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Policy Name: Proper Placement of Postings

Policy Number: F-8

Functional Area(s) Responsible: Administration & Finance

Owner(s) of Policy: Facilities & Grounds

Most Recent BOT Approval Date: March 2011

Most Recent Review Date: Spring 2025

Most Recent Review/Revision Type: ☐ none ☒ minor/non-substantive ☐ substantive/extensive

Policy Statement:

Finger Lakes Community College reserves the right to manage postings and advertising on its campuses in order to maintain an orderly and attractive venue, to make event information accessible to the campus community, and to ensure that events and programs that are advertised comply with institutional policies and procedures.

Finger Lakes Community College requires that all physical notices, signs, announcements, flyers, publications, signage, etc., be reviewed and approved by the designated administrative offices before being posted for the purpose of communication to external and/or internal audiences of FLCC.

Announcements, letters, bulletins, posters, flyers, postcards, sandwich boards, etc., promoting or describing an event, meeting, program, course, etc., must clearly indicate the following:

- Sponsoring group/organization.
- Phone number and/or email address of a contact person.
- Who students may contact for reasonable accommodations.

Promotions for events not sponsored by FLCC must clearly indicate the sponsoring group and contact information and be hung only in the designated "public posting area".

Postings (including but not limited to flyers, posters, and stickers) may not be placed directly on windows, doors, display cases, stairway handrails, painted walls, walls of public corridors, bus stops, elevators, light poles, trees, on vehicles, or on other surfaces not specifically designated as approved posting sites, or on exterior of buildings.

The walls inside faculty offices as well as faculty office doors and common areas within office suites considered an extension of classroom communication tools are exempt from this policy.

Postings may not be placed over current/valid postings of other organizations, and removal of valid postings is prohibited except by the organization or College official.

Reason(s) for Policy:

This policy will support the College in maintaining a safe, secure, physical environment that is non-threatening and conducive to learning, while also promoting a positive image of the College.

Applicability of Policy:

This policy applies to all Finger Lakes Community College faculty, staff, and students.

Definitions:

None

Related Documents:

- FLCC Employee Handbook
- FLCC Logo and Brand Guidelines

Procedures:

The procedures outlined below must be followed by faculty, staff and students of FLCC, including mandatory review and approval of all postings by designated administrative offices as outlined below.

Student Life Procedures

Student Life notices, signs, announcements, and flyers must be stamped at the Office of Student Life prior to posting. Only officially recognized campus organizations/events notices will be approved for general postings. Notices must be removed after their effectiveness is served, or within one day of an event.

If a notice has not been approved for general posting by the Office of Student Life, or if the Office of Student Life cannot approve a notice for general posting, then said notices must be confined to designated bulletin boards outside of the Café.

External Student Life postings outside of the main building in Canandaigua such as flyers, posters, sandwich boards, and other informational/promotional materials used for student-related informational purposes must be approved by the Office of Student Life prior to posting.

All non-Student Corporation-affiliated postings must follow FLCC logo and brand guidelines when the FLCC logo is used. All Student Corporation-affiliated postings should follow Student Life Office practices. FLCC logo standards will apply should the FLCC logo be incorporated.

General FLCC Procedures – Marketing and/or Advancement

All general FLCC informational materials for exterior posting at the main Canandaigua campus must be approved and stamped at the Marketing or Advancement offices prior to posting. Only officially recognized campus organizations/events notices will be approved for exterior posting in accordance with the policy above.

FLCC logo standards and brand guidelines will apply should the FLCC logo be incorporated.

Campus Center Posting Procedures

At the Campus Centers, all exterior/external and internal postings must be approved by the Campus Center administrator at the Center prior to posting.

Campus Center postings should follow Campus Center identity elements and templates available at each Campus Center.

Forms/Online Processes:

- FLCC Logo and Brand Guidelines

Appendix:

None