

 <p>Category: Facilities</p> <p>Applicable for: Faculty/Staff/Students and Visitors</p>	<p><i>Policy Title:</i> Postings in Public Areas</p> <p>Effective Date: 08.11.2015</p> <p>Prior Effective Date: 05.23.2007</p> <p>Enabling Act: All College Building and Grounds Committee Endorsement</p>	<p><i>Policy Number:</i> 034.FS.002</p> <p>Policy Owner: All College Building and Grounds Committee</p> <p>Responsible Office(s): Facilities Services</p>
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Background

In an effort to maintain the appearance of Clermont College’s physical facilities and to promote an atmosphere of activity, interest and involvement, the following policy is for the purpose of informing students, student organizations, faculty, staff and visitors of the approved methods of posting notices and advertisements throughout Clermont College buildings.

Policy

I. GENERAL NOTICES AND ADVERTISEMENTS

ARE Permitted to be placed on BULLETIN BOARDS located in the following locations at the college, designated with a **RED** stripe on board/display frame;

- G1 Lower level Peters-Jones Building (Left side Room 5)
- G12 Lower level Peters-Jones Building (Cafeteria area, Outside Room 26)
- G14 Lower level Peters-Jones Building (Across from Bookstore)

- G28 1st floor Snyder Building (Left side panel outside Room 154)
- G32 1st floor Snyder Building (BYOD Zone Room 164)

- G37 2nd floor Snyder Building (Main hallway Room 252A)
- G38 2nd floor Snyder Building (Main hallway Room 252N)
- G39 2nd floor Snyder Building (Main hallway across from Women’s Restroom S-273)
- G43 2nd floor Snyder Building (Outside Faculty Resource Center 260A)

- G44 2nd floor McDonough Hall (Hallway Left side, across from Room 205)
- G45 2nd floor McDonough Hall (Hallway across from Faculty Office 215-G)

- G65 1st floor UC East Classroom 160
- G68 1st floor UC East Annex (Outside Café Room A160)

At the conclusion of each Fall and Spring semester, any notices and advertisements remaining on the above BULLETIN BOARDS will be removed by Facilities Services.

GENERAL NOTICES AND ADVERTISEMENTS

ARE NOT Permitted to be placed on:

1. Special interior building signage
2. Outdoor official University signage
3. Entry/exit glass and metal doors
4. Concrete/brick walls/pillars
5. Painted walls
6. Windows
7. Organization bulletin boards (Designated with a YELLOW stripe)
8. Departmental bulletin boards (Designated with a GREEN stripe)
9. Instructional bulletin boards (Designated with a BLUE stripe)
10. Wires Located in; (Designated with a PURPLE stripe)
 - Snyder Building – Second Floor
 - McDonough Hall – Second Floor
11. Chalkboards/whiteboards in classrooms
12. Parked cars

NOTE: New postings are **not** to be placed over the top of existing notices and advertisements.

II. ORGANIZATIONAL NOTICES AND ADVERTISEMENTS

ARE Permitted to be placed on BULLETIN BOARDS/DISPLAYS located in the following locations at the college, designated with a **YELLOW** stripe on board/display frame;

O2	Lower level Peters-Jones Building (Right side of Room 5)	Student Organizations
O6	Lower level Peters-Jones Building (Student Lounge area)	Student Organizations
O13	Lower level Peters-Jones Building (Across from Bookstore)	Student Organizations

These notices or advertisement items must be approved by the represented organization. Student groups or organizations must contact the College's Student Life coordinator to outline a plan for use of the board designated for their use.

Notices and Advertisements are to be removed by the organization displaying the posting when the event or activity is over.

III. DEPARTMENTAL NOTICES AND ADVERTISEMENTS

ARE Permitted to be placed on BULLETIN BOARDS/DISPLAYS located in the following locations at the college, designated with a **GREEN** stripe on board/display frame;

D3	Lower level Peters-Jones Building (Right side of Room 6)	Athletics
D4	Lower level Peters-Jones Building (Left side of Room 6, glass)	Veteran's Programs
D9	Lower level Peters-Jones Building (Student Lounge, glass)	College Success
D16	1 st floor Peters-Jones Building (Outside Room105)	Acad. Success Center
D26	1 st floor Snyder Building (Right side panel outside Room 154)	Para-Legal Program
D27	1 st floor Snyder Building (Center panel outside Room 154)	Career Services
D31	1 st floor Snyder Building (Across from S162/164, side entrance)	Information Technology
D33	1 st floor Snyder Building (Right side of Room S169)	Arts/Calico
D34	1 st floor Snyder Building (Right side Room 170)	Public Safety
D48	1 st floor Student Services Building (Main Entrance)	One Stop
D52	2 nd floor Student Services Building (Outside Room 201)	Counseling Services
D57	1 st floor UC East (Outside Room 183-C)	Educational OR

