



ROLLINS COLLEGE POLICY

Title: College Postings	Type	Key Institutional
No: KI 1031	Approval Date: 1-15-2024	
Responsible Office: VP for Student Affairs; Center for Campus Involvement	Reviewed By: College Policy Committee, 1-2-2024; President’s Cabinet, 1-15-2024; Approved By: President, 1-15-2024	
Next Review: 2028	Revision No: Original Approval	

I. Purpose/Introduction/Rationale

Rollins College is a vibrant and dynamic living and learning community for students. It is recognized that some solicitation and promotion of activities may complement the College’s mission to educate responsible leaders and global citizens. The College has an obligation to develop policies and procedures that safeguard freedom of expression while maintaining an atmosphere conducive to the overall functioning of the College in pursuit of its mission and its commitment to academic freedom. Each member of the Rollins community is expected to be respectful of the corollary right of other community members to perform their duties and participate in the life of the College free from disruption, interference, or harassment. To ensure that entities have the ability to promote their activities, services and ideas to the campus community while maintaining institutional standards, this College Postings policy has been created.

II. Definitions

In this policy, the term post refers to any postings, which can include but are not limited to: digital postings, flyers for marketing events and programs, flyers for promoting membership in an organization, symbols, information about events and programs in the local community, calls to action regarding local/global events and issues, and/or promotional materials related to political figures and campaigns.

III. Procedure or Application

A. Who is permitted to post on campus?

1. Enrolled students, registered student organizations, and campus departments may post signs, flyers, banners, or other forms of publicity to promote themselves or communicate their activities on campus.
2. Recognized student organizations, campus departments, and programs have the privilege of posting on College bulletin boards and designated posting areas, as well as posting through online platforms such as Instagram, MyRollins, Get Involved, and other digital sites.

B. General Posting Guidelines

1. Materials should not overlap or conceal other items. Persons who post are asked to be considerate of others who have posted. Posting is on a first-come, first-served basis, and is dependent upon space limitations.
2. Postings that share resources related to health and wellness, or specific department services may be affixed for extended periods of time at the discretion of the department.
3. For guidance on posting within residential halls or individual student resident spaces, please refer to the [Guide to Residence Hall Living](#).

C. Guidelines Specifically for Digital Posting

1. Please refer to the College’s [Social Media Guidelines](#) (click link) established by the Office of Marketing and Communications.
2. Digital signage may be available in specific campus buildings. Please contact the sponsoring department for access to digital signage.

D. Posts for the Promotion of Events, Programs, or Meetings

1. All posts must clearly include the name of the sponsoring department(s), organization(s), or individual(s). If a printed piece does not name a sponsor, the College reserves the right to remove such publicity.

2. Posted content must state the exact date and time of the event (i.e., “today” or “tomorrow” is not sufficient).
3. Posted content must be removed within 48 hours after the event or two weeks after the initial posting of the content if it is not date specific.

E. Posts Regarding Ideas or Position Statements

1. All posts must include the name of the sponsoring department(s), organization(s), or individual(s). If a printed piece does not name a sponsor, the College reserves the right to remove such publicity.
2. Promotion of illegal drugs or any other illegal activities in text, graphics, or any other form is prohibited.
3. Posted content may not contain any form of expression intended to vilify, humiliate, or incite hatred or violence against a group or individual.

F. Locations Where Physical Posting is Allowed On Campus

1. Flyers, banners, and leaflets may be affixed only to bulletin boards and other designated spaces designed for the purpose of temporary posting.
2. The academic or administrative department nearest a bulletin board shall monitor and manage that bulletin board for policy compliance.
3. Residential Life staff facilitates posting on residence hall bulletin boards and resident doors, and maintains discretion over what is posted and for how long. Those wishing to post within Residence Halls must contact Residential Life and Explorations at rle@rollins.edu.
4. For stipulations related to postings in dining locations, those who wish to post must contact Rollins Dining Services at dining@rollins.edu.
5. Flyers, banners, and leaflets may not be affixed to entry doors of any campus building; interior or exterior walls, or any other surface of a public area on campus; outward-facing windows of administrative and academic buildings, fences, railings, light posts, trees, brick walls, works of art (including fountains), and other outdoor features and structures; or vehicles parked anywhere on or adjacent to campus.
6. The College Post Office does not distribute mass flyers to campus mailboxes.
7. Stake signs and other forms of promotion signage (i.e., banners) must be coordinated with the Office of Scheduling and Events; student organizations must coordinate with the College’s Center for Campus Involvement.
8. Chalking on campus pedestrian walkways to promote College-related events and activities is permitted along the Bush walkway, Campus Corridor, and Tars Plaza. Student organizations must coordinate with the Center for Campus Involvement and College departments are encouraged to work with Facilities Services for approval.
9. Marker lettering and painted lettering, including spray paint, water-based paint, and shoe polish, on any campus grounds or facility is prohibited.
10. Suitable materials must be used for adhering fliers and posters to surfaces, so as not to remove paint or cause any other damage.

G. Guidelines for Posting Off Campus

1. If materials about events held on the Rollins College campus are distributed off campus, all collateral, including posters, fliers, etc., are expected to meet the requirements articulated in this policy.
2. Press releases and media statements are managed by the College’s Communications Office. Please contact pio@rollins.edu for more information.

H. Violations

1. Violations of this policy can result in the immediate cancelation of an event, payment of expenses incurred to remove or repair damage from non-conforming signs, and/or all relevant disciplinary actions that fall under the appropriate section(s) of the College’s Code of Community Standards and other relevant College policies.
2. Individuals or groups found damaging or tampering with another group’s post, for any reason, unless otherwise instructed to remove the post, will potentially lose the privilege of posting through that medium in the future and may be subject to appropriate College disciplinary processes.
3. There may be times when the College reserves the right to remove a post if it does not meet stated guidelines.

I. Questions or Appeals

1. Any questions or appeals of decisions regarding such posts should be directed to the Division of Student Affairs, Office of Human Resources, or the appropriate academic dean's office.

IV. Related Policies

See also: [Code of Community Standards](#)

V. Appendices/Supplemental Materials

Not Applicable

VI. Effective Date

This policy is effective January 15, 2024, and supersedes all previously issued versions.

VII. Rationale for Revision(s)

Not Applicable