

SALT LAKE COMMUNITY COLLEGE POSTING POLICY PROCEDURES



Postings must follow the “Advertising & Posting Policy” and must be approved before posting or advertising.

- Materials without a date stamp may not be posted and only be posted in authorized locations.
- Advertised or posted materials must not block doorway glass, create clutter, or damage or interfere with campus activities or property.
- Duplicate postings on the same board or in the same designated area are NOT allowed and may be removed.



For content questions, please contact Student Services Coordinator/ Student Life & Leadership. For facility questions, please contact Facilities Manager. For more information on the policy, please visit slcc.edu.




To obtain approval for semi-permanent or permanent postings, banners or coverings, contact:

1. Departmental Marketing Manager Ext. 4000
2. Student Services / Campus Student Life & Leadership Ext. 4015
3. Facilities Services Ext. 3911

Please be advised, non-conforming postings will be removed.

POSTING LOCATIONS

ALLOWABLE POSTING METHODS	INDOOR POSTINGS 	OUTDOOR POSTINGS 
Blue Painter's Tape	Kiosks Garbage/ Recycling Cans	Kiosks Garbage/ Recycling Cans Free-Standing Signage
Pins, Tacks, or Magnets (Not Staples or Nails)	General Bulletin Boards Tack Strips	General Bulletin Boards
Existing Holders	Plastic Sign Holders Grip-Strip Under Room Sign	
Chalk		Sidewalks

POSTING LOCATIONS NOT ALLOWED 	INDOOR POSTINGS 	OUTDOOR POSTINGS 
	Door Side-Lights / Glass Doors Floors Mirrors Walls Windows	Lamp Posts Grass Between Sidewalks Trees Cars Artwork or Sculptures Marquees or Canopies Newspaper Racks Display Racks Posters on Ground



HELIUM BALLOONS



Helium balloons are permitted in outdoor spaces and select indoor spaces.



For safety reasons, balloons are **NOT** permitted in the following locations.

Jordan Campus

Health Sciences Building
High-Tech Center

Miller Campus

Miller Automotive Trades Building
Karen G. Miller Conference Center

Taylorville Redwood Campus

Lifetime Activities Center
Science & Industry Building
Student Center
Construction Trades

South City Campus

Main Building
Center for Arts & Media Innovations
CTE High School
Atrium