

Lynchburg College Posting and Decoration Policy

Last Revised by the Event Policy and Oversight Committee February 11, 2015

A. General Campus Posting Guidelines:

1. All student groups must get their original flyers approved by the Office of Student Activities prior to making copies.
2. All student groups must give their posters to the Office of Student Activities for posting (student groups CANNOT post their flyers themselves).
3. Faculty and staff do not need to get their flyers approved as long as their departmental logo is visible.
4. Flyers and banners may be posted up to 14 days before the event.
5. One flyer per event is permitted per location (bulletin board or kiosk).
6. Flyers for events where alcohol is present must be in accordance with both ABC and college alcohol policies (see “Student Conduct Code” and “Alcohol and Other Drugs” for details).
7. Sponsors, organizations, and/or departments are responsible for removing their posters within 24 hours of their event.
8. Flyers are only allowed on bulletin boards or kiosks (appropriate materials for hanging include tape, tacks, and staples).
9. Flyers are NOT permitted on:
 - i. Exterior or interior doors
 - ii. Any glass surface
 - iii. Any painted surface (with the exception of Residence Hall walls – see section on Residence Halls below)
 - iv. Elevators (doors or walls)
 - v. Stairwells, fire doors, or windows
 - vi. Vending machines
 - vii. Any trees, benches, light posts, and exterior building walls, etc.

B. Guidelines for Banners

1. All banners must be approved by the Office of Student Activities.
2. Banners may not exceed 3 feet by 6 feet.
3. Banners may be hung up to one week before the advertised event.
4. Sponsors, organizations, and/or departments are responsible for removing their posters within 24 hours of their event.
5. Acceptable banner locations:
 - i. Hundley Hall balcony
 - ii. Hall Campus Center balcony
 - iii. Drysdale Student Center main lobby
 - iv. Exterior of Residence Halls (from window to window)

C. Guidelines for Alternative Methods of Advertising

1. Sidewalk chalk is allowed only on concrete sidewalks and must be at least 10 feet away from any building on campus. *Do not use chalk on brick, slate, or bluestone!*
2. Electronic flyers can be displayed on digital signs around campus. For Drysdale Student Center displays contact Coordinator of Operations at (bamrick.s@lynchburg.edu). For all other buildings contact the Office of Information, Technology, and Resources.
3. Various windows in Drysdale Student Center can be used for advertising contact the Hub Desk for marker checkout and more information.
4. Small quarter sheet advertisements can be placed in each student mailbox (contact the Mailroom for more information and details).

5. Brewed Awakenings may allow groups to advertise using hot beverage sleeves/labels (contact Brewed Awakenings for more information and details).

D. Special posting for Residence Halls

1. Posting of flyers in the residence halls is coordinated through the Office of Residence Life. (Please contact the office at x8320 for details)
2. Use bulletin boards where available
3. Posting on wall surfaces is acceptable using only masking tape
4. The use of lounge glass partition walls in McWane Hall is preferred for posting flyers.

E. Posting Privilege

1. Allowed to post on campus:
 - i. Lynchburg College students, faculty, staff, and recognized student organizations.
 - ii. Off-campus organizations/businesses sponsored by a LC office or recognized organization (with approval from designated office either Office of Student Activities or Spiritual Life)
2. NOT Allowed to post on campus
 - i. LC student organizations that have lost posting privileges.
 - ii. Off-campus organizations/businesses NOT sponsored by a LC office or recognized organization.

- F. Realtors and those wishing to post about property for sale may do so on the bulletin board in the first floor stairwell of Hundley Hall (located outside Student Development Offices). One poster is allowed, and must be approved in the Office of Student Activities.

G. Decoration Policies

1. Groups with a reservation may decorate their meeting/event room with temporary materials under the following guidelines:
 - i. Decorations must be appropriate for all ages.
 - ii. Acceptable materials for hanging decorations include suction cups and sticky tack. *Tape and other adhesives are STRICTLY forbidden.*
 - iii. All decorations must be taken down immediately after the event concludes.
 - iv. Building coordinators are authorized to view the final setup of decorations and may ask group to remove/change decorations as needed.
 - v. Groups will be charged for any damages and/or clean up which results from use of decorations.

A. Failure to Comply

Departments/Organizations in violation of the College posting policy will be notified in within seven working days of the violation. Continued violations will result in the loss of posting/reservation privileges. A Student Judicial Board panel will review all appeals. All appeals must be submitted in writing within two days to the Appeals Board Chair.

B. Standard Disciplinary Sanctions

All organizations/departments found in violation of the College posting policy will be subject to any or all of the following sanctions:

- i. Warning
- ii. Cleaning, replacement, or charges to be determined in accordance with violation
- iii. Community service hours
- iv. Loss of organizational posting/reservation privileges
- v. Others, as deemed necessary

In addition to these sanctions, organizations or individual members can be issued disciplinary charges in accordance with the Honor and Student Conduct Codes and Regulations.

As the president of _____, I, _____ have read all of the above information regarding the posting and decoration policies for Lynchburg College. I will take responsibility for ensuring that my organization is aware of, and upholds these guidelines.

Organization President Signature

Date