



CHAPTER 4	SECTION NO.
College Operations	4.11
REFERENCE	<i>Adopted: October 12, 2010</i>
4.11 Posting of Materials	<i>Reviewed: October 12, 2010</i>
	<i>Revised:</i>

Posting of materials on glass surfaces, doors, painted surfaces, window and door frames, floors, building signs and exterior surfaces of the building is prohibited with the exception of class-related cancellations and notices.

Bulletin boards are located throughout the campus. Student Activities Office staff will monitor the posted materials and remove expired materials. The Student Activities Office is responsible for approving the display and removal of postings and flyers on bulletin boards.

Procedure for Posting on Bulletin Boards:

- take material to Student Activities Office for approval
- the request is approved, not approved or modified by the Coordinator of Student Activities
- the word APPROVED with a date to be posted and a removal date is stamped on the front of an approved posting

External Posting:

Posting on external surfaces of College buildings, light poles, automobiles and the sidewalks is prohibited.

Materials posted without approval may be removed. Kishwaukee College assumes no responsibility for damage or removal of posted materials.