



Piedmont Virginia Community College

Section II – Administrative General Policy

II – 40.0 Bulletin Board Posting Policy

Policy #:	II – 40.0
Effective:	August 2005
Revised:	December 2024
Responsible Dept:	Office of the Vice President of Finance and Administrative Services

1. Purpose

The following policy is designed to allow members of the College community and outside groups and organizations to properly post items on PVCC property.

2. Policies and Procedures for Implementation

Bulletin Boards

The bulletin boards in the Main Building, Keats Science Building, and in the Dickinson Building are divided into two categories: those that are assigned and the responsibility of a specific division, department, office, or student organization, and those that are available for open posting of College and community notices.

Bulletin boards assigned to a specific division, department, office or student organization will have a visible notice posted saying that the bulletin board is for PVCC notices only, and that other postings will be removed.

Bulletin boards for open posting are located in the Main Building, the Dickinson Building, and in the Keats Science Building. Individuals and external groups are permitted to post promotional materials (posters, notices, flyers, announcements) on these boards. These postings are limited to community information, sale advertisements, event information, housing advertisements, or events, activities, and memberships that are relevant to PVCC students, staff, and faculty.

The following regulations apply to all postings on all bulletin boards:

- Materials must not be obscene, threatening, or defamatory toward a group, individual, or individuals, and must not violate College policy or federal, state, or local laws and must follow PVCC Policy II 6.00 Expressive Activity.
- All items advertising an event must be removed by the person who posted them within two days after the event is over.
- Materials may only be posted on bulletin board surfaces. Materials may not be posted on doors, walls, glass, wood, tile, metal, painted surfaces, light fixtures, stairwells, railings, the outside of buildings, trash receptacles, trees/shrubs, or utility poles.
- Sidewalk chalking is not permitted at any PVCC location.

- Posted items that are not in compliance with this policy are subject to immediate removal.

Open posting bulletin boards will be monitored by the Vice President of Finance and Administrative Services.

The Vice President of Finance and Administrative Services, in consultation with divisions and offices, works with Buildings and Grounds to remove or put up bulletin boards. Offices are responsible for bulletin boards assigned to them. Boards should provide timely, accurate information in an attractive, easy-to-read format.

Other Posting Regulations

- No material may be attached to any door, window, steel beam, counter, waste receptacle, water fountain or vending machine. This prohibition does not apply to short-term notices necessary to conduct College business and authorized by vice presidents, deans, or directors. The office posting these flyers is responsible for removing them in a timely manner.
- Faculty and staff are permitted to display appropriate notices and to decorate their own offices including the outside of the door.
- All stands are prohibited in hallways for permanent posting. The stands are permitted in the student lounge for activities associated with registration.
- Any banners or flags must be approved in advance by the Vice President of Finance and Administrative Services. Art installations are approved in advance by the Dean of Humanities, Fine Arts, and Social Sciences and are coordinated with the Vice President of Finance and Administrative Services.

Any questions about this policy should be directed to the Vice President of Finance and Administrative Services.