phone	E-Mail
Andrew Smith	(912) 279-5813	asmith@ccga.edu

### Website Address for This Policy

<https://asp1.ccgga.edu/is/Policies/AdministrativePolicies.asp>

<http://www.ccgga.edu/Policy/StudentAffairsPolicies.asp>

### Related Documents/Resources

None

## Definitions

None

## Overview

The College provides various posting fixtures that may be used to advertise programs, events, and services of interest to the College community. These regulations set out conditions and procedures to accomplish that purpose in an attractive, environmentally sensitive, and orderly manner.

### I. Posting Requirements

All College departments and organizations will comply with the following posting requirements:

- Advertisements for events sponsored by College departments or organizations and those taking place at the College have posting priority. Advertisements for activities not connected with the College may be posted in designated open post areas.
- An advertisement must include the name of the sponsoring agency or organization and date of the event or meeting being announced. General, undated materials will be removed to accommodate postings for specific events.
- An advertisement may not exceed 11" x 17".
- Advertisements must be posted with push pins or easy to remove painters tape. **Duct, Masking, and clear "Scotch" tapes are not permitted.**
- An advertisement may be posted on generally accessible fixtures designed to hold advertisements. These include outdoor public posting boards and those in the main concourses or lobbies of College buildings. White, portable posting boards are for the sole use of the Office of Student Life and Programming Board. All use of these white boards will be at the discretion of the Office of Student Life.
- Some bulletin boards located near administrative, academic, or student organization offices are controlled and maintained by those departments or organizations and may not be used for general advertising without their permission.

- Postings in residence hall(s) and the dining hall are governed by the posting policies of the Office of Residence Life and Housing and Dining Services, respectively. Policies, approvals and requests for distribution may be requested in the Office of Residence Life and Housing and Dining Services, as appropriate. Materials posted in these areas require approval from the appropriate office and must be stamped and signed before posting.
- Advertisements may not be posted in any interior walls, chalkboards, windows, doors, light poles, brick, elevators, sidewalks, trees, fences, other signs, or vehicles. Any advertisement posted improperly will be removed immediately and discarded. The sponsor of an event or outside solicitor will be billed for any damages and appropriate labor charges due to improper posting. Exceptions will be made only for the “Bathroom Browser,” which may be posted neatly (straight up and down) in all bathrooms and only in bathrooms.
- An advertisement may not cover or block previously posted materials.
- An event sponsor must remove all its advertisements within two (2) working days after its event; however, advertisements that cover multi-dates will remain until two (2) working days after the final event date. On the first Monday of every month, all Public Posting boards will be cleared of all postings, which will be discarded.
- Posting of temporary, outdoor direction and information signs (non-roadway) must be approved in advance by the Student Life staff. A sponsor must remove these signs within one (1) working day of the event.
- Student election materials are subject to these general regulations, as well as the election rules of the Student Government Association.
- An advertisement for events at which alcoholic beverages are to be served is subject to the terms of the Alcoholic Beverage Policy. They must include the name of the sponsor and a statement that proof of age will be required to gain admission to the event. If alcoholic beverages are to be sold or if there will be an admission fee where alcoholic beverages will be distributed, an alcoholic beverage license must first be obtained. Alcoholic beverages may not be advertised as the main attraction for events.
- An advertisement promoting an event that is unlawful or violates College regulations may not be posted.

- A sponsor is solely responsible for content of its advertisement. The College in no way endorses or approves the content of any advertisement or program or service that the sponsor is promoting.
- No outside agents will post on vehicles on the college campus.
- An advertisement or postings from College designated “Mariners’ Mates” must be approved by the Office of Student Life and is subject to all previously mentioned stipulations. Mariners’ Mates must provide an area in the lower left side of the page for approval initials from the Office of Student Life or Institutional Advancement. Mariners’ Mates must abide by posting size limitations (no larger than 11”x17”). If the posting is time specific (i.e. event, discount, weekly special), Mariners’ Mates must remove all postings within two (2) working days of the end of the specified time/date.

## II. **Sanctions for Non-Compliance**

Any College department or organization found in violation of this policy will be subjected to appropriate sanctions. For first-time violations, an oral and/or written warning will be issued to the club advisor. Each subsequent violation will result in a charge of not less than \$25.00 and the loss of scheduling privileges for that department or organization.

## III. **Chalking**

Chalking is standard advertising and communication tool for student groups at colleges and universities around the country. While the College supports student involvement, students, student groups, or departments wishing to chalk on campus must adhere to the following established guidelines:

- Chalking must adhere to published College policies and guidelines.
- Chalking is allowed only in approved areas of the College. Generally, these will be horizontal surfaces where rain or natural elements will wash it off. Chalking is not permitted on any portion of the central pedestrian mall under any circumstances (see the Vice President for Student Affairs for a list of approved areas.)
- Chalking must include only non-offensive language (e.g., no obscenities, profanity or hate speech.). The College reserves the right to remove anything offensive and bill the responsible individual or group.

- Chalking is prohibited from occurring in entryways, porches or overhangs of buildings.
- Chalking must be done with water-soluble and non-permanent chalk. The College will clean any permanent material used and the individual or group responsible will be billed.
- Students, student groups or departments found in violation of this policy will be asked to remove the writings within twenty-four (24) hours and judicial action will be taken. If after twenty-four (24) hours the chalking is not removed and Plant Operations cleans the surface, the group will be charged for the cost of their services.

### Responsibilities

The responsibilities each party has in connection with this policy on posting of materials are:

Party	Responsibility
Assistant Vice President for Student Life	Ensure compliance with this policy.
Director of Student Activities	Ensure compliance with this policy.

### Forms

None

### Appendices

None