

PROCEDURE 2.45.1: POSTING MATERIALS

Posting locations

Bulletin boards

Employees, students and registered student organizations can post on the few remaining bulletin boards located on each campus.

Sidewalks (chalking)

Chalk can be used on sidewalks provided:

1. It's washable and non-toxic.
2. It's only in areas exposed to rainwater so it will wash away. Liquid chalk or chalk paint can't be used.

Prohibited locations

Posting on glass surfaces, doors, painted surfaces, window and door frames, floors, building signs, light poles, automobiles, exterior surfaces of campus buildings and sidewalks (other than permissible sidewalk chalking) is prohibited with the exception of class-related cancellations and notices.

Posting procedures

Obtaining approval

Any materials you'd like posted at any campus must be sent to Marketing for approval. Any sidewalk chalking design must be sent to Marketing for approval, and if approved, to physical plant with proposed content, location and size as well as the student or organization conducting the chalking.

Materials may be denied approval if they:

- Don't adhere to Sandburg brand and style, as determined by Marketing.
- Are defamatory or obscene.
- May be considered offensive or discriminatory to a portion of the college community.
- Present a clear and present danger the college has a right to prevent.
- Advertise an illegal or unlawful event.
- Discuss an event or meeting at a location where alcohol may be served.

Original: 4/11

Reviewed: 5/16, 8/16, 12/17, 1/24

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