

OLYMPIC COLLEGE POLICY

TITLE: Posting Policy and Procedures

POLICY NUMBER: 200-28

REFERENCE: [WAC 132C-120-045 Commercial Activities](#) [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-045, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-045, filed 4/4/80.]; [WAC 132C-120-040 Distribution of Printed Material on Campus](#) [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-040, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-040, filed 4/4/80.], [WAC 132C-10-009 First Amendment Activities](#) [Statutory Authority: Chapter 28B.50 RCW. WSR 10-23-121, § 132C-10-009, filed 11/17/10, effective 12/18/10.], [WAC 132C-120-015 Freedom of Expression](#) [Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-015, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-015, filed 4/4/80.]

I. Purpose

The purpose of this policy is to establish procedures and reasonable controls for posting materials in public areas of the College, consistent with its educational mission and duty to ensure the safe and orderly operations of the campus.

II. Policy

Olympic College posting facilities are primarily reserved for use by students, faculty, and staff to communicate information of interest to the campus community. Some space is also made available for posting by noncollege groups. It is to be understood that such materials do not necessarily represent the views of the College, its Board of Trustees, employees or students.

III. Criteria

This policy and related procedures are applicable to the posting of materials only in the public areas of Olympic College property. They do not apply to interior and adjacent walls, doors, or windows of offices and departments; department bulletin boards; classroom posting facilities; health and safety posting facilities; Student Government of Olympic College (SGOC) and recognized student organization bulletin boards; or employee group bulletin boards.

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IV. Definitions and Limitations

College property

- College property means property that is owned, leased or controlled by Olympic College, including its buildings, grounds, and parking lots.

College groups

- For the purposes of this policy College groups shall mean individuals, or combinations of individuals, who are currently enrolled students or current employees of Olympic College or who are affiliated with a recognized student organization or a recognized employee group of the College.

Noncollege groups

- For the purposes of this policy noncollege groups shall mean individuals, or combinations of individuals, who are not currently enrolled students or current employees of Olympic College or who are not officially affiliated or associated with a recognized student organization or a recognized employee group of the college.

Limited public forum

- For the purposes of this policy, a limited public forum is identified by the College as a location where employees, students, College groups, and noncollege groups or individuals may exercise their First Amendment rights through expressive activity, subject to the reasonable time, place, and manner restrictions set forth in this policy.

V. Procedures

A. Bulletin Boards

Bulletin boards for posting materials in public areas of the College are labeled according to specific purposes. Postings on these boards do not require prior approval, but must comply with all guidelines indicated in these procedures.

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1. College Information Boards are for use by College groups (employees, students, and College groups) for publicizing programs, services, and events that may be of interest to the College. Off-campus events may be publicized on these boards if they are sponsored by the College, a College department, or a registered student organization. Postings on College Information Boards must include the name and contact information of the author or sponsor. The size of postings must not exceed 11" x 17". Event publicity should be removed within 48 hours following the event. College Information Boards will be cleared of all postings at the end of each quarter.
 2. Community Access Boards constitute a limited public forum for posting by the public. Noncollege entities as well as College employees, students, and College groups may post materials on Community Access Boards in adherence to this policy and accompanying procedures. Community Access Board postings must be date stamped by the Office of Communications and Web Services (CSC #300B, Bremerton; communications@olympic.edu). Community Access Boards will be cleared of all materials at the end of every month. This policy and related procedures will be posted adjacent to each Community Access Board. A Community Access Board is located on each campus in the district.
- B. Sandwich boards and easels are permitted only for use by students, employees, and College groups, so long as they do not obstruct pedestrian walkways, hallways, stairwells, elevators, and restrooms; do not pose a safety hazard; and do not interfere with normal business operations.
- C. Temporary banners (indoor and outdoor) are permitted only for use by College employees and students, and College groups. These banners shall conform to the guidelines below:
1. Banners shall not block access to walkways, rails and buildings, cover windows, or damage college property.
 2. Banners shall be affixed using zip ties or other non-permanent fasteners.
 3. Banners shall be removed within 48 hours of any event they promote.
- D. Restrictions
1. Materials shall be posted only on bulletin boards or other designated posting facilities. Materials that do not conform to these procedures will be removed.

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2. Department bulletin boards are restricted for use and maintained by the respective departments. Posting on these boards is subject to the approval of the appropriate department administrator or division dean.
3. Classroom bulletin boards are restricted for use by faculty members and their respective departments.
4. Employee group bulletin boards, as stipulated by union contracts, are restricted for use by those groups.
5. SGOC and Registered Student Organization Boards are restricted for use by those groups and maintained by SGOC.
6. Health and Safety Bulletin Boards are restricted for use by the Campus Safety Committee, Executive Director of Human Resource Services, Director of Campus Safety, Director of Facilities Services, and the President and Vice Presidents of the College, or their designees.
7. Distribution of literature by placing it on motor vehicles parked on Olympic College property is prohibited.
8. Postings that are obscene or defamatory; contain false advertising or commercial speech unrelated to College functions; promote the imminent prospect of actual violence or harm; make terroristic threats, or pose a material and substantial threat to the educational environment, are not permitted.
9. Use of the official OC logo is restricted to employees, departments, SGOC, and registered student organizations, in the promotion of College-related information. When the College logo is used in posted material, the appropriate non-discrimination statement must be included. (See College Branding and Style Guide for more information.)

Recommended by Cheryl Nunez, Vice President for Equity and Inclusion

May 16, 2017

Submitted to President's Cabinet for Review

May 16, 2017

Approved by President

May 16, 2017

Submitted to Board of Trustees

May 16, 2017

Approved by Board of Trustees

August 15, 2017