



Procedure 605.1A Campus Posting Procedure

Policy 605 - Facilities Philosophy

Designated bulletin boards are available for publicizing college-sponsored LCC campus activities, class information, student/staff programs, and events. Posting of publications and advertisements is permitted on the Lower Columbia College Campus, in accordance with [WAC 132M-139-125](#). The LCC Campus Posting Procedure shall follow all standards set forth in the [WAC 132M-139](#) and [WAC 132M-141](#).

Guidelines for posting include:

- All postings on general use bulletin boards must receive approval from the Student Activities Department. Postings on designated program bulletin boards, such as Nursing or Arts, must receive approval from specific bulletin board owners.
- Postings without proper approval will be removed without notice to the original poster.
- Postings are permitted only on designated boards. Posting on walls, trees, columns, windows, painted surfaces, bricks, or bathroom stalls is expressly prohibited, except in exceptional circumstances and when approved by the Student Activities Department.
- Chalking on any college property is prohibited.
- Some bulletin boards are designated for specific postings (career opportunities, housing, financial aid, books for sale, etc.). Non-related posted materials will be removed from these areas without notice to the original poster.
- Timed postings (those that promote a specific event, date, or deadline) may be left for up to three weeks. A take-down date will be written in when the posting is approved by the Student Activities Department.

- Continuous postings from college entities must be approved on a quarterly basis.
- Free expression is encouraged on the LCC Campus. However, obscene posts, libelous posts, or postings that advocate or incite imminent unlawful content are not permitted.
- Postings are encouraged, but not required, to include identification as to the publishing agency and distributing organization or individual.
- Any student, staff or faculty who violates the LCC Campus Posting Procedure may be subject to disciplinary action.
- Any distribution of materials regulated by the LCC Campus Posting Procedures shall not be construed as support or approval of the content by the college or by the Board of Trustees of Washington Community College District No. 13.
- Postings are limited to one posting per posting area. Duplicate copies of postings in the same posting area will be removed without notice to the original poster.
- Specific posting areas are designated for postings from commercial or non-college groups. These designated posting areas may not be used for private or commercial purposes unless they clearly serve the educational mission of the college and are either sponsored by a college unit or
- conducted by contractual agreements with the college. Commercial or non-college sponsored groups are limited to one (1) item per posting area.
- The name of the college shall not be associated with any program or activity without the express written approval of the president or designee.
- Rental of college facilities carries no right of advertising on college premises other than the right to post a sign for the purposes of directing people to the location.
- Sandwich board advertisements and notifications shall comply with the same Posting Procedures.
- Contact the Student Activities Department to post materials on the reader boards around campus.

If you have any questions regarding posting procedures, or to obtain a list of permitted posting areas, contact the Student Activities Office at (360) 442-2443 or visit the office on the 1st floor of the Student Center.