

Temporary Indoor Signage and the Distribution of Materials

The policy and guidelines for posting temporary indoor signage and the distribution of materials are applicable for all individuals and groups including students, staff and community members.

Decisions regarding the permissibility of posting temporary indoor signage or the distribution of materials will not be made on the basis of content or subject matter, with the exception of material that contains illegal content or content which violates College policy, including Board Policy 11.09 - Freedom of Expression and First Amendment Guarantees. Examples of impermissible content include obscenities or threats of actual violence or harm to specific individuals.

Temporary Indoor Signage

1. Employee office doors are not included in this policy and guidelines. Office occupants are responsible for all materials displayed on their respective doors.
2. To post materials on the main campus or a regional campus, students must seek approval from Student Life. Staff and community members must seek approval from Marketing and Public Relations. Individuals seeking to post materials at the Kluthe Center, may seek approval from the Director of the Kluthe Center.
3. Approval of all materials to be posted will be indicated by the date stamp and signature stamp affixed by Student Life, Marketing and Public Relations, or the Kluthe Center Director.
4. Community or commercial related advertising, subject to official approval, may be posted only on the designated community bulletin board in the Luther Student Center and/or the Kluthe Center lounge.

5. Designated spaces are provided for the posting of notices regarding items for sale or wanted, housing, shared transportation, and services, and such notices will be restricted to those spaces.
6. The bulletin boards in the respective classrooms are for the exclusive use of instructional staff. These bulletin boards will be monitored by the Division Chairs, and materials to be posted there do not require an approval stamp.
7. Publicity or display materials are prohibited from placement in any locations or on any surface not specifically designated for that purpose.
8. The posting organization or individual shall remove the materials no later than the date stamped on the poster. All publicity items remaining after this date will be discarded. The removal of notices, announcements, and publicity materials shall be the responsibility of the posting groups or individuals.
9. Notices posted on classroom doors will be limited to those indicating instructor absences or temporary class relocation.
10. Banners for special college events cannot be hung without prior approval by Student Life, Marketing and Public Relations, Director of Auxiliary Services, the Kluthe Center Director or designated representatives at off-campus locations.

Distribution of Materials

Individuals and organizations may personally distribute materials or literature in open public areas of the college according to the following provisions:

1. The materials to be distributed must bear the name of the issuing person or organization.

2. Materials cannot be left unattended in public areas unless approved as Temporary Indoor Signage.
3. Materials cannot be left on vehicles in College parking lots.
4. The individuals and organizations must abide by the College's policies.
5. Solicitation is prohibited. (See Board Policy 11.14 – Solicitation by Non-College Personnel).
6. Materials that are distributed by individuals or organizations do not imply approval or endorsement of the content by the College.
7. Distribution of materials through institutional mailboxes must receive approval through the office of the Vice President for Business Services. (See Board Policy 09.18 - Mail)

Adopted November 9, 1998
Revised March 8, 2004
Revised June 14, 2010
Revised December 11, 2017