Itasca Community College promotes the effective, efficient and environmentally-friendly displaying and posting of advertisement and information in campus facilities. The following are guidelines set forth to establish the ways and means of green/sustainable and non-intrusive posting at Itasca Community College.

**Posting Guidelines:**
*Materials and notices to be posted in Itasca Community College’s facilities or Visual Information System (VIS) must be for purposes that do not conflict with the general aims and purposes of Itasca Community College policy or local, state and federal law.*

► **Posted items must contain the following information:**
  -- Name of individual / hosting organization responsible
  -- Contact information
  -- Specific date and time of event (ex: Tues, September 8 instead of Tuesday or today)

► **All items to be posted must be approved for posting by college personnel (Darla Nelson or Bill Marshall)**
► **7 copy maximum for bulletin boards**
► **Date sensitive items can be posted for a maximum of 14 days prior to the event and will be removed within 24 hours after event has occurred. ICC reserves the right to impose time, place and manner restrictions on items posted in college facilities.**
► **Itasca Community College is not responsible for damage or unauthorized removal of properly posted items.**
► **Posted items and other displayed advertisements are not permitted to be posted/displayed in unauthorized locations and will be removed from campus walls, windows, floors, doors and desks.**
► **Posted items containing the following, but not limited to, may be removed:**
  - Alcohol and other illegal drug use
  - Harassment and/or hate speech
  - Political advertising – unless related to a specific event
► **The Itasca Community College Provost and/or an appointed employee reserve the right to call to question any posted material.**
► **Concerns or posting disputes are directed to the Itasca Community College Provost.**
► **Outside organizations are allowed to post on campus by following the posting guidelines.**

**Official Itasca Community College Business (even numbered bulletin boards)**
Posting of official college business only.

**Student / Public Information (odd numbered bulletin boards)**
Posting of information specific to student life, student activity and student involvement; (campus organization event information, community events, and student life activities)

**Posting locations will be labeled and numbered with posting policy visible**
- Itasca Hall – 1st floor by elevator (both) #1 & #2
- Wenger Hall – 1st floor south end (both) #3 & #4
- Mullins Hall – 1st floor by public restroom (both) #5 & #6
- Backes Student Center – Connection between breezeway and Viking Grill & Eatery (both) #7 & #8
- Davies Hall – Entrance to Davies Hall by main doors (both) #9 & #10
- Media Center – Large board by entrance (both) #11 & #12
- Wilson – Entrance to Wilson Hall to the right (both) #13 & #14

**Maintenance of posted material:**
ICC Campus Security will maintain the updating of the designated bulletin boards and posting areas; including but not limited to:
  - The posting of approved and public advertisements or informational postings
  - Removal of expired, unapproved or misplaced advertisements or informational postings