GCC Campus Posting Policy

The purpose of campus posting is to promote campus activities and direct those unfamiliar with the campus to their destination. In an effort to provide a standardized system which is both informative and professional while maintaining aesthetics consistent with the GCC campus community, a campus posting policy has been established. These procedures are intended to eliminate excessive, confusing, and incompatible signage while ensuring a uniform, pleasing appearance for all signage.

**Special Event Signage**

Special events requiring signs may include seminars, conferences, and other campus-wide activities and programs. Special event signage includes, but is not limited to: banners, directional signs, bathroom signs, and welcome signs. Temporary signage is not to replace permanent campus signs. They may not obstruct any permanent sign, lighting fixture, or life safety equipment. Sign placement may not interfere or impede the flow of either vehicular or pedestrian traffic. Signs will be placed at “forks in the road,” or intersections where heavy volumes of traffic occurs. Signage placed in improper locations will be removed immediately.

*Procedures for Requesting Special Event Signage*

All sign related requests shall be submitted through the room reservation process. Event sponsors and/or department representatives must submit requests at least ten (10) business days prior to the event. Failure to comply may result in the request for signage being rejected. The maximum length of posting for special event signage is seven (7) days. Event dates will serve as removal date for all postings.

**Campus Posting Guidelines**

The posting of information by way of banners, posters, fliers, and/or handbills is permitted at designated locations throughout the campus, subject to the following guidelines:

- Posting to, or on, trees, plants, lamp posts, exterior walls, fencing, sidewalks, benches, doors, windows, walkways, elevators, trash cans, gazebos, or any other structures is prohibited without express written permission from the Director of Physical Plant.
- Placement of written or printed material on motor vehicles parked on campus is prohibited.
- Adhering stickers to any surface or structure on GCC’s campus is prohibited.
- Posters, banners, and/or other items placed in unauthorized areas will be classified as graffiti and will be removed immediately.
- All signs should be presentable and in good structural condition at all times. Damaged postings will be removed.
- Posters and fliers for posting on campus bulletin boards must be approved by the Office of Student Life. See the section on “Campus Bulletin Boards” for more details.
- Placement of written or printed material on common area tables in the Core requires approval from the Office of Student Life. See the section on “Campus Bulletin Boards” for more details.

*Updated May 2012*
Campus Bulletin Boards
The Office of Student Life provides oversight and maintenance for two types of bulletin boards on the GCC campus. Those two boards are defined as follows:

**Campus Info & Events** – Includes information and events pertaining to, and by, the College. Sponsorship by a GCC club, office, committee, department or other GCC affiliated group must be evident.

**Community Ads & Events** – Includes advertisements for sale/rent of personal property and information about local events geared towards campus community. Any individual can request that information be approved for this bulletin board.

*Bulletin boards not falling into the above-mentioned categories (i.e., classrooms, studios, campus offices, academic departments, etc...) are subject to guidelines determined by individual offices, departments and/or faculty responsible for them.*

All materials for posting to “Campus Info & Events” or “Community Ads & Events” bulletin boards are subject to Campus Posting Guidelines outlined on the previous page and must be submitted in hard copy to the Office of Student Life, seven (7) days in advance. Materials may not exceed 11”x17”. Their distribution will be limited to designated bulletin board space maintained by Student Life. No more than ten (10) fliers per meeting/event can be dropped off for approval.

All materials for the intended purpose of placing on tables (i.e., table tents, table dives, fliers) are subject to Campus Posting Guidelines outlined on the previous page and must be submitted in hard copy to the Office of Student Life, seven (7) days in advance. Table postings may not exceed 8 ½ “ x 11”. Their distribution will be limited to common area tables on the 1st and 2nd floor of the Core. No more than thirty (30) table fliers per meeting/event can be dropped off for approval.

Approved postings will be hung and/or distributed by the Office of Student Life within two (2) business days and will be limited to 1/bulletin board and/or 1/table per event/announcement. Student Life is also responsible for removing outdated postings on bulletin boards and tables. Approved postings of all types will include the following: name of event, date(s) of event, sponsorship, and contact info for the sponsoring individual/department/group. Postings in unauthorized areas or those without a Student Life stamp will be removed.

Student Life does not approve or deny postings on the basis of content other than to say that postings must not be obscene or libelous nor should they violate, or encourage violation of, GCC policies and/or state/local laws.

The College reserves the right to remove postings that do not comply with any provision of above written guidelines. These procedures apply to all members of the college community, affiliates, and related organizations and supersede all preceding College procedures pertaining to signage.

*Updated May 2012*