

BULLETIN BOARD POSTINGS

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**PROCEDURE****PURPOSE**

Ridgewater College, an agency of the State of Minnesota, allows use of College facilities by the community when they are not needed for curricular or extra-curricular programs. This procedure exists to support Ridgewater College Facilities Use and Management Policy.

All persons are welcomed and encouraged to attend public activities or meetings and to properly use the area scheduled or made available for use under provisions of this policy. Ridgewater College is committed to a safe and well-maintained campus environment. Any use of the College facilities shall be consistent with and supportive of the mission and Guiding Principles of the college.

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) that advertise, publicize, or otherwise provide notice of activities, events, or information 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 reviewed for compliance with this policy 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. 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. Roommate wanted, room for rent, and carpooling postings.
  - d. Official college notices or postings.
4. Postings that violate college policy are not permitted. 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 Marketing Department.

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45 Please direct questions and/or seek guidance regarding approvals, location, and methods by emailing  
46 [marketing@ridgewater.edu](mailto:marketing@ridgewater.edu).

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49 *History:*

50 *01.16.04 Adopted; 08.27.04 Revised*

51 *08.26.05 Revised*

52 *01.05.13 Revised*

53 *11.26.13 Revised*

54 *10.08.21 Proposed; 01.20.23 Revised*

55 *11.10.25 Revised (Updated contact information only.)*