

## Posting on Campus Guidelines

Posting on campus is limited to designated areas by members of the college, departments/programs, registered clubs, student organizations and Student Senate who wish to advertise on campus on a space available basis. Postings for commercial purposes are prohibited.

A. Postings are to be on paper or similar medium as appropriate for adhering to the Student Senate Bulletin Boards. The preferred size is 8 ½” x 11” and may not exceed 17” x 22”. The Student Activities Office must approve exceptions to the standard.

B. Posters and flyers for not-for-profit organizations pertaining to cultural, educational and social events sponsored by Northwestern CT Community College must be stamped for approval by the Student Activities Office prior to posting.

C. For-profit postings from any organizations, groups or individuals will not be granted permission to post notices on college property. All such notices will be removed immediately.

D. No postings are permitted on cars, lockers, personal property, painted, wooden or glass surfaces (i.e. windows & doors) unless the Associate Dean of Campus Operations designates such space for posting.

E. Only one flyer/notice per event per bulletin board is allowed. Posters/flyers can be posted up to three weeks in advance of the event and must be removed the day following the event.

F. Only Student Senate and academic postings, and whiteboard markings are permitted on classroom bulletin boards and whiteboards.

G. Tape, paint, or other substances used to convey a message may not be applied to physical surfaces of buildings or grounds on College property.

### **All postings must include the following information:**

**1. Name of sponsoring organization, which must be prominently displayed in a central location on the advertisement.**

**2. Date, time and location of the event.**

**3. This Statement: “Individuals with disabilities are encouraged to attend all CT State-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact (Name of contact person for the event or college) at (email and phone #) 24 hours in advance of the event. Alternatively, please contact John-Paul Chaisson-Cardenas, PhD, MSW, VP of Diversity, Equity, and Inclusion, at [Jp-cardenas@ct.edu](mailto:Jp-cardenas@ct.edu).”**

**4. Student Senate logo must be present on all flyers that are sponsored by the Student Senate.**

**5. All flyers must be stamped for approval by the Director of Student Activities prior to posting!**

