



Administrative Procedure

Procedure Name	Posting Procedures
Procedure Number	516.04
Date Adopted	1/27/25
Date(s) Revised	NA

- 1) **Bulletin Boards.** Bulletin boards for posting materials in public areas of the College are labeled according to specific purposes. Postings on these boards may require prior approval and must comply with all guidelines indicated in these procedures.
 - a) **College Information Boards (CIB)** 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.
 - i) Postings on College Information Boards must include the name and contact information of the author or sponsor.
 - ii) The size of postings must not exceed 11" x 17".
 - iii) Event publicity should be removed by the posting party within 48 hours following the event.
 - iv) College Information Boards will be cleared of all postings at the end of each quarter.
 - v) Posted materials should adhere to [GHC branding](#), including an official GHC logo.
 - vi) College entities are not required to obtain prior approval to post on College Information Boards.
 - b) **Community Access Boards (CAB)** constitute a limited public forum for posting by the public. Noncollege entities may post materials on Community Access Boards in adherence to these procedures.
 - i) Community Access Board postings must be reviewed and date stamped by the Office of the Vice President for Student Services.
 - ii) Postings on Community Access 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.
 - iii) Community Access Boards will be cleared of all materials at the end of every quarter.
 - iv) A link to the procedures will be posted adjacent to each Community Access Board.
 - v) A Community Access Board is available on each campus (Aberdeen, Raymond, Ilwaco).
 - (1) Raymond and Ilwaco locations will identify and approve boards for this use.

- 2) **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. Safety and Security Department will approve the placement of sandwich boards on campus.
- 3) **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:
 - a) Banners shall not block access to walkways, rails, and buildings, cover windows, or damage college property.
 - b) Banners shall be affixed using zip ties or other non-permanent fasteners.
 - c) Banners shall be removed within 48 hours of any event they promote.

4) **Restrictions**

- a) Materials shall be posted only on bulletin boards or other designated posting facilities. Materials that do not conform to these procedures will be removed.
- b) Department bulletin boards are restricted for use and maintained by the respective departments. Posting on these boards is subject to the appropriate department administrator or division dean's approval.
- c) Classroom bulletin boards are restricted for use by faculty members and their respective departments.
- d) Employee group bulletin boards, as stipulated by union contracts, are restricted for use by those groups.
- e) ASGHC and Registered Student Organization Boards are restricted for use by those groups and maintained by ASGHC.
- f) Health and Safety Bulletin Boards are restricted for use by the Campus Safety Committee, Associate Vice President of Human Resources, Campus Safety Officer, Director of Campus Operations/Facilities, and the President and Vice Presidents of the College, or their designees. The Human Resources Department shall answer questions regarding this item.
- g) Distribution of literature by placing it on motor vehicles parked on Grays Harbor College property is prohibited.
- h) 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.
- i) Use of the official GHC logos is restricted to employees, departments, ASGHC, 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.
- j) Use of Charlie Choker and the GHC Athletics logo is meant for casual use, especially athletics, bookstore products, and on-campus flyers.