

## 1.0 PURPOSE

- 1.1 The college encourages free expression; however, postings of printed and other graphic materials on the Big Bend Community College Campus must comply with appropriate standards and procedures. This procedure does not apply to student projects as part of Big Bend Community College coursework.

## 2.0 SCOPE

- 2.1 Printed and other graphic materials (“materials”) shall be posted on (affixed to) College property only in accordance with this procedure.

## 3.0 DEFINITIONS

### 4.0 PROCESS for Printed or Graphic Materials

#### 4.1 Approvals

- All proposed postings must be submitted to the Office of Communications (1400 Building 2<sup>nd</sup> floor Room 1442) and be stamped before being displayed in a Permissible Location on College property.
- All approved postings must be stamped before being distributed and hung using painters tape to prevent damage to the walls.
- Unless otherwise stated, approval of a posting shall be for not longer than two weeks or the occurrence of the event that is its subject, whichever comes first.
- Anyone lawfully on the Big Bend Community College campus may submit materials to the Office of Communications for posting on College property.
- Any person lawfully on the Big Bend campus may post material without the Communications Office stamp only on the Community Bulletin Board which is located outside of the inner entrance of The Viking Lounge in the 1400 Building. The President may make a specific exception for compelling legal or other reasons.
  - The Community Bulletin Board will be monitored daily and materials may be removed without notice.

#### 4.2 Prohibited Postings

Except as otherwise provided herein, there shall be no posting of materials which:

- constitute or promote harassment or discrimination on any unlawful basis;
- defame any person or group;
- incite any act of violence or otherwise encourage unlawful behavior;
- encourage the viewer to participate in a commercial transaction which does not serve a College purpose;
- constitute or contain false advertising;
- promote consumption of tobacco products, alcoholic beverages, or illegal drugs;
- include profane language;

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- include explicit sexual content or innuendo, or are obscene;
  - are otherwise unlawful.

The determination of whether a posting constitutes a Prohibited Posting will be applied uniformly and neutrally to all postings.

**4.3 Permissible Locations** Materials shall be posted only on walls and bulletin boards designated or approved for the particular type of posting by the Communications Office and under approval from the Director of Facilities and Capital Projects. LIST permissible locations and adhesive devices (painters' tape only).

#### **4.4 Removal, Property Damage, Compliance**

- **Removal:** The posting person and organization are jointly and separately responsible for prompt removal of the posting when the approval or any time limitation has expired.
- **Damage:** Postings shall be done so as not to damage College property. In the event of any damage, the posting person and organization shall be jointly and separately responsible for the cost of repair.
- **Compliance:** Custodial staff and other designated employees may remove "non-stamped" material and either store or destroy postings that do not comply with criteria, conditions, or restrictions under this Procedure. Anyone who repeatedly violates this Procedure may have her/his posting privilege suspended, in addition to any other appropriate action.

### **5.0 PROCESS for Campus & Community Group Requests for On-campus Exhibits**

Exhibits may be displayed after approval for no more than 30 calendar days.

#### **5.1 Approvals**

- All requests for on-campus exhibits should be submitted Office of Communications (1400 Building 2<sup>nd</sup> floor Room 1442) in writing (or email) 30 business days before the scheduled opening of the exhibit.
- All exhibit requests should include time frame, location, and any work order information that will be required (if any) for setup.
- All setup and takedown of exhibit materials will be the responsibility of the requesting campus or community group.
- All exhibit requests should include the following statement: *Big Bend Community College is not liable for any damage that may be incurred to exhibit materials while on display on college property.*

#### **5.2 Prohibited Exhibits/Displays**

- constitute or promote harassment or discrimination on any unlawful basis;
- defame any person or group;

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- incite any act of violence or otherwise encourage unlawful behavior;
  - encourage the viewer to participate in a commercial transaction which does not serve a College purpose;
  - constitute or contain false advertising;
  - promote consumption of tobacco products, alcoholic beverages, or illegal drugs;
  - include profane language;
  - include explicit sexual content or innuendo, or does not adhere to the college's Title IX and discrimination and harassment policies.
  - Are otherwise unlawful.
  - The determination of whether a posting constitutes a Prohibited Posting will be applied uniformly and neutrally to all requests.

This Policy and Procedure supersedes any other Policy and Procedure on these subjects.