

### ***Posting Signs or Flyers Policy***

The Dean of Students Office serves as the approval authority for postings at all Central Alabama Community College locations. Students, student clubs and organizations, and off-campus individuals or groups must receive prior approval from the Dean of Students Office as to the time, place and manner for displaying or distributing signs, posters, and/or flyers on campus property.

Any material(s) displayed or distributed without an original “approval stamp” from the Dean of Students Office will be removed until approval is obtained.

Materials may not be posted on windows, doors, or walls without direction from the Dean of Students. The person(s) or organizations responsible for posting the signs will be held responsible for removal of the signs in a timely manner and for any damage that might occur to college property while posting or removing signs (i.e. holes in walls, removal of paint, discoloring surfaces, etc.).

Notices, signs, posters, flyers, and other printed material must:

1. Include the name of the sponsoring organization or individual;
2. Be posted at locations approved by the Dean of Students or his/her designee;
3. Be removed by the sponsoring organization within 24 hours following the scheduled event.

Employees must have the approval of their assigned administrator for postings prior to displaying them on campus, and the postings must be placed only at locations approved by the Dean of Students or his/her designee. College bulletin boards are assigned to specific departments and clubs/organizations and postings must have prior approval for placement on a bulletin board.