



8.12.0.1 College Displays

The use of display materials such as signs, posters, bulletins, television monitors, electronic message boards, easels, and message rails is necessary to inform students, staff, and faculty of coming events or activities and serves an important function as internal communication on the campus.

The following regulations pertain to displays at Century:

1. Printed materials may be placed on bulletin boards, rails and other posting equipment designated as "Public Bulletin Boards" located throughout campus. It is recommended that these materials be 11 x 17 or smaller. The small bulletin boards located immediately outside classroom doors are reserved exclusively for displays by student clubs/organizations or college staff for events or activities occurring on the campus. Bulletin boards designated as "Public Bulletin Boards" may be used by any individual or organization. Bulletin Boards assigned to specific student clubs/organizations, departments or divisions may be used with prior approval from that department or division.
2. Any materials which are not included in the above regulation must be approved by either the Associate Dean of Students, the Assistant to the President or the Administrative Assistant to the Vice President of Finance and Administration. Event information will be forwarded to the President's office and facilities management should be notified of any special posting needs.
3. Large posters may be approved in specific locations. All posters must be stamped and signed by the Associate Dean of Students or the Assistant to the President or their designee.
4. Table displays in the lounges and cafeterias must be scheduled and approved ahead of time by the Associate Dean of Students or the President's Office.
5. Displays shall not impede or obstruct the use of hallways or other public spaces, and shall be in accordance with all state fire codes.
6. The student, organization member, or staff member posting any display(s)/printed materials is responsible for each item posted being stamped with a date of expiration and the removal of the display(s)/printed materials within 24 hours of event's conclusion.
7. Displays and printed materials violating any of the above regulations will be removed. Also, the College reserves the right to remove any displays/printed materials if in the opinion of the College the materials would subject the College to a claim by a third party or if the displays/printed materials are in violation of Minnesota State Colleges and Universities Board Policies or federal or state laws.

References: None

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