

Temporary Campus Posting

Division of Student Engagement

Policy Owner: Dean of Student Engagement

Effective date: 1980's

Approval date: 1980's

Schedule for Review: Spring 2030

Policy Summary:

Temporary Posting information on campus is granted to those who complete the review procedures listed below. The purpose of the review procedures is to facilitate the efficient and orderly use of posting spaces on campus. It must be understood that Fort Lewis College does not endorse or support the event/information contained in the reviewed and stamped posting materials.

Policy Statement:

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Posting Materials Review Procedures:

1. All materials to be posted on campus, except in residence halls and apartments, must be reviewed and stamped at the Student Union Information Desk.
2. All materials to be posted in residence halls or apartments must be reviewed and stamped by the Student Housing Office, 240 Miller Skyhawk Station.
3. An original approval stamp with the last date of posting must be affixed to each copy of the material being posted.

Posting Protocols:

1. All materials must clearly identify the sponsoring organization or individual and include contact information such as a phone number, email address, website or social media.
2. Materials can be placed only on "Open Posting" bulletin board surfaces. See Information Desk for list of locations. Items placed on any other surfaces, such as designated office bulletin boards, doors, windows, walls, windshields, sidewalks, floors, trees, etc. will be removed at the sponsoring organizations or individual's expense.
3. Material cannot be larger than 11"x17".
4. Up to 50 pieces of material will be approved at a time.
5. Multiple copies of the same posting on the same space are not allowed.
6. Postings past the stamped last date or past the event date will be periodically cleared without notice.
7. Materials with no event date will be stamped two weeks out.
8. All bulletin board postings will be removed semesterly.

Banners:

1. Banners for the Student Union need to be approved through the Events Office and can be requested through 25Live and dropped off at the Events Office. Banners can be hung in the Student Life Center lounge, the side of fireplace or metal beams at the West entrance to the Student Union by Student Union staff. A week's notice must be given to the Events Office.
2. Banners for Reed Library must be approved by the Director of the Library. Banners can be hung on the library railing with permission from the Director of the Library.
3. Banners anywhere else on campus must receive approval from Physical Plant Services.
4. A banner may be hung for no more than two weeks.

Chalking:

1. Chalking may only be used to promote College programs or student activities.
2. Chalking is restricted to concrete or asphalt exterior sidewalks that are exposed to natural elements.
3. Chalk board is located in the lower level of the Student Union.
4. Chalking is prohibited within ten feet of any building entrance or doorway.
5. Chalking must be done by using chalk that quickly fades away with the natural elements within several days. Stick chalk is recommended; absolutely no spray chalk.
6. Chalking that doesn't fade away quickly with natural elements must be removed at the sponsoring organizations or individual's expense. Removal of chalk not completed by the sponsoring organization or individual will result in Physical Plant Services contracting a company for removal with appropriate charges.
7. The College may erase, without notice, any chalked messages that do not comply with College's policies.

Temporary Wayfinding for Events

1. All temporary wayfinding for events must be approved in advance through the Events Office.
2. All material must be removed by the event organizer at least 24 hours after the event or the group will be charged.

Prohibited Materials for Campus Posting:

Regardless of the medium used, the following materials are not allowed for posting.

1. Materials that promote alcoholic beverages (e.g., drink specials, drinking contests), drug use (including marijuana), or tobacco products.
2. Materials that contain unprotected expressions such as libel, obscenity, or hate speech.

Failure to Meet Posting Policy Requirements:

1. Sponsoring organizations or individuals posting without approval or violating this policy will have postings removed. Additionally, the organization or individual may lose posting privileges and may be subject to the Student Conduct Code proceedings.

Responsibilities:

For following the policy: All FLC community members and visitors.

For enforcement of the policy: Student Union and Event Services Office

For oversight of the policy: Dean of Student Engagement

For procedures for implementing policy: Student Union and Event Services Office

For notification of policy: Policy Librarian

Review and Revision History:

Revised June 2025, Reviewed and Updated July 2, 2025