

# AMARILLO COLLEGE

## SIGN POSTING PROCEDURES

Before posting or distributing petitions, handbills, signs, or pieces of literature, the student or registered student organization, individual, or group must submit a copy of the material to be distributed to one of the following for approval:

- East Campus – Assistance Center (Student Activity Center)
- Polk Street Campus - Workforce Development Office
- Moore County Campus - Student Services Counter
- Hereford Campus – Student Services Counter
- Washington Street Campus – Associate Dean of Enrollment Management Office, Room 130 of Student Services Center, or Student Activities Office (CUB Basement 3B).
- West Campus – Assistance Center (West Campus Lecture Hall)

The material to be posted or distributed must meet the following guidelines.

- Signs or materials of any kind which promote a business that is in direct competition with any Amarillo College class or service is strictly prohibited from posting on any Amarillo College campus.
- The student or registered student organization, individual, or group distributing the information must be identified on the material to be posted.
- If the item is a petition, it must contain the name and signature of the organization's advisor (if an organization) or the signature of the student (if an individual).
- The item(s) must show a College approval stamp on the material.
- The material must not contain non-permissible solicitation, and must not be obscene or libelous.
- The material to be posted should not be larger than 14" x 22" unless special permission is given by the approving office.
- Materials must be posted only in designated areas (bulletin boards) on Amarillo College property.
- The items must not be displayed on windows, glass doors, painted walls, banisters, or columns of buildings except as designated or specially approved.
- Materials which promote commercial enterprises may be posted only in designated areas.
- No person may remove material posted without permission from the approving office, the student, individual or group, or the registered student organization.
- No student or registered student organization may distribute literature by accosting individuals or by hawking or shouting.
- Distribution must not interfere with free and unimpeded flow of pedestrian or vehicular traffic, and must not disturb or interfere with academic or institutional activities.

**POSTED MATERIALS SHOULD BE REMOVED BY THE STUDENT OR ORGANIZATION** no later than **14 days** after posting or, if it relates to an event, not longer than **24 hours** after the event to which it relates has ended. At the time of removal, care should be taken not to litter the area around which the material was posted.