

Standard Operating Procedure for Posting Informational Materials

The purpose of the following rules and regulations of Cosumnes River College is to provide its students, faculty, and staff an opportunity to distribute and display written or printed materials on campus to the extent that such materials do not disrupt or impair the responsibility of the College as an educational institution or interfere with the free flow of persons, traffic and regular activities of the College. (Reference: Education Code 76120; LRCCD R-1313 and R-2411). The intent of the following is also to protect the aesthetics of the campus, to ensure against the misuse of the campus for the promotion of private enterprise, and to permit the safe and orderly flow of campus functions.

Content and Limitations of Posted Materials

CRC Committees, departments, and instructional areas

1. All materials should be posted no more than two weeks before the beginning of your event.
2. Your organization is responsible for the posting of their flyers and posters **as well as the removal.**
 - **Only blue painter's tape may be used to attach materials.**
 - **Make sure to remove all of the tape when removing flyers or posters from surfaces.**
 - **Remove all posters and publicity materials the day after the event.** If the event is held on a Friday, publicity items must be removed the following Monday.
 - You may wish to mark where you posted signs on a map of the College to help you remove the postings.
3. All materials shall clearly indicate:
 - Sponsoring committee, department, instructional area
 - The CRC logo or the words "Cosumnes River College."

 - Type of activity
 - Time, date, and location of the activity
4. Materials shall be posted for the announcement of meetings or events only, not to impart philosophy or opinion

Posting Locations and Methods

5. Displays in classrooms or offices are at the discretion of Area Deans and the appropriate faculty.
6. Materials shall **not** be placed **over or obstruct** the view of previously posted materials or on directional, emergency, or warning signs
7. Large Banners may be displayed (using **blue** painter's tape) on brick walls (**not on windows**).
8. **No** poster, flyer, or any other form of announcement or statement may be placed on, written on, or attached to:
 - **DO NOT USE SCOTCH OR PACKING TAPE**
 - ANY entrance doors to buildings
 - ANY painted walls, poles, or fixtures
 - College signs
 - Entrance kiosks
 - Lamp Posts, Trees
 - Stairwells and Road signs
 - Fountains
 - Restrooms
10. **Public Bulletin Boards (PBB):** Use thumbtacks, staples, or blue tape. Public Bulletin Boards are located in the following areas:
 - Business/Social Science Area (BS) - (1 PBB), Physical Education/Athletics (PE) - (1 PBB), Science (S) - (2 PBB), Technology (T) - (1 PBB), Learning Resource Center (LRC) - (2 PBB - black cork boards only)**N011E:** PBBs are only available for community and/or off-campus groups, organizations, businesses; for-sale items, and babysitting notices are also allowed.

