



Policy No.	62005
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Rev. Approved By	C. Thompson-Stacy
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Approved:	J.J. Sygielski
Date:	April 2008

Posting Policy

1.0 Purpose

To outline the proper guidelines for posting information on campus related to campus activities, events and notices of interests.

2.0 Revision History

The original policy was approved April 2008.
1st revision May 2014

3.0 Applicability

This policy applies to all Lord Fairfax Community College (LFCC) faculty, staff, administration, students, guests and visitors.

4.0 Policy

All fliers, posters and other materials designed to help advertise, promote, sell, rent or otherwise spread information about an event or service that is being sponsored by an LFCC student club and organization or a non LFCC entity must be approved by a full-time employee in the Student Life Office or designee.

All Materials presenting information directly related to LFCC instruction and business can receive permission for posting materials with in their individual department leaders.

5.0 Definitions

The College: Lord Fairfax Community College

Materials: Any physical or electronic objects intended to raise awareness or call attention to certain information.

6.0 Responsibilities

All full-time employees in the Student Life Office has been given the responsibility and the authority to ensure that advertising materials associated with LFCC clubs and organizations and non LFCC entities are appropriately used for the benefit of Lord Fairfax Community College. All persons are responsible for knowing and adhering to this policy.

Faculty, administration and staff wishing to post materials directly related to LFCC instruction or business (for example, advertising new course offering or an academic event) are responsible for receiving permission from their individual Dean, VP, or departmental leader.

Faculty, administrators and staff wishing to post materials that are not directly related to LFCC instruction or business (for example, advertising a personal item for sale or a church or civic group event) are responsible for submitting such materials to the Student Life Office for approval.

7.0 Procedures

Specific advertising procedures for LFCC student club and organization postings are outlined in the Advisor and Student Leader Handbook. The Handbook is distributed to all LFCC leaders and advisors each academic year.

Advertising from non-LFCC sponsored events or postings:

LFCC only permits non-LFCC sponsored events or posting to be advertised via flyers. A limit of 1 flyer (8.5X11) will be approved by a full-time Student Life staff member at each Campus or any full-time employee at the Luray-Page County Center. There are specific bulletin boards designated for off campus information at each LFCC location.

Solicitation:

LFCC facilities may not be used for solicitation by individual contact to faculty, staff, or students by LFCC clubs and organizations, nonprofits, and for profit organizations.

Specific Prohibitions:

In order to maintain the natural beauty of the campus and preclude a cluttered appearance of the buildings, the following actions are specifically prohibited:

- Posters, notices, announcements, or other materials attached to boards that belong to specific clubs or academic departments, interior and exterior walls, windows, bathroom stalls, doors, walks, light fixtures, stairways, the outside of buildings, trees, trash receptacles, shrubs, utility poles, or other non-designated areas on campus.
- Flyers or notices placed in or attached to automobiles on campus.
- Advertising the sale of alcoholic beverages, or any phrase or symbol that would lead the reader to believe that alcohol will be served or consumed is prohibited.
- Using duct tape, staples, pins, nails, etc. in non-standard posting locations and may result in damage billing.

8.0 Sanctions

Failure to comply with the terms of this policy will result in disciplinary action by the appropriate college official.

9.0 Interpretation

Authority for interpretation of this policy rests with the Vice President of Academic and Student Affairs.

10.0 Authority/Reference