



POSTING/DISTRIBUTION OF PRINTED INFORMATION

Operating Protocol-Procedure #: 804

Category: Facilities

Office of Primary Responsibility: Student Center & Auxiliary Services

Approval Date: 2/2/15

Effective Date: 2/2/15

Revised:

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To establish a set of guidelines for campus posting and distribution of information throughout college facilities by internal college groups and the general public.

Applicability (Identify to whom this Operating Protocol applies)

PCC students, staff, faculty, guests, and community members

Definitions (Define abbreviations, acronyms, and technical terms)

None

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

None

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

- A. Pueblo Campus Sign Posting Guidelines
- B. Fremont Campus Sign Posting Guidelines

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

Printed information that is displayed or distributed on or around college property must be approved by the appointed designee of the Dean of Student Success or the Branch Campus Dean prior to being posted or distributed. Each campus will maintain its own guidelines and processes for posting and distribution of information.

Approved printed information or publications may be posted or disseminated only in pre-designated locations, as determined by each campus, by authorized employees, individual students, recognized student organizations, and/or external organizations. Under no circumstances, may printed materials be placed on vehicles parked in any campus parking lot.

Materials may be posted on designated bulletin boards or paper rails only. Items may not be posted on any painted, varnished, masonry or glass surfaces, internal or external. Permission for posting on surfaces other than designated bulletin boards or paper rails must be obtained from appointed campus designee, and such items must clearly identify that they are posted with the designee's permission.

Community bulletin boards shall be the responsibility of the appointed campus designee, and may be used by anyone wishing to post a notice on campus. The content of these boards will not be censored by the College unless the content is determined to violate reasonable community standards, but all items will be removed from them by appointed campus designee at the end of each semester.

The distribution of political or campaign materials is prohibited at the College unless the organization is renting space. College



facilities may be used by organizations to present information and/or literature in accordance with college policies for community use of college facilities, if the facilities are available to all non-college organizations on the same terms. In this case, distribution of political materials is limited to the inside of the event space being rented. Employees may not distribute political or campaign materials during work time within college grounds or in connection with any college activity.

Procedure

Each PCC campus/site has set forth its own guidelines for the posting and distribution of information and appointed a designee to approve and monitor postings. These guidelines can be obtained from each of the following designees:

Pueblo Campus – Student Center & Auxiliary Services Office (SC-236, 719-549-3027)

Fremont Campus – Student Services Office (FC-A108)

SCCC Mancos Site – TBD

SCCC Durango Site - TBD



PUEBLO CAMPUS SIGN POSTING GUIDELINES

ALL POSTING DECISIONS ARE MADE AT THE DISCRETION OF THE STUDENT CENTER ADMINISTRATION.

- Flyers may not be posted on glass doors or windows.
- Flyers may not be posted on walls, inside or outside.
- Flyers may not be posted on pillars, walls, or sidewalks.
- Flyers may not be posted on automobiles.
- No taped flyers are permitted for hanging in the building.

Flyers may not be posted on paper rails designated to a specific department or office unless approved by that department.

PUEBLO COMMUNITY COLLEGE BUSINESS/STUDENT ORGANIZATIONS

- All signs in the Pueblo Campus buildings must be approved and stamped by the Student Center Administration before posting.
- All signs will remain posted for one month or until the event is over, whichever comes first.
- Flyers may only be posted on the designated paper rails. One flyer per rail for a total of ten (10) flyers.
- Anyone posting information may not post over someone else's previously posted flyer.

NON-PCC ORGANIZATIONS

- All community signs and flyers in the Pueblo Campus buildings must be approved and stamped by the Student Center Administration before posting.
- All community flyers or signs may only be posted on the designated community boards. One flyer per community board for a total of two (2) flyers.
- All signs will remain posted for one month or until the event is over, whichever comes first.
- If any signs or flyers are deemed inappropriate by the Student Center Administration or by the Dean of Student Success they **will not** be posted (i.e. use of profanity, reference to drugs or alcohol, or display of nudity).

The community bulletin boards are intended to assist community members, community businesses and organizations with posting information about events that PCC students, staff, faculty and their families may find useful. Please understand that PCC has no business relationship with these outside entities and does not represent their interests.



FREMONT CAMPUS SIGN POSTING GUIDELINES

ALL POSTING DECISIONS ARE MADE AT THE DISCRETION OF THE STUDENT SERVICES DEPARTMENT

- Flyers may not be posted on glass doors or windows.
- Flyers may not be posted on walls, inside or outside.
- Flyers may not be posted on pillars, walls, or sidewalks.
- Flyers may not be posted on automobiles.

No taped flyers are permitted for hanging in the building. They will be taken down immediately.

PUEBLO COMMUNITY COLLEGE BUSINESS/STUDENT ORGANIZATIONS

- All signs in the Fremont Campus building must be approved and stamped by the Student Services Department before posting.
- All signs will remain posted for one month or until the event is over, whichever comes first.
- Flyers may only be posted on the designated flyer boards. One flyer per board for a total of three flyers.

NON-PCC ORGANIZATIONS

- All signs in the Fremont Campus building must be approved and stamped by the Student Services Department before posting.
- Off-campus groups may leave a flyer with the Go!Zone office . If approved, the flyer will be posted on the community board.
- Employment ads will be posted on the employment board only.
- Book selling signs will be posted outside the Bookstore.