

CHEMEKETA POSTING GUIDELINES

The person requesting posting approval from here on will be referred to as the **advertiser**.

Approval:

All posters, flyers, or ads must be brought to Student Retention and College Life, Building 2 Room 176, to be stamped for approval. In order to be approved, printed material must:

- Be neat and professional in appearance
- Have correct spelling
- Include date, time and location of event/activity/program(s)
- Include the name of sponsoring group
- Be brought to Student Retention and College Life at least two weeks prior to the event/activity

The following types of materials will NOT be approved and posted:

- Material which violates any college policy, affirmative action, state law, or federal law
- Political endorsements or partisan political material that violates college policy, state or federal law
- Hateful or obscene material, materials that violates the Oregon Obscenity law
- Posting endorsing or promoting for profit businesses

Designating areas for posting

Materials are only allowed on designated bulletin boards and brick surfaces.

Materials may NOT be posted on the following areas:

- On glass or painted surfaces (windows, doors, walls, etc)
- On gallery display walls in building 3, near Rooms 118-120
- Over campus murals, paintings, signs, artwork, or on top of other postings
- Inside building 6
- In classrooms

Please note:

- **All postings not approved will be removed.**
- Approved postings of 8.5x11 or smaller are put up by Student Retention and College Life staff.
- Advertiser is responsible for hanging up and removing all larger than 8.5"x11" posters/flyers.
- All employment notices will be posted through JOB PLACEMENT CENTER (2/114).
- Off-campus notices are limited to:
Childcare, community events, housing, non-profit organizations, transportation, tutors, and typing services
- Posting time limited to two weeks or one day following event.
- If the event/class occurs at Chemeketa, posters/flyers must include the Chemeketa college logo and AA & ADA statement. Logo and statement may be found at <http://www.chemeketa.edu/collegelife/life/index.html>.

8.5"x11" or Smaller Postings: 8.5"x11" inches or smaller posters/flyers must be approved and posted on the following designated bulletin boards by Student Retention and College Life.

CLASSIFIED Only in building 2	Childcare, housing, items for sale, transportation, tutoring, and typing services <i>Forms to post on these specific boards are available in Student Retention and College Life.</i>
COMMUNITY AND EVENTS	Non –profit, Community events, Chemeketa events
CLASSES	All chemeketa classes
FREE SPEECH Only in building 2	<i>For more information on the Free Speech or Political Action guidelines, please contact Student Retention & College Life</i>

11"x17" or Larger Postings:

- Approved postings of 11"x17" inches or larger are posted by the advertiser.
- Chemeketa's sponsored events or classes that are 11"x17" inches or larger do not need the Chemeketa college logo, AA & ADA statement.
- Must be securely taped to the wall using Gaffers tape (provided, bring student or staff ID).
- May only be posted on BRICK surfaces.
- Each event may not exceed 20 posters.
- Advertiser is responsible for removing postings after the activity or event.

For questions and more information you may contact Student Retention and College Life, Building 2-176, at 503-399-5116 or 503-399-5147, stlife@chemeketa.edu or visit <http://www.chemeketa.edu/collegelife/life/index.html>.



Chemeketa Community College is an equal opportunity, affirmative action institution. If you need special accommodations, please contact disability services, 503-399-5192 (voice/TDD), at least two weeks in advance.