

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 252.1		
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	Last Revision Date:	11-25-15	
Effective Date:		11-05-90	
Section:	Administration	Subject:	Posting of Printed Information

PURPOSE

To control the distribution and posting of advertising and other printed materials at AWC locations. The haphazard and uncontrolled posting of printed information creates undue clutter, confusion resulting from the proliferation of printed information, unfavorable aesthetics, fire hazards and damage to building finishes.

PROCEDURE

1. Definition: Printed materials are any signs, notices, bulletins, flyers, advertisements, etc.
2. Campus signage and banners have separate guidelines.
3. Printed materials may be posted on bulletin boards only. No printed materials may be posted or placed in or on any other objects or surfaces including but not limited to vehicles, buildings, classrooms, walls, columns, stairways, mirrors, parking structures, trees, plants, planters, trash receptacles, benches, signage, light poles, sidewalks, windows or doors.
4. The person posting the material on any board must not cover up any other postings and must remove the posting within 3 business days of the posting expiring.
5. Keep the size of your posting to a minimum to allow space for other postings. The size of a single posting is not to exceed 18 inches x 24 inches. Multiple postings of the same kind are not allowed. Only one posting per board.
6. All posted material must have content that is relevant to our college community. Posted material must not contain content that is illegal or offensive or that violates college policy.
7. Information regarding individual office hours or classroom relocations or class cancellations or changes may be posted on the door using blue painter's tape.
8. Seasonal decorations are allowed with supervisors' approval. Seasonal decorations can be installed with blue painters tape. Clear packing tape, scotch tape or push pins are not allowed to be used. Seasonal decorations must not cover or attach to any fire protection or life safety systems.
9. All printed materials posted in an undesignated area or with inappropriate content will be removed immediately. AWC police department may also cite individuals who violate this policy for violations of Arizona law.