

POSTING POLICY 2025-2026

Posting Signs and Fliers is allowed on the following, only if sponsored by an approved College club, organization, team, or department/office.

- Elevator walls – Posters may not be taped to elevator doors
- Bulletin boards in the Trolleys – 1 flyer per Trolley
- Bulletin boards on the ground floor of Moore Hall and West Hall

A locked bulletin board will be located on the second floor of the student center, where Student Government (SG)-recognized clubs can request that their flyers be posted.

Fliers may not be posted for longer than 15 days. Each flyer, when stamped for approval, will have a posted date and removal date that the club must honor. Fliers must be removed no later than 36 hours after the advertised event from all locations.

Fliers may be posted with painters' tape on elevator walls, and they must use push pins on all bulletin boards. Staples or other types of tapes or glue dots are not allowed to minimize damage to surfaces after prolonged use.

The Office of Student Engagement will be responsible for enforcing the signposting policy regarding items posted by SG-recognized organizations and individual members of the Randolph College community. Items posted in violation of these regulations will be removed, and the party responsible will be notified that it violates the sign posting policy. Three violations of this policy will result in the loss of posting privileges for the remainder of the semester in which the violations occurred.

NOTE: Any Randolph College community member may remove a posted item that is improperly posted, including items that are posted in no-posting areas, on glass or painted surfaces, and any item not stamped "Student Engagement Approved for Posting" by the Office of Student Engagement if it was posted by a group not officially recognized by SG. It is recommended that individuals who encounter improperly posted items report the matter to the Office of Student Engagement for further action.

Posting is NOT allowed on the following:

- Painted surfaces or glass, including the panes of doors or windows- Those responsible for posting fliers that cause damage to these surfaces will be charged for repair.

- The exterior of campus buildings or anywhere on the front campus- The hanging of poems and memories on the Poetry Tree and the Remembering Tree are acceptable.
- Main Hall Lobby and Hallways- This includes all tables and hallway windowsills.
- The columns in Hampson Commons and the Skeller
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- The walls, columns, or tables in the Student Center
- Any floor or sidewalk
- All doors, including elevator doors
- Bathrooms (except for BCD)
- Window painting is not allowed at any time.
- Cheatham Dining Hall

Posters for events that are not sponsored by a college club, organization, team, department, or office may only be posted outside on the yellow and black kiosks.

They are located outside of the mailroom and on Bell Quad. Items posted on the kiosks do not require approval from Student Engagement.

All posted materials must support the values and educational mission of Randolph College and must not violate any college policies, including, without limitation, the Student Handbook, the Free Expression, the Policy for Harassment and Discrimination, or any local, state, or federal laws, regulations, or guidelines.