Signage Guidelines and Procedures

Clackamas
Community College

Section I

Introduction

(cover page artwork)

Introduction

The purpose of the Clackamas Community College (CCC) Signage Standards are to create one unified reference for all signage implemented on all CCC campuses. Signage and signs are used synonymously in these guidelines. Signage is defined as any publicly displayed signage containing a printed message and/or symbol. All interior and exterior spaces of the campus, including landscape, building exteriors, windows, public lobbies, corridors and restrooms, are considered public facing and exclude enclosed offices, office suites, cubicles, and staff, department, and resource rooms that are enclosed with door access. Staff and faculty may post materials on walls near their room signs using approved methods, such as Command Strips™, cork or grip-a-strips, in an area not to exceed 24 square inches. Please do not post on doors, wood casework, glass, or painted surfaces.

The purpose of this document is to ensure CCC signage meets standards of uniformity, simplicity, durability, and aesthetic appeal, while providing useful information that best meets the needs of our students and community. This manual will provide information on what is acceptable for all interior and exterior sign designs as well as ordering procedures for new signs.

The Signage Plan is divided into seven sections, including an appendix with detailed drawings for reference:

Section I, the Introduction: proposes the purpose and need of this manual.

Section II, Signage Committee: membership, vision and processes

Section III, Wayfinding Plan: a guide to the different levels of wayfinding signage ~~both~~ on ~~and off~~ campus that direct vehicular and pedestrians to and around the campuses.

Section IV, Exterior Signs: outlines requirements for building identification.

Section V, Interior Signs outlines requirements for interior signage.

Section VI, Specialty Signs: outline the role of specialty signs and the approval process for required for non-standard signs.

Section VII, Temporary Signs: information about what types of temporary signs are allowed and the application and approval processes.

The Appendix includes details, references, and forms. [LH1]

Section II

Signage Committee Overview, Goals, and Processes

(cover page artwork)

Signage Committee Overview

The Clackamas Community College Signage Committee is a subcommittee of the Campus Use and Development Committee. Membership must include representation from Campus Services, College Relations and Marketing, full-time and part-time faculty, classified and Associated Student Government, seeking membership that represents diverse departments across the campuses[LH2]. Members are responsible for development and monitoring compliance of signage standards. The Signage Committee also reviews signage requests not covered by these standards.

The committee meets quarterly or as needed.

Signage Goals

Clean and professional appeal

The Signage Plan calls for durable and classic designs for maximum useful life of all permanent signage.

Use of icons to inform through visual means

The college will use maps and icons to replace or reinforce text where applicable. General icons are useful as they are universal and provide clear direction in any location. They provide generic information and include things like parking, information, bus stops, and directional arrows. In the Signage Plan, these general icons are used to provide information on vehicular and pedestrian kiosks, as well as on interior signs to identify locations inside.

Limited event signage

To limiting event signage to major college events, event/program initiators will be instructed to include campus maps and specific direction within promotional materials and invitations.

New signage protocol All new sign types, locations, and content is subject to Signage Committee review.

Requests for New or Non-standard Signage

New or non-standard signage requests are reviewed by the Signage Committee and may be subject to approval from the Campus Use and Development Committee. Requests are assessed on a case-by-case basis and may use the following questions in the evaluation process.

- Would the requested variance be appropriate as a widely utilized standard?
- What are the long-term implications?
- Installation/maintenance/replacement costs?
- Aesthetic appeal/uniformity?

Procedures

All signage planning, design, content, and placement is initiated by Campus Services in an ongoing effort to improve wayfinding on campus. Requests for signage is to be submitted using the Facilities Work Order Request (FWO) under the CCC Service Desk application.

Section III

Wayfinding Plan

(cover page artwork)

Wayfinding Overview

Wayfinding on the CCC campuses involves multiple levels, modes, and agencies. It is a system of environmental cues that allow people to quickly locate specific destinations on campus. It begins on a large scale, at a great distance to bring people to the college and ends at the smallest scale, identifying individual buildings and negotiating their interiors. Wayfinding components include the design of streets and paths, orientation of buildings and open space, gateways, nodes of activity, and directional signage.

