

## *Policy Statement*

The posting of various posters, flyers and banners affects the appearance of Terra State Community College (TSCC). The College must maintain an atmosphere that is consistent with that of a higher education institution. To ensure the campus maintains a comfortable and uncluttered atmosphere, this posting policy has been established. The purpose of this policy is to ensure that all campus offices, student clubs, and community members and organizations have an open space to display announcements, while maintaining an appropriate campus environment.

## *Policy Details*

### **A. Posting:**

- (1) Bulletin boards: Terra State Community College campus events bulletin boards are used to inform the student body and college community of campus events, activities, policies and notices. Postings anywhere other than on College Approved bulletin boards are prohibited except in specific situations as outlined below in (B). This includes tables and shelves; fliers and postings placed on these surfaces may be removed.
- (2) Postings of any size or duration are not allowed on entry doors and vestibules, windows, posts and columns, elevators, classroom doors, restrooms, vending machines, and interior glass surfaces. Any items posted in these areas will be removed and discarded unless outlined below under posting protocol.
- (3) Finally, all postings must conform to the posting guidelines:
  - One copy of the posting should be submitted to the Dean of Student Success for review in Building B 105 (Academic Service Center). Email submissions will not be accepted.
    1. Postings should be submitted within a minimum of three business days of the scheduled event for approval
    2. Approved postings may be displayed for up to two weeks prior to the scheduled event
  - One copy of the approved posting will receive an official stamp
  - Requestor may then copy the original, approved posting
  - Requestor may then post the approved copies in any of the designated bulletin boards on campus
    1. Please contact the Academic Service Center for more information on the location of designated bulletin boards at [academicservicecenter@terra.edu](mailto:academicservicecenter@terra.edu)
  - A TSCC Official will remove expired and/or unapproved postings on a weekly basis

### **B. Posting Process Exceptions:**

- (1) Campus Closings and Emergencies as posted by Campus Safety and Security are permissible on external/interior surfaces as the situation warrants;
- (2) Course or meeting cancellations/changes may be posted on the door of the impacted classroom(s) or meeting room on the day of the cancellation/change.

- i. No notice may be placed on an external door or window;
- (3) Internal windows for campus services offices may promote opportunities as approved by the supervisor.
  - i. The information must be kept current and the window uncluttered;
- (4) Bathroom stalls: one campus office or student club may post a flier in each bathroom stall at a time. Any conflicting timing issues should be mediated among the impacted offices or student clubs:
  - i. Exception: in compliance with ORC 3345.37, each bathroom stall may have a magnet or flier with crisis hotline information for suicide prevention as placed by Counseling & Disability Services.

**C. On-Campus Offices Postings:** All posters/flyers on college approved bulletin boards must be no larger than 11x17 and follow the below guidelines:

- (1) Campus Event:
  - i. Posting must include the name of event and its date, time, place, price (if applicable), the sponsoring office/club, and a contact person's name, phone number, and/or email address.
  - ii. Postings should not appear more than three weeks prior to the event.
  - iii. Postings must be removed from campus bulletin boards within two business days of the event by the sponsoring office or club
- (2) Campus Resource:
  - i. Posting must include the office/club name, service(s) provided, and a contact person's name and phone number and/or email address
- (3) Campus offices are highly encouraged to seek assistance through the marketing department for assistance with the creation of fliers and posters
  - i. Materials not vetted by marketing will need to be approved for posting via a stamp by the Dean of Student Success
- (4) Postings that are discriminatory in any nature or that depict the use of alcohol, gambling, and/or tobacco are not permitted

**D. Off-Campus Services/Events Postings:** All posters/flyers on bulletin boards must be no larger than 11x17 and must contain the following information:

- (1) Off-campus Services and/or For Sale notices:
  - i. Posting approval via a stamp from the Dean of Student Success for no longer than three weeks from the time of approval
  - ii. A contact name and a phone number or email address
- (2) Off-campus Event:
  - i. Posting approval via a stamp from the Dean of Students for no longer than two weeks from the time of approval
  - ii. Postings must include the name of event, date, time, place, price (if applicable), sponsoring office/club/organization name, and a contact person's name, phone number, and/or email address.
- (3) Community Resource:
  - i. Resource name, service(s) provided, and a contact person's name and a phone number and/or email address
- (4) Postings that are discriminatory in any nature or that depict the use of: alcohol, gambling, and/or tobacco are not permitted.

**E. Promotion of off-campus events and services:** The posting of non-Terra State materials is for informational purposes only and does not indicate endorsement or support of any given product or service

by the college

**F. Posting Maintenance:**

- (1) Postings must be attached by push pins to bulletin boards on campus (no staples, tacks, tape or glue).
- (2) Weekly: a student worker from the Dean of Student Success will remove outdated or postings that do not meet the above criteria
- (3) Members of the campus community are encouraged to assist the campus by removing postings and signs that are expired or improperly posted.

**G. Posting Violation:**

- (1) Any person/club/office/organization who blatantly or repeatedly disregards the above mentioned posting procedure will be subject to the following.
  - i. Student or Student Club: reported to the Dean of Student Success for violation of the student code of conduct.
  - ii. Employee: reported to their direct supervisor with an explanation of the issue and the campus posting procedure.

*Procedures*

- A. Postings must be approved in by the Dean of Student Success.
- B. A copy of the posting should be brought to Build B, Room 105 to receive an approval stamp.
- C. Copies of the poster should be made after receiving the stamp.
- D. Copies of expired postings should be removed by the student, office, or organization who posted the flyer by the expiration date.
- E. Weekly, a student worker from the Office of the Dean of Students will remove postings are not stamped, or that are past the approved date on the posting.

*Resources*

Documentation

Definitions

**Term    Definition**



*Approval History*

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
4/21/2016	Policy Issued	Policy Issued	Unknown

01/02/2024	Entire Policy	Updated to New Template House Bill 28 changed to ORC 3345.37  Student Activities Center changed to Dean of Student Success	Tim Shaal, Dean of Student Success
2/24/2026	Entire Document	Policy Reviewed. No Updates	Tim Shaal, Dean of Student Success

\*\*Full name of CASA Committee Chair, signatory, or designee

**Effective Date: 4/21/2016**

**Next Review Date: 01/31/2029**