IV. INSTRUCTIONAL NOTICES AND ADVERTISEMENTS

ARE Permitted to be placed on BULLETIN BOARDS/DISPLAYS located in the following locations at the college, designated with a **BLUE** stripe on board/display frame;

I15	1 st floor Peters-Jones Building (Outside Room101)	Social Sciences
I18	1 st floor Peters-Jones Building (Balcony overlook area)	Learning Center
I21	1 st floor Peters-Jones Building (Outside Library)	Library
I24	1 st floor Snyder Building (Outside Room 150)	Geology
I25	1 st floor Snyder Building (Outside Room 153)	Art
I29	1 st floor Snyder Building (Outside Room 155)	CSST
I30	1 st floor Snyder Building (Outside Room 156)	Cisco
I35	1 st floor Snyder Building (Outside Room 171)	Physics
I36	1 st floor Snyder Building (Outside Room 172)	HIS
I40	2 nd floor Snyder Building (Hallway, Across Chem. Lab 276)	Chemistry
I41	2 nd floor Snyder Building (Hallway, Across Chem. Lab 278)	Chemistry
I42	2 nd floor Snyder Building (Hallway, near TV)	Library
I46	2 nd floor McDonough Hall (Outside Room 252)	Biology
I47	2 nd floor McDonough Hall (Outside Room 260)	Biology
I58	1 st floor UC East (Outside 112-A)	Advising
I59	1 st floor UC East (Outside 113-A)	Available
I60	1 st floor UC East (Outside 114-A)	Surgical Technology
I61	1 st floor UC East (Outside 115-C)	Respiratory Therapy

I62	1 st floor UC East (Outside 115-C)	PTA
I63	1 st floor UC East (Outside 116-C)	Available
I64	1 st floor UC East (Outside 116-A)	BTAS
I66	1 st floor UC East Annex (Outside A140)	CIM/CAD
I67	1 st floor UC East Annex (Outside A157)	Biology
I69	2 nd floor UC East (Vestibule 299B West end)	Available

V. STUDENT PROJECT/CLASSWORK/ARTWORK

ARE Permitted to be placed on DISPLAYS/WIRE located in the following locations at the college;

C3 2nd floor McDonough Hall (Biology Suite Hallway)

1. The projects/posters/artwork should be displayed with only the original academic department or instructor's name when possible. Displaying items with student's names on them is a possible FERPA violation. Student's names are directory information and can be released, but a student can request directory information be withheld for a variety of reasons.

At the conclusion of each semester any class work/projects/posters/artwork, etc., remaining on the Displays/Wires will be removed Facilities Services and returned to the originating academic department.

NOTE: Wires are only to be used for displaying the work/projects of students from the College or College Associated Community group or for promoting the activities and events of Groups or Organizations approved by the College. Coordination for displaying art work of students from the Community will be handled through the College Community Arts Offices. Coordination for displaying work/projects of students from the College on wires located on the second floor of the Snyder Building will be handled by the Biology and Chemistry departments.

Any other notices or advertisements placed on the wires will be removed.

VI. MISC ITEMS FOR INFORMATIONAL POSTINGS

1. The college hallway monitors, operated by Public Information, may be used to promote special college or organizational events or activities.
2. All notices and advertisements are to be thumb tacked or stapled to the designated BULLETIN BOARDS. **(Do not use tape.)**
3. Items being posted should display the name of the Department, Group or Organization sponsoring or promoting the event or activity whenever possible.
4. Posters or chalk messages of 2' x 4' or smaller may be placed on designated sidewalk areas near doors of buildings using masking tape.
5. Flyers may be placed on tables in Student Lounge areas within 23 hours of specific events, but may not be secured with any tape or other implement.
6. Window painting for events may occupy designated glass spaces for 14 days prior to an event. Please contact the College's Student Life Coordinator to coordinate this event.

NOTE: *In the case of notices or advertisements on the tables or glass spaces, under the designated rules 3 & 4 above, the organization is responsible for removal of all flyers or posters within 48 hours of the event advertised.*

Contacts

Facility Services

513.732.5274

History

03.15.2016	Available boards updated
12.20.2016	Available boards updated
07.06.2017	Available boards updated
09.19.2017	Available boards updated
08.03.2018	Available boards updated