

PUBLICITY POLICY

Campus events and programs may be publicized through a number of different methods. They include the following:

- 1. Flyers, signs and posters** - Designated posting areas include bulletin boards located in residence halls, academic buildings and administrative offices (i.e. the Student Life Office and Post Office), as well as the kiosk outside the Walnut Street entrance to the Cowan Dining Commons. **Such signs are never to be posted on the entrance doors or walls of residence halls, academic buildings or administrative offices**, such as the glass foyers in Olin Hall or outside doors of Nevin Hall. To encourage effective and efficient promotion of programs through the residence halls, faculty, staff and student individuals or groups may request the assistance of the Resident Assistant staff. Please contact the Director of Residence Life (Sarah Scott Hall) for further information.
- 2. Banners in Cowan** – Signs may be posted by student organizations in the main dining area in the Cowan Dining Commons, to publicize events or support particular causes. Signs reflecting or alluding to alcohol, drug use, discrimination, or degradation may be promptly removed. All space is used on a first-come, first-serve basis, meaning that **no space is reserved for any particular group**. Signs must be conservative in size – no more than eight feet tall by eight feet wide. Signs should not be placed in Cowan more than one week prior to the event and removed within 24 hours after the event.
- 3. Table Displays** – Small (4 inch by 6 inch), plastic table displays sit on many of the tables in the Cowan Dining Commons and the Grille in the Combs Activities Center. These may be used by students, campus organizations and campus offices. Please contact the Executive Secretary in the Student Life Office at ext. 5471 to reserve the use of these units.
- 4. E-mail** – A weekend announcement e-mail is sent each Friday to all students reminding them of upcoming events. To have information included in this e-mail, please submit your notice to the Director of Campus Activities by 10 am on Thursday. Students and campus organizations are not permitted to send individual messages over the student listserv. This restriction is intended to preserve the integrity of this medium, so that generally campus-wide, substantial messages are delivered to and read by students. Contact the Director of Campus Activities if you have questions about this means of publicity.
- 5. Events Calendar** – The Centre web page provides students, faculty and staff members, as well as visitors to our website, access to an online Events Calendar through the Quick Links drop-down menu. All programs and activities can and should be submitted to the Calendar through organizational advisors and departmental administrative assistants. Please contact the Director of Campus Activities for information about using this means of publicity.
- 6. Noteworthy** – Students and organizations may submit news and announcements to the Noteworthy weekly newsletter via email at notesworthy@centre.edu. All material must be submitted by noon on Monday to be published in the next day's (Tuesday's) edition. Refer to the Office of Communications section of the Handbook for more information.
- 7. Campus Television Channel** - Events may be publicized on the campus' cable network channel 12. Please contact the Center for Teaching & Learning in the Crouse Academic Center for more information.
- 8. Other, Miscellaneous means** – Sidewalk chalk, banners other than those in the Cowan Dining Commons, window decorations, and all other attempts to notify the college community of programs and events, if not listed above, must be approved by the Student Life Office.

GENERAL GUIDELINES FOR ALL PUBLICITY

- Any announcement for a program or event can be posted up to one week prior to the event and removed by the originating party within 24 hours after the event has concluded.
- Reference to alcoholic beverages or illegal drugs in text, graphic or any other form is prohibited.
- Individuals or groups found damaging or tampering with another group's publicity prior to an event's occurrence, for any reason, unless otherwise instructed to remove the publicity, will potentially lose the privilege of posting publicity through that medium in the future.

- As an institution, Centre respects the dignity of all individuals, and expects that all forms of publicity on its campus will display that respect, along with a sense of common decency.

Exceptions may be made to the guidelines and restrictions noted above, but approval must be gained in advance by contacting the appropriate administrative office (i.e. Greek organizations contact the Director of Greek Life; other organizations contact the Director of Campus Activities). Failure to do so may result in loss of privileges for use of that method of publicity in the future.

ADDITIONAL PUBLICITY INFORMATION

Official College notices must originate from the Office of the President, a Vice President, or a Dean and are to be posted in the area designated “Official College Announcements” across from the Post Office window or published in the “Official Announcements” section of the weekly Notesworthy.

No externally viewable signage may be placed in college windows without prior approval of the Dean of Student Life. Only College provided window dressings are allowed (i.e., mini-blinds). The College reserves the right to remove any material that is deemed inappropriate or offensive.

COMBS CENTER USAGE POLICY

Categories of Use

- General: General use involves utilization of common areas during regular hours of operation that does not interfere with others wishing to use the facility. General use includes such activities as: eating at the Grille, playing games, watching television, relaxing/studying in lounge areas, etc.
- Standard Event: Standard Events involve use of a portion of the facility that is exclusive to a specific group. Such events may require special set-up needs. For example, a club reserves the conference room for a meeting or an organization hosts a speaker on the first floor. Standard Events should not prohibit other authorized patrons from General use or Standard Event use in other areas.
- Closed Event: Closed Events prevent any other General or Standard Event use in the Combs Center. For example, an organization requests that the entire facility be made available for an invitation only dance.
Closed Events are discouraged. However, in exceptional circumstances the Student Life Office may approve such activities. All groups are encouraged to develop methods of holding events that do not prohibit use of the facility by other patrons.

Persons/ Groups Authorized to Use Facility

- Currently enrolled students and currently employed faculty and staff are permitted to use the Combs Center. Usually, such persons will be permitted to bring a reasonable number of guests, who may also enjoy General use of the facility. Also, alumni, prospective students, friends, or guests of the College and other persons who have some relationship with the Centre College community will ordinarily be permitted to use the Combs Center for General use.
- The Combs staff and/or the Student Life Office may exercise discretion in restricting use of the facility by individuals or groups as circumstances dictate.
- Registered student groups and Centre College offices/departments are permitted to reserve and use facilities of the Combs Center for General, Standard Event, or, in uncommon circumstances, Closed Event use. Such events MUST be related to the activities or purposes of the organization or office that reserved the facility.
- Persons or groups external to Centre College - those that are not a registered student organization or representing an office/department of the College - may not schedule events at the Combs Center. The Human Resources Office will determine rare exceptions.

Facility Reservations

- Groups that wish to hold a Standard or Closed Event in the Combs Center may reserve the facility on-line. The request must be made two weeks prior to the event. This is particularly important if a group requests special equipment or a particular set-up. A confirmation of the reservation will be sent.