



The College shall not be responsible for damage to or theft of Postings affixed to College property.

Except as noted below, the Division of Marketing and Communications oversees the request and approval process for Postings on College property.

Requests for Postings must include the proposed design, dimensions, posting location(s), posting date and length of duration for display. All requests for Postings should be submitted via email to: [marketing@cofc.edu](mailto:marketing@cofc.edu).

When reviewing requests, the Division of Marketing and Communications will consider factors including but not limited to: hardware or other installation requirements, aesthetic integrity of the campus, the requested time and duration for display, dimensions, campus placement and space availability. Following review of the request, the Division of Marketing and Communications may approve, deny or modify each proposal at its discretion and in compliance with applicable law and College policies. In the event of a denial, an appeal may be made to the Director of Brand Marketing or the Executive Director of Marketing and Communications or his or her designee, who shall have the final decision.

Requests for the temporary placement of banners or signs to be affixed to College property (e.g., light posts or buildings) with hardware must be submitted to the Division of Marketing and Communications at least 30 days before banners and hardware are to be ordered. Such requests may only be made by College-based organizations.

The Sponsor shall pay for any and all costs associated with hardware installation, hanging/removal of banners or signs, including any costs for any damage, repairs or restoration resulting therefrom.

Requests for the temporary placement of Postings to be affixed to College property by means other than hardware must be submitted to the Division of Marketing and Communications via email to [marketing@cofc.edu](mailto:marketing@cofc.edu) at least 5 days in advance of the proposed posting date under ordinary circumstances where the proposed Posting is foreseeable in advance. In time-sensitive cases, the Division of Marketing and Communications shall reduce the advance approval period.

The requirement for review and approval by the Division of Marketing and Communications shall not apply in the following situations:

- (1) Placement of student activity postings, which are governed by the Division of Student Affairs and Office of Student Life. Student activity Postings must be processed through the posting policies and procedures set forth in the Student Handbook, the Compass and all other applicable College policy;
- (2) Placement of official College-sponsored informational materials, such as faculty, academic and administrative department announcements of official College courses, programs, speakers, seminars, and events;