

Lewis & Clark College

Posting Policy - 2009

The College's posting policy is designed to comply with established fire codes, to reduce visual clutter on campus, to reduce paper waste and to cut overall costs of event promotion for groups and organizations. It is also designed to prevent damage to surfaces and prevent costly cleanup and repairs. The policy applies to all printed materials posted or distributed on campus and to all students, faculty and staff.

In Brief -

- Postings are allowed on bulletin board surfaces only. Postings on any other surface will be removed immediately by staff.
- Use only thumbtacks or push pins
- Postings must be dated – either the date posted or event date
- Postings must be removed after 2 weeks or event date has passed
- Postings must not be bigger than 11 x 17
- All general posting bulletin boards will be cleared at the end of the semester
- Postings in dining areas must be OK'd by Bon Appétit manager
- Chalk drawings are allowed on outdoor cement or asphalt walkways and roads
- Banners are allowed in certain locations with specific criteria for each location
- Additional information below

Posters and Flyers

- Posting on any other surface other than bulletin boards will be removed.
 - This includes doors, walls, glass, windows, buildings, floors, banisters, fixtures, railings, stairs, and restrooms.
- Postings can only be affixed with push pins or thumb tacks.
 - Use of tape, staples, nails, etc. will damage the posting surface and may cause additional work to clean or repair. Postings using these items will be removed immediately.
- Emergency notices posted with removable tape (blue painters tape or removable branch scotch tape) will be allowed on other surfaces in the event of a class cancellation, last minute event change, or notice.
 - The notice and tape must be removed immediately after the event.
- All postings must be dated on the front with either a date the item is posted or the date of the event.
 - Postings over two weeks old and/or after event date must be removed.
 - To reduce staff time managing bulletin boards and to be respectful of others, please remove your poster no later than 24 hours after event.
 - If a posting is needed for a longer duration, please indicate date that material can be taken down.
 - All postings will be removed at the end of each semester.
- Postings by or for the campus community will take precedence over materials from outside groups or advertisers.
 - Posted materials may not be larger than 11 x 17
 - Letter size of 8 ½ x 11 or smaller is preferred.
- Duplicate postings on the same bulletin board will be removed.
- Loose flyers left on tables or counters will be removed.
- All postings (poster, table top or banner) in the dining areas managed by Bon Appétit, other than general use bulletin boards, must be approved by the Bon manager at 503-768-7891.
- The posting policy is available on the web at <http://www.lclark.edu/offices/facilities/policies/>
- Please refrain from using paper signs to relay directions or instructions. If a sign is needed, please contact Facilities Services.

Banners

- Banners are permitted in certain locations with each location having specific requirements as outlined below.

LOCATION	SIZE	MATERIAL	HANGING MEDTHOD	PERMISSION REQUIRED BY
Watzek Library Entry Hall				Library Administration
West exterior side of Templeton Stamm				Conferences and Events
Templeton Inside Fields Dining Hall – two places				Bon Appetit

Chalkings

- Sidewalk chalk messages are only allowed outdoors on cement or asphalt paved sidewalks or roadways.
 - o Chalk drawings or writing on any other surface including building walls, may damage the surface and will required restoration.

Other options for publicizing your event

Check out this web site for additional ways to communicate your event.

<http://www.lclark.edu/dept/events/objects/PublicizingYourEvent.pdf>

The College disclaims all responsibility for the content of advertising materials posted on campus. All materials should be in compliance with college policies and regulations. Students, faculty and staff should be aware of current laws regarding libel, defamation, obscenity, fair labor regulations, and any other applicable laws.

Possible designated boards

Housing

Rides

LC Events

Help Wanted

For Sale

Events off Campus