Successful wayfinding links the predominant vehicular, pedestrian, and bicycle paths, allowing people to make quick and confident choices as they approach their destination. It requires consistency of image, clarity of information, and connected components. It requires working with multiple agencies, such as the Oregon Department of Transportation (ODOT) and the cities of Oregon City, Milwaukie, and Wilsonville. The contents of this plan address the multiple levels of signage in relationship to the developed environment. Other documents, such as the CCC Master Plan, may address other important elements relating to the image and character of the college. All of these documents complement and support each other in guiding future decisions to enhance the campus.

The main components of the wayfinding package are:

- Vehicular wayfinding signs
- Pedestrian wayfinding signs
- Pedestrian maps
- Building signs and lettering
- Interior directories, directional, and room signage

Individual standardized components of the wayfinding package that are designed and implemented by CCC are detailed within Sections III, IV, and V of this document.

Sign Location Map

Sign Types

- 🔴 **SITE** site/entry ID
- 🟢 **VEHD** vehicular directional
- 🔵 **VINF** vehicular information kiosk
- ⚪ **INFO** information banner
- 🟣 **PARK** parking lot ID
- 🔵 **LOT** overhead lot ID
- 🟡 **PINF-L** pedestrian information kiosk (large)
- 🟠 **PINF-S** pedestrian information kiosk (small)
- 🔵 **REG** regulatory (designated smoking)
- 🟣 **OPR** operational (assembly)
- 🟢 **RULE** rules & regulations

Perimeter Campus Wayfinding

Clackamas Community College campuses have monument signage located at each entry. They are constructed of post and aluminum panels that display the college brand/logo and are sized appropriate to traffic conditions. Entry monuments may include associated electronic reader board displays.

8" lower case letter height

minimum 11.2" letterheight for 55 mph road

Exterior Campus Wayfinding

The exterior campus wayfinding is comprised of vehicular information kiosks and parking lot directions. This is designed to provide detailed destination information to pedestrian and slower vehicular traffic in the perimeter of the campus.

The vehicular kiosk includes a full campus map and service directory indicating the major service points by building location.

Parking lot directional signage indicates the direction of the two nearest color lots, all other color lots, nearest exit, and direction of Shipping & Receiving. Note: Due to the potential for traffic disruption caused by disoriented delivery vehicles, priority is given to Shipping & Receiving wayfinding.

The posts are extruded aluminum and the sign fronts are both anodized aluminum and painted. Graphics are an applied vinyl overlay for ease and economy of updating.

Parking Lot Directional signage

Vehicular Service Directory Kiosk

Pedestrian Kiosk

The pedestrian kiosks are found along major pedestrian paths across campuses and contain a large campus map and legend. The posts are extruded aluminum and the sign fronts are both anodized aluminum and painted. Graphics are an applied vinyl overlay for ease and economy of updating.

Pedestrian Kiosk
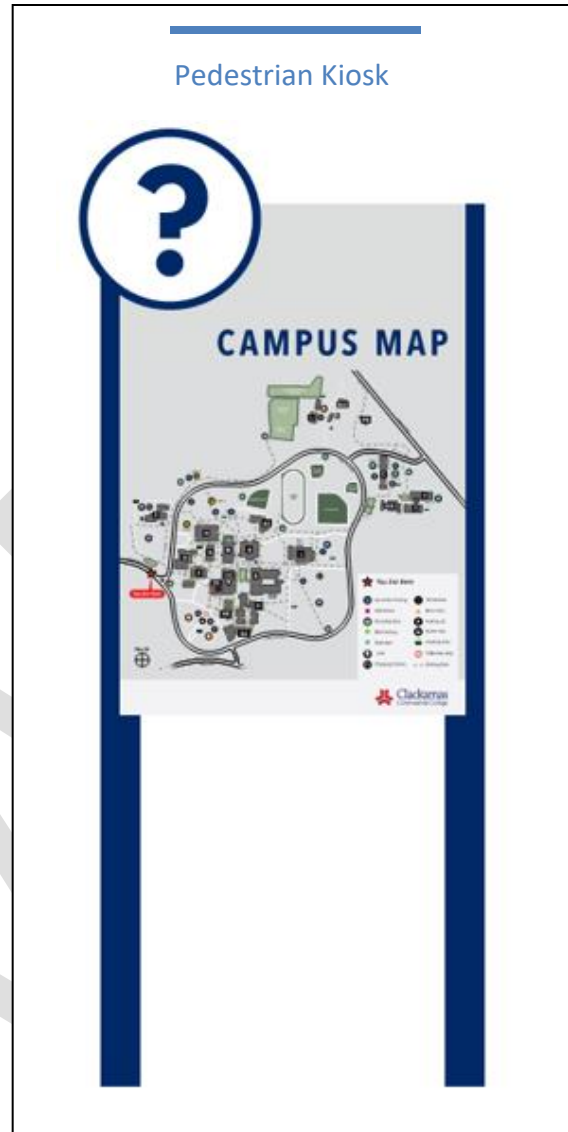
Procedures

Campus wayfinding signage must follow the standards set forth in Section III:

