

CCA IS 9.6: Posting of Signs, Flyers, Banners and Other Materials on Campus

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Legal or Other Authority: CCA Cabinet

GUIDELINES

The Community College of Aurora (CCA) allows the posting of banners, flyers, signs, and other materials in facilities or on campus grounds as noted below. The Facilities Department is responsible for monitoring and maintaining compliance with these guidelines. Signs and related materials placed in facilities or outdoor spaces that do not comply with these guidelines may be discarded without notice. Please note that facilities is the only department that may remove signs that violate this posting policy, individual staff and departments may not remove signs.

Exceptions to this procedure may be granted in consultation with facilities and the Vice President for the appropriate Division.

Postings within Facilities

Temporary notices, signs, flyers and posters may only be posted on bulletin boards. Signs may be posted on classroom doors at both campuses using attached notice clips only. Class cancellation and temporary room change notices will be posted and removed by division administrative assistants for their respective departments. Posting of notices, flyers, signs or posters is prohibited on the following:

- Walls, including in hallways, classrooms, bathrooms and stairwells
 - Bulletin board cork strips have been purchased for the bathrooms on which flyers and notices can be pinned.
- Building entry areas, unless requested by cabinet for important notices (i.e. campus closures)
- Windows
 - Departmental Directors with windows in their office space may develop window hanging procedures for their respective departments as needed.

General student bulletin boards are located across campus. The Facilities Department is responsible for maintaining these bulletin boards. Notices and postings will remain as long as they are timely as indicated by dates on the notices. Items without clear expiration dates will be removed monthly. In addition, College Communications has placed eighteen bulletin boards in high-traffic areas across both campuses. These boards have been marked with the designation "Upcoming Events at CCA" and are to be used for the promotion of CCA events only. Communications works with Facilities to periodically clean the boards of all flyers.

Certain bulletin boards throughout the college are designated for use by specific offices, departments or organizations and are clearly marked as such. These bulletin boards are for college-related notices only.

Permission of the designated user must be obtained prior to posting any notice, flyer or poster not associated with the assigned user group. Maintenance of these bulletin boards is the responsibility of the designated user group. If your department would like to adopt a bulletin board, please put in a request to facilities.

Postings from outside entities and organizations must be approved by the Office of Student Life. Any posting from an outside organization that is placed on campus without prior approval, will be promptly removed. Please notify student life, facilities, or security if you see any posting from organizations outside of CCA that seem inappropriate. Examples of postings that could be deemed inappropriate include work from home advertisements, political postings, advertisements for diet supplements or regimens, and credit card offers to name a few.

Exterior Signage

Signs or banners for posting on the exterior of a facility or in an outdoor space on campus must be approved in advance by the director of facilities. Approved exterior or outdoor signs may only be placed in the location, manner and duration approved by the Facilities Department.
