

This policy governs the posting of materials on all Pellissippi State campuses.

I. General Access Bulletin Boards and Metal Strips–

A. All materials to be posted on bulletin boards or metal strips that are in a general access area will be approved and stamped by the designated office/individual listed below. Each campus may incorporate procedures specific to their campus

Pellissippi Campus - Student Life and Recreation Office (Goins 143)

Blount County Main Office

Division Street Main Office

Magnolia Main Office

Strawberry Plains Main Office

B. Items are to be posted on bulletin boards and metal strips only. Items on glass or painted surfaces, or building entrance doors are not allowed and will be removed by the designated office

C. Recommended size for posters/fliers is 8 ½ by 11. Posters/fliers cannot be larger than 11" x 17" unless approved in advance through the designated office/individual.

D. Fliers and posters may be posted for a maximum of fifteen (15) school days. All requests for a time extension on a poster/flier must be made at the time of the initial request for posting. Items that are not removed by the posted date will be removed and disposed of by the designated office/individual.

E. All posted materials must be of good taste. The designated office/individual reserves the right to deny posting of any announcement that contradicts any College or State, or Federal policies.

II. Departmental and classroom bulletin boards

A. Bulletin boards designated for college departments or classrooms will be monitored by the appropriate departmental office.

III. Unaffiliated Organizations

A. Organizations not affiliated with Pellissippi State are not allowed to advertise or post materials on Pellissippi State bulletin boards unless their service is of academic value to students (i.e. tutoring, used book selling, educational or military recruitment). The designated office reserves the right to determine if such services are viable to students.

B. It is the responsibility of the sponsoring party to post the poster/fliers on the appropriate bulletin board. Items that are posted incorrectly will be removed and disposed of by the designated office.

IV. Table Tents and Posting Materials in Restrooms

A. Table Tents - Upon approval by the designated office, table tents may be used for promotion in the cafeteria or student lounges for up to seven days and must be removed the day following the event.

B. Restrooms – Panther Pause or health notices are the only materials permitted to be posted in the restrooms.

V. Sidewalk Chalk Posting

- A. Sidewalk chalk may only be used on sidewalks in areas where the rain will wash off the chalk. Chalking is not permitted on buildings or steps. Chalking is prohibited on all vertical surfaces, buildings, walls, benches, picnic tables, signs, poles, trees, etc. The material used to mark the sidewalk must be water-soluble chalk. The use of markers, paints, oil-based products or sprayable chalk is prohibited.
- B. Only college affiliated student clubs or departments can promote a campus-wide activity, event or meeting that is open to all students. The announcement must bear the event date and the name of the registered student club or college department sponsoring the activity, event or meeting.
- C. Signs, posters, banners and other printed material shall not be taped to the sidewalk in lieu of chalked announcements.
- D. Chalked announcements may not exceed two days prior to the campus activity, event or meeting.
- E. Registered student clubs or college departments that desire to chalk an announcement must first register with the Student Life office at the Hardin Valley campus or with the main office at Blount County, Division Street, Magnolia Avenue or Strawberry Plains campuses.

Approved: Executive Council, March 4, 1991

Editorial Changes, May 3, 1993

Reviewed/Recommended: President's Council, April 10, 1995

Approved: President Allen G. Edwards, April 10, 1995

Reviewed/Recommended: President's Council, May 8, 1995

Approved: Allen G. Edwards, President, May 8, 1995

Approved: President Allen G. Edwards, September 9, 1997

Approved: President Allen G. Edwards, October 10, 2001

Reviewed/Recommended: President's Staff, September 25, 2006

Approved: President Allen G. Edwards, September 25, 2006

Editorial Changes: May 21, 2009

Reviewed/Recommended: President's Council, November 23, 2015

Approved: President L. Anthony Wise, Jr., November 23, 2015