

PROCEDURES**USE OF FACILITIES FOR PUBLICITY**

Ridgewater College is committed to a safe and well maintained campus environment. The posting, distributing or disseminating of materials (e.g., flyers, posters, table tents, handbills, etc.) that advertise, publicize or otherwise provide notice of activities, events or information consistent with and supportive of the mission of the college are subject to the guidelines below, with the exception of departmental bulletin boards and official posting boards required by Human Resources:

1. All postings must be approved prior to being posted and will be removed upon expiration.
2. All postings will be stamped and dated with an expiration date within fifteen calendar days from the date they are approved and will be removed upon expiration. (Exceptions may be granted for official college notices.)
3. All postings for personal ad items (i.e. for rent, roommates, car pools, etc.) should be submitted via the classifieds located on the student portal section of our website for online viewing and publication.
4. Examples of permissible postings:
 - a. Non-profit, community-based clubs and organizations.
 - b. Flyers and posters of a general nature announcing Ridgewater College events and activities related to approved college clubs, organizations, and academic and college-sponsored forums.
 - c. Official college notices or postings.
5. Examples of postings that are not permitted:
 - a. Postings promoting commercial/for-profit activities.
 - b. Postings promoting religious activities.
 - c. Postings promoting partisan political activities.
 - d. Postings promoting alcohol or other controlled substances.
6. Because of physical damage to property and maintenance issues created by a variety of posting methods, please comply with the following guidelines:
 - a. Do not place postings on window glass or exterior building surfaces
 - b. Do not place postings on plaster, sheetrock walls, or columns.
 - c. Do not use glitter to decorate posters.
 - d. Do not use double-face, duct, or packing tape.
 - e. No literature of any kind is to be placed on automobiles on-or-off campus.
 - f. Postings are not allowed in bathrooms unless approved by the Director of Communications and Marketing.

Please direct questions and/or seek guidance regarding approvals, location and methods from the following individuals:

Hutchinson Campus: Amy Mathews, 320.234.8502, amy.mathews@ridgewater.edu

Willmar Campus: Linda Bredehoeft, 320.222.6089, linda.bredehoeft@ridgewater.edu

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