



Policy Title	Bulletin Boards & Posters/Flyers Policy
Policy Number	6003
Category	College Facilities
Applicability	College-wide
Responsible Office	Division of Student Affairs
Effective Date	September 19, 2024

I. Policy Statement

It is the policy of Suffolk County Community College to ensure that recognized student organizations, College programs, departments, and units that want to share information about upcoming events and activities are able to do so through various means of communication, including flyers and posters (terms used interchangeably herein).

II. Rationale

The College reserves the right to manage posting and advertising on its campuses in order to maintain orderly and attractive campuses, to make event information accessible to the College community, and to ensure that events and programs that are advertised comply with College policies and procedures.

III. Scope and Applicability

This Policy sets forth the requirements for all student organizations, College programs, departments, and units recognized by Suffolk County Community College that wish to post items on the College's general-use bulletin boards. This policy does not apply to bulletin boards that are reserved for specific departments, offices, or organizations where posting generally requires the permission of that group.

For policies and procedures applicable to entities who wish to use Suffolk County Community College facilities for

Prohibited posting activities include, without limitation:

Placing, attaching, or posting of flyers or leaflets on unapproved surfaces or areas including but not limited to doors, windows, trees, light/electrical poles, vehicles, bus shelters/stops, benches, indoor and outdoor walls, classroom boards, bathroom surfaces, vending machines, trash cans, sidewalks, floors, traffic signs, and in elevators;

Posting or distribution of flyers or leaflets in classrooms, laboratories, libraries, and all other instructional spaces;

Advertisement of alcoholic beverages or promotion of events or organizations that advertise, sell, or distribute alcohol or drugs;

Promotion of any event that violates the law, College policy, and/or the [Student Code of Conduct](#);

Chalking of buildings, sidewalks, or roadways unless conducted as part of a College-approved activity or program;

Posting of any promotional material not endorsed by a student organization, College program, department, and/or unit on a College bulletin board. No individual or organization may falsely claim College sponsorship or portray itself in a way that would reasonably imply College endorsement.

Postings may not be placed over current/valid postings of other student organizations, College programs, departments, and/or units. Multiple postings in the same location are prohibited.

Items posted that do not adhere to the requirements of this Policy and any related administrative procedures implementing this Policy will be removed. Violations of this Policy will be considered littering and incur a fine as provided in the schedule of fees/fines approved by the College's Board of Trustees. Repeated violations will result in a loss of posting privileges and possible disciplinary action. Violations by unaffiliated individuals or organizations may be addressed through trespass procedures.

If posting in prohibited or inappropriate locations results in damage to property or cost to remove, restitution will be required of the responsible party.

VII. Related Administrative Procedures

The Division of Student Affairs and the Office of Campus Activities and Student Leadership Development on each campus may establish procedures necessary to implement this Policy.

VIII. Cross-References

[Facilities Use Policy](#)

[Guidelines for Political Campaigning on Campus](#)

[Accessible Event Planning Guidelines](#)

[Student Code of Conduct](#)

[Tobacco-Free Policy](#)

IX. References

Middle States Commission on Higher Education (MSCHE) [Standard II](#), [Standard IV](#)
Suffolk County Code [Section 383-6](#)

X. History / Revision Dates

Adoption Date: September 19, 2024 (replaced the former Distribution of Handbills Policy approved by the Board of Trustees on January 25, 1996; incorporated administrative policy provisions regarding Bulletin Boards)