

## Posting Procedures for Templeton Campus Center

*These procedures apply to the Templeton Campus Center as managed by the Office of Student Engagement. For criteria for posting in Pamplin Sports Center, Zehntbauer Swimming Pavilion, and the residence halls, refer to the [Division of Student Life Print Publicity and Posting Procedures \(July 15, 2016\)](#).*

### **Statement of Purpose**

These publicity procedures are designed to promote compliance with established fire codes, to reduce visual clutter on campus, to reduce paper waste, and to cut overall costs of event promotion for departments and student organizations. They are intended to prevent damage to surfaces and prevent costly cleanup and repairs. These procedures apply to all publicity (flyers, banners, posters, leaflets, etc.). These procedures operationalize the [Freedom of Expression and Academic Inquiry Policy](#).

### **Requirements for Print Publicity Materials**

Print publicity materials must contain the following information.

1. Name of Lewis & Clark sponsor which can be a department, office, or recognized student organization. All others (i.e. area businesses, classified ads, etc.) interested in posting in the Templeton Campus Center must have an L&C sponsor. Contact the Office of Student Engagement at [studentengagement@lclark.edu](mailto:studentengagement@lclark.edu) to inquire about sponsorship.
2. The date of the event being promoted or the date the posting will expire.
3. The contact information for the posting's sponsor.
4. Postings will be tabloid size (11" x 17") or smaller. Exceptions to the posting size requirement may be given at the discretion of the Office of Student Engagement.
5. Postings will have an area clear of any text or graphics of no less than 1-1/8" x 2" on the front of the print publicity material for the approval stamp.

### **Posting Locations**

- **Approved Locations:** Print publicity materials are only permitted on designated bulletin board surfaces. Postings on any other surface will be removed by the Student Engagement staff without notice.
- **Prohibited Locations:** Print publicity materials are prohibited on the following surfaces: doors, walls, glass doors and windows (postings cannot block line of sight under any circumstances), finished and unfinished wood surfaces, building exteriors, floors, banisters, fixtures, railings, stairs, traffic and directional signs, light posts, or in restrooms. Sponsors that fail to post their print publicity materials on designated bulletin board surfaces may lose posting privileges.

### **Posting Removal**

Print publicity materials will be removed by the sponsor no more than two (2) days after the event has passed, or the posting has expired. Sponsors that fail to remove their own posts may lose posting privileges.

### **Bulletin Board Regulations**

Posting of any material is only permitted on bulletin board surfaces designated for that use.

- All bulletin boards in Templeton Campus Center have identification labels with the following information:
  - General Postings Only
  - If dedicated use: Name of department, office, or recognized student organization.
    - If you would like to post on a bulletin board that is assigned for a specific use, contact that department, office, or recognized student organization for permission.
- Print publicity materials can only be affixed with removable tape (such as blue painters' tape), pushpins, or thumbtacks. Use of cellophane tape, masking tape, duct tape, electrical tape, packing tape, staples, nails, poster putty, etc. will damage the surface and may cause additional work to clean or repair; postings using these prohibited items will be removed immediately without notice. Sponsors that use any of these prohibited items may lose posting privileges.
- Duplicate postings on the same General Postings Only board will be removed.
- General Postings Only bulletin boards will be cleared at the end of each semester.
- Departments, offices, and recognized student organizations that manage dedicated use bulletin boards are responsible for the content of those boards and for the posting approval of such content. All materials must be in compliance with all established College policies and regulations.

### **Banners**

Banners are only permitted in specific locations which are available from Conferences and Events. Banners require approval by Student Engagement.

### **Display Cases**

Display cases outside of Fields Dining Hall and in the Trail Room are available upon request with Student Engagement. The Templeton Display Case Use Application is available by contacting Student Engagement. All display case contents require approval by Student Engagement. Display cases are opened and secured by Student Engagement by appointment.

### **Posting Approval Process**

All print publicity materials in the Templeton Campus Center must be approved by Student Engagement before they may be posted. Print publicity materials without approval will be immediately removed. Sponsors that post print publicity materials without approval may lose posting privileges.

