

STUDENT, EMPLOYEE AND COMMUNITY EXPRESSION AND USE OF  
COLLEGE FACILITIES

GD-R

(Administrative  
Regulation)

PURPOSE	This administrative regulation is designed to support open communication as an essential element of a healthy campus community while maintaining a campus culture that supports its academic mission, is conducive to learning, and is free from obscene materials and those which create hostile work environments. This administrative regulation specifically deals with printed materials and physical items that can be posted on bulletin boards, distributed directly to individuals, or placed on free-standing signs.
SCOPE	The rules in this administrative regulation apply to all Lee College students, faculty, staff, student organizations, and external individuals, groups and companies seeking to communicate with the campus community, and apply to printed materials and physical items that are sponsored by the College District as well as those not sponsored by the College District. This administrative regulation does not apply to electronic communications.
MATERIALS SPONSORED BY THE COLLEGE DISTRICT	Materials that are sponsored by the College District, such as posters announcing student performances and exhibitions, invitations to join student organizations, and notification of campus events, are subject to the requirements of this administrative regulation.
MATERIALS <u>NOT</u> SPONSORED BY THE COLLEGE DISTRICT	There are three board policies that establish procedures for distributing materials not sponsored by the College District. Policy FLA is for students; Policy DGC is for employees, and Policy GD is for community members. This administrative regulation establishes the process for receiving approval to distribute materials not sponsored by the College District. All the rules contained herein must be followed in addition to the requirements provided in Board Policy.
MATERIALS IN VIOLATION OF REGULATIONS	Signs, posters, notices and other communications that violate this regulation or other college regulations or Board Policies will be removed by Lee College staff and reported to the Division of Student Services and/or the appropriate department. Any individual or group or company in violation of these regulations shall be held responsible for any damage to Lee College property and may receive additional sanctions.
USE OF THE COLLEGE NAME AND LOGO	The name "Lee College" and the visual representation of the name, also known as the wordmark, as well as the college logo: the compass rose, are owned by Lee College. Students, faculty, staff, and registered student organizations are allowed to use the college name and logo on printed and digital materials but they are required to follow the Lee College Brand Guidelines and must obtain permission from the Office of Marketing and Public Affairs prior to distributing branded materials.

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Failure to obtain permission before using any college intellectual property or elements of the college brand is a violation of college policy and will result in the restriction of future use by the individual, the individual representing a college organization, the organization, and or the department or program.

APPROVAL PRIOR  
TO DISTRIBUTION

Whether printed materials or physical items are sponsored by the College District or not, all printed materials and physical items – flyers, posters, handbills, signs, promotional items, etc. must be approved and time-stamped prior to distributing them on campus. Approval and time-stamping may be obtained from the Office of Student Engagement between 8:00 a.m. and 4:00 p.m. Monday – Thursday.

Printed materials and physical items that are not sponsored by the College District must follow the appropriate Board Policy in addition to being approved as described in this regulation.

Commercial advertising is not permitted inside any facility unless sponsored by a registered student organization or Lee College department. Commercial advertising must be approved by the Office of Marketing and Public Affairs and the Office of Student Engagement prior to distribution.

GENERAL  
REQUIREMENTS

Any posted materials lacking the college approval stamp or posted past the noted date will be removed.

Lee College departments are not required to obtain approval or time-stamps on printed materials produced by the Office of Marketing and Public Affairs.

All materials must be clear and legible, bear the full name of the sponsoring entity and provide event and current contact information.

Material written in a language other than English must include an English translation.

Campus entities posting materials are responsible for the immediate clean-up and/or removal of those that are in violation of terms of this regulation.

Materials that promote a scheduled event must be removed by the posting entity within two business days of completion of an event.

Individuals, groups and companies that post, display, or distribute materials in a way that damages college property are financially responsible for the repair.

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The College is not responsible for the condition of posted materials and will not return materials that are removed.

Materials posted or distributed may not glorify, edify, promote or support the use or sale of alcohol or illegal drugs; display trademarks and or brand names of alcohol or illegal drug products; contain material that is obscene or slanderous; and/or be directed to incite or produce imminent lawless action.

Postings must not give the impression an event was sponsored by Lee College if that is not the case.

**BULLETIN  
BOARDS**

Bulletin boards are designated areas inside Lee College facilities intended to display flyers and other notices.

Only one item per event may be posted on any one bulletin board.

The maximum size for bulletin board postings is 11" x 17".

Only staples or thumbtacks may be used to attach materials to the bulletin boards. No tape.

**DIRECT  
DISTRIBUTION  
ITEMS**

Direct-distribution items are any printed materials or physical items distributed directly to a person, like handbills, brochures, or items like branded stress balls or pens.

Direct-distribution items may only be presented in-person to other individuals.

Direct-distribution items cannot be posted on cars, placed outdoors on any surface, or placed on any surface inside any Lee College facility.

**FREE-STANDING  
OUTDOOR SIGNS**

A free-standing outdoor sign is any outdoor signage except flyers posted on outdoor bulletin boards. This includes A-frames, staked yard signs, other large-scale signs, and other outdoor advertising methods.

The use of free-standing outdoor signs on campus is generally limited to the promotion of events or activities for up to seven days prior to their occurrence and must be removed within two business days after completion of the event.

In general, no more than six free-standing outdoor signs no larger than 24" x 18" may be placed on campus at any one time for a single event. Exceptions will be made for major Lee College events, including Orientation, Welcome Week, Commencement, and other events with approval from the Office of Marketing and Public Affairs.

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PROHIBITED  
ACTIONS

The placement of any material including free-standing signs on vehicles, sidewalks, walkways, parking lots, or any paved areas is prohibited, except for emergency, safety, warning, or directional signs placed by college officials acting on behalf of the College to announce a matter directly related to the health, safety or welfare of the campus community.

Materials may not be posted on walls, windows, doors, exteriors of buildings, trees, sidewalk covers, support posts, etc.

Materials may not be placed on car windshields or any other part of a car.

Chalk, paint, and similar materials may not be used on sidewalks, walkways, walls, or other structures unless authorized by the Office of Student Engagement or the Associate Vice President of Student Services. Such authorization must be in writing, e.g., email or a written memo.