

## **Posting Guidelines and Procedures**

### **Purpose**

- a) Hereby establishes the agreement for On-Campus Publicity to define the guidelines and procedures related to publicity and posting procedures on the Bakersfield College campus(es).

### **Administration**

- a) The Office of Student Life shall administer the Publicity Guidelines and Procedures.
- b) The Office of Student Life will manage on-campus publicity for the BCSGA and removing outdated publicity on campus.

### **Definition**

- a) Publicity is defined as any written public notice that is posted or handed out on the Bakersfield College campuses.

### **Authority**

- a) BCSGA authorizes the Director of Student Life to uphold the responsibility of ensuring the publicity guidelines.
- b) Anything not explicitly dealt with this agreement shall be left to the discretion of the Director of Student life, or designee.
- c) Any publicity from a source outside of Bakersfield College must obtain a stamp of approval from the Office of Student Life in order to be posted.
- d) Failure to abide by the Publicity Guidelines and Procedures may result in the suspension of publicity privileges or other sanctions placed by the Director of Student Life.

### **Publicity Guidelines**

The following are guidelines set for any publicity to be placed on the Bakersfield Campus(es):

- a) No publicity shall cover any other publicity.
- b) All publicity shall be tacked down. Publicity not tacked down shall be removed.
- c) Sizes of publicity are as follow:
  - 1) Handbills may not exceed 8 inches by 11 inches.
  - 2) Posters must not be greater than or equal to 11 inches by 17 inches or less than or equal to 36 inches by 36 inches.
  - 3) Banners greater than 11 inches by 17 inches must be approved by the Director of Student Life.
- d) No publicity shall be posted in the following locations:
  - 1) Painted or glass surfaces
  - 2) Doors or windows
  - 3) Memorial Stadium
  - 4) Designated Bulletin Boards for Academic or Office Departments
- e) Publicity may be posted in classrooms with the approval of the professor who instructs in said classroom.
- f) Any publicity that is obscene, libelous, slanderous, advocates the use of illegal drugs or alcohol, or that promotes any activity that could interfere with the daily function of the Bakersfield College campuses may be refused by the Director of Student Life
- g) The Director of Student Life may add any additional publicity guidelines.

### **Publicity on Vehicles**

- a) Any automobile or vehicle that is used for publicity shall be on a first-come first-served basis and must be regulated by the Department of Public Safety.

- b) Advertizing placed on any automobiles or vehicles must have the approval of both the Directors of Public Safety and Student Life.

### **Publicity Responsibilities**

- a) All publicity must be approved prior to distribution/posting.
- b) Registrants are responsible for reading the Publicity Guidelines and Procedures and filling out the Responsibility Form in the Office of Student Life.
- c) The Office of Student Life shall keep a copy of all approved publicity on record.
- d) Publicity that damages property in any way is strictly prohibited and may result in additional charges
- e) All persons or parties are responsible for the removal of all publicity related to or concerning said individuals.
- f) Any damages occurring from publicity are the responsibility of said individual(s) posting or removing publicity.

### **Advertizing units**

- a) The Office of Student Life will be responsible for the operations and maintenance of all advertizing units located at the BC Grounds
- b) Advertizing Unites include, but not limited to:
  - 1) The Marquee
  - 2) Bulletin Boards
  - 3) Kiosks
  - 4) Table Tents
  - 5) Banner Spaces
  - 6) BCSGA brochures and handouts