1. A printed digital draft copy of the proposed print publicity material must be submitted to Student Engagement at [studentengagement@lclark.edu](mailto:studentengagement@lclark.edu) or in person at Templeton 258 no less than two (2) business days (48 hours) before the proposed printed publicity materials are intended to be printed.
2. After receiving approval, copies of the print publicity material may be produced.
3. All copies of the print publicity material must be brought to Student Engagement (Templeton 258) during office hours to receive the approval stamp.
  - a. **The approval stamp will only be applied to the front side of the print publicity material.**

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- b. Postings will have an area clear of any text or graphics of no less than 1-1/8" x 2" on the front of the print publicity material for the approval stamp.
4. The sponsor of the print publicity material is responsible for applying the approval stamp under the supervision of Student Engagement staff.
5. The sponsor of the print publicity material is then responsible for removing all print publicity materials two (2) days after the event has passed or the posting has expired.

### **Approval Conditions**

- Print publicity materials containing obscene language or promoting conduct prohibited by the [Student Code of Conduct](#) will not be approved.
- Student Engagement staff reserves the right to discuss concerns with the sponsor prior to approval.
- Those wanting to post any print publicity materials intended for Fields Dining Hall or the Trail Room must get approval from Bon Appétit management. Bon Appétit management may choose to consult with Student Engagement as needed.
- Those wanting to post any print publicity materials intended for the residence halls must get approval from Campus Living staff. Campus Living staff may choose to consult with Student Engagement as needed.
- Those wanting to post any print publicity materials intended for Pamplin or Zehntbauer must get approval from Physical Education and Athletics staff. Physical Education and Athletics staff may choose to consult with Student Engagement as needed.

### **Campus Display System**

- Throughout the campuses of Lewis & Clark, digital screens display a feed of upcoming events drawn from LiveWhale, our website content management system. The campus displays provide greater visibility for events, reduce paper waste, and shows our campus community and guests what an exciting place L&C is to be.
- Contact Student Engagement at [studentengagement@lclark.edu](mailto:studentengagement@lclark.edu) or in Templeton 258 to get your events posted on the display screens. The Student Engagement staff will take just a few minutes and post your event for you! Please don't forget to provide all pertinent information (i.e. who, what, where, when, and why) and a relevant image (photo or graphic in a jpg format) to help get your event noticed.
- The Campus Display System displays in a real-time feed of 30 upcoming events. During the busiest parts of the semester, the screens may only show one day's events; at other points in the year, the screens may show several days' worth. After an event starts, it falls out of the rotation and another event is added to the feed for the screens (no print publicity materials to clean-up!).
- Click [here](#) if you'd like view the real-time feed displayed on the screens around the undergraduate campus.

### **Notices**

- Lewis & Clark College disclaims all responsibility for the content of print publicity materials posted on campus. All print publicity materials should be in compliance with all college policies and regulations. Students, faculty, and staff should be aware of current laws regarding libel, defamation, obscenity, fair labor, and any other applicable laws.

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- Print publicity materials that do not adhere to this policy, or that may violate college policy or the law, will be immediately removed without notice. Sponsors of these print publicity materials may lose posting privileges.
- Recognized student organization postings, email accounts, website profile pages, and websites are hosted at Lewis & Clark College as physical postings in approved locations or on college owned servers, but they are not official Lewis & Clark methods of communication. The college assumes no express or implied responsibility for any component of recognized student organization communication, including content, presentation, usability, accessibility, accuracy or timeliness, nor any website or social media links directed from any posting, email communication, or website. Please visit the list of [recognized student organizations](#) maintained by Student Engagement to obtain the email address for the recognized student organization that you would like to get in contact with. If the recognized student organization does not respond to you in a timely manner, contact Student Engagement at [studentengagement@lclark.edu](mailto:studentengagement@lclark.edu) or 503-768-7121 to be referred to a designated contact.