1. The planning, design, content, and placement of wayfinding signage is the purview of Campus Services, with an ongoing effort to maintain and improve wayfinding on campus.
2. Requests for updating wayfinding signs are to be submitted using the Facilities Work Order Request (FWO) under the CCC Service Desk.
3. New sign locations and content may be subject to Signage Committee review.
4. If approved, a Campus Services representative will work with the signage requester to determine the location and content of the signage, and will provide a cost estimate and mock-ups as required.
5. Upon approval by the customer, a Campus Services representative will coordinate submission of the order to manufacture and install the signage.
6. Signs constructed in conjunction with new building projects will be coordinated with the design and construction process.

Wayfinding signage is required to follow the standards set forth in this document. Where outdated signs exist, customers are encouraged to retrofit to the campus standard when their budgets allow. Signage requests must be submitted as stipulated at the end of the section.

Section IV

Exterior Signage

(cover page artwork)

DRAFT

Exterior Building Identification

Overview

The exterior signage covered in this section includes all standardized building signage, building lettering, and miscellaneous other types of exterior signs. The goal is to have a unified, cohesive, and consistent system of navigating through the campus through the use of similar colors, logos, and fonts that promote a positive image of the campus and strengthens the CCC brand identity.

Signage for all buildings are required to utilize standardized signage. Where old signs exist, customers are encouraged to retrofit to the campus standard when budgets allow. Signage requests must be submitted as stipulated at the end of the section.

Building Lettering

Every major building is identified through metal lettering and an emergency identification number affixed to the exterior of the building. All buildings are required to have the correct type of lettering using the guidelines set forth. The material must be either extruded or cast aluminum 1" thick with an anodized or painted finish on all faces and edges, color dependent on the exterior color of the building. Plastic letters are no longer acceptable and will be replaced with standard as funding allows. For all other building ID guidelines, refer to the list below.

Factors that affect the letter size are:

> Font selection
> Color contrast
> Distance to be seen
> Height on building

Prior to adoption of this standard for building lettering, plastic vacuum-formed letters were utilized. All new construction will follow the standard set forth and any existing plastic lettering will be replaced as college resources allow.

Font: Frutiger Roman (needs confirmation)
Color: Anodized aluminum, charcoal metallic, matte white, yellow (pantone 1235 C)

OUTSIDE LETTER HEIGHTS	
Height	Letter Size (based on a capital letter "X")
Level 1 (13')	6"-9"
Level 2 (26')	9"-12"
Level 3 (39')	12"-15"

| LETTER VISIBILITY CHART	
Viewing Distance	Letter Height
100'	4"
250'	10"
360'	16"
500'	22"

11.0"

INDUSTRIAL TECHNOLOGY CENTER

SIGN TYPE E/G-1:
EXTERIOR DIMENSIONAL BUILDING ID

11" high and 1" thick fabricated aluminum letters have clear anodized finish. Sign Contractor to ensure a secure installation to withstand all exterior conditions. Top edge of composition aligns with a horizontal joint in cladding and with bottom edge of adjacent canopy. Field verify with Architects. See typical side view on drawing page E/G-2.

INDUSTRIAL
TECHNOLOGY
CENTER

ELEVATION
Scale: 1/8" = 1'-0"

1"

12.0"

SIDE VIEW
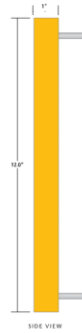
EXTERIOR DIMENSIONAL NUMBERS
Fabricated numbers are 12" high and 1" thick.
Faces and edges are painted "Yellow" - exact color spec TBD.
Sign Contractor to ensure a secure hold to withstand exterior conditions.

pg. 18

Building Entry Door Graphics

Building door graphics can be applied to building entrances as well as on interior glass doors to identify the building name and may also include CCC logo. 3M 220-10 white vinyl is to be used for lettering. Brand and logo will adhere to Brand Toolbox Appendix A. Font selection and text size should follow outlines given on previous page.

Building Name

Sign Type H-Logo
Vinyl logo
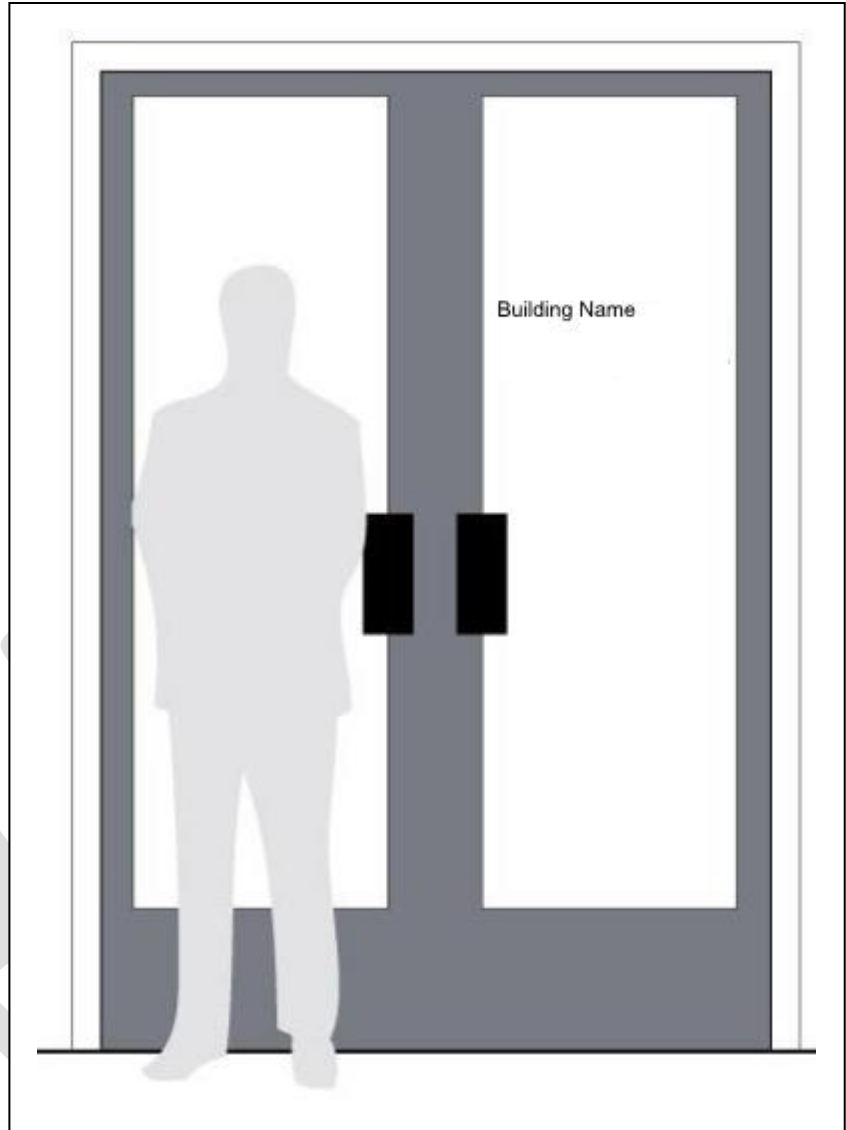
DEJARDIN
BUILDING

Sign Type H-1.75
Vinyl building ID has 1.75" caps

25.5 in

Procedures

Exterior signs must be based on the standards set forth in Section IV.

1. The planning, design, content, and placement exterior building signage is the purview of Campus Services, with an ongoing effort to maintain a cohesive signage program.
2. Requests for updating wayfinding signs are to be submitted using the Facilities Work Order Request (FWO) under the CCC Service Desk.
3. New sign locations and content may be subject to Signage Committee review.
4. If approved, a Campus Services representative will work with the signage requester to determine the location and content of the sign and will provide a cost estimate and mock-ups as required.
5. Upon approval by the customer, a Campus Services representative will coordinate submission of the order to manufacture and install the signage.
6. Signs constructed in conjunction with new building projects will be coordinated with the design and construction process.

Section V

Interior Wayfinding Signage

(cover page artwork)

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Interior Wayfinding and Room Signage Overview

The college has a standardized signage system for all permanent signs located in building interiors. The purpose is to identify specific rooms, features, and fixtures; provide wayfinding; and meet the mandates of the Americans with Disabilities Act (ADA). The goal is to represent a unified, cohesive, and consistent system of navigating through the buildings utilizing the use of similar colors, logos, fonts, and durable materials.

Key college sign requirements are:

- Room signs are typically set 60 inches above the floor next to the door on the doorknob side.
- All room signage will have soft blue finish and where possible will be attached to the wall. Room and office signage are equipped with an insert holder for display information, such as occupant name and office hours, class schedules, or conference room reservation schedules.
- Materials may not be taped, pinned, or stapled on doors, walls, or windows. To do so makes cleaning and repair of damaged surfaces difficult and costly. Papers, messages, class schedules, etc., can be posted in the Grip-A-Strip or cork strip, a device that attaches beneath the signs and holds pages and can be removed easily. Grip-A Strips are available with signs. [LH3]In the absence of a built-in posting solution, please use non-marring products such as 3M Command Strips™ or poster putty to mount items to walls or casework.


Sign types

- Building directories
- Crossroads
- Room signage
- Flag signs

Building Directories

Each building will have directories located at each major point of entry on the ground level, stair access points, and upper level elevators.

Directories include a building map and legend that identifies major service areas, such as registration, bookstore, and testing center, as well as classrooms, faculty offices, and labs. [LH4]Directories will also indicate the location of fire extinguishers and AEDs.

There are TWO color combinations for building directories, either warm or cool tones to match building interior finishes.

EXAMPLE OF MAP
(NOT TO SCALE)
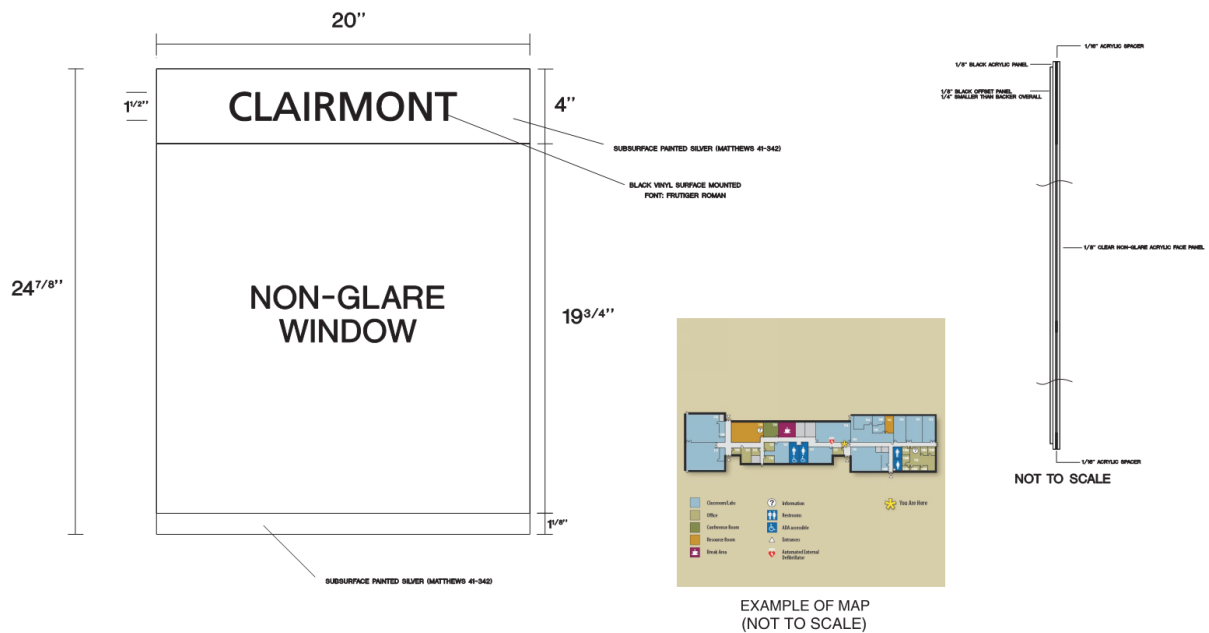
Crossroads Signage

Some building wayfinding programs may require intermediate or crossroads directional signage in addition to the directory maps and room signage. The need will be assessed on a case-by-case basis considering elements of traffic volume, user feedback, and floor plan configuration. Favored material for crossroads signage is non-architectural graphics such as vinyl lettering and icons highlighted by use of contrasting background or glass.

Color selections will coordinate with the interior finishes of the building and should reflect classic style.

Barlow Hall, McLoughlin Hall, and Niemeyer Center are examples of buildings in need of new or updated crossroads signage (beta test of color and material in second level Barlow TBD).


SAMPLES of crossroad signage from Portland State / PCC

Interior Room Signage

Interior door signs are used to identify areas in the building, such as classrooms, departments, offices, etc. Each sign must indicate a room number and include braille. Except for major service areas, signage for room designation is generic, allowing for changing programming within the provided insert windows. Several different sign types are used to identify specific areas within a building and each have their own dimensions and guidelines as outlined below:

Sign Type R-1. This size sign is used for classrooms, office suites, and shared office spaces with two or more occupants where associated messaging may require the 8 ½" x 11" insert window. This sign type will specify general spaces as above or major service areas such as the bookstore, executive offices, and Human Resouces.
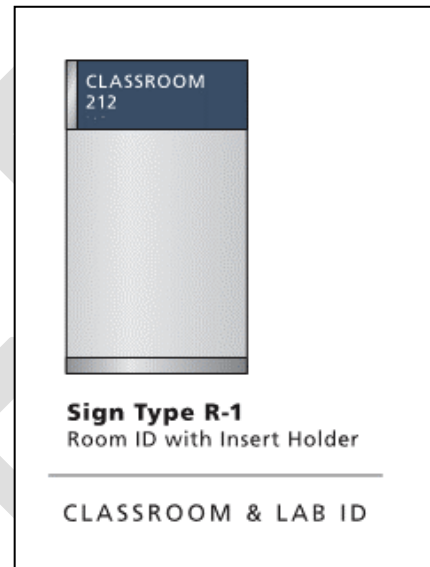
Sign Type R-2. This size sign is used for offices and other occupied spaces where associated information is brief enough to be represented in the 8 ½" x 5 ½" format.

Sign Types N and S

- N type signs represent room number and use for non-occupied spaces or where insert window is not required. It is usually 2 ¼" x 4 ¼" inches.
- Type S signs generally contain space designation and or code messaging. These will vary in size depending on the message.
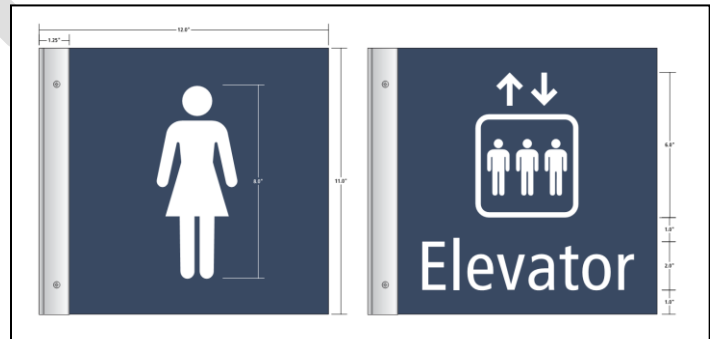

Sign Type N-2
Minor Room ID

Sign Type S-3
Minor Room ID

MINOR ID
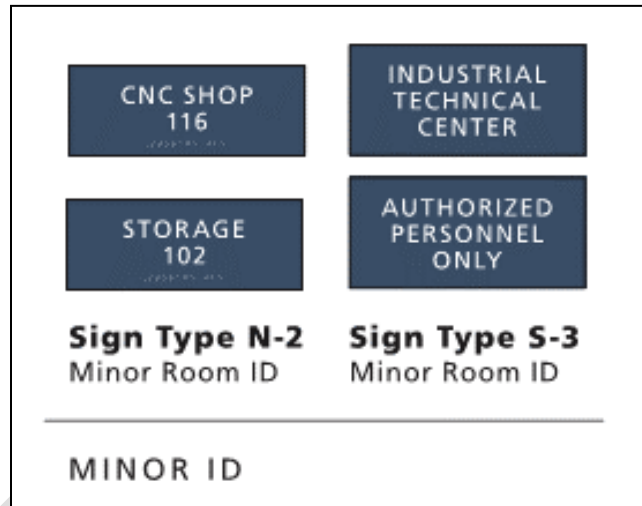
Sign Type E. Restroom sign used to identify restrooms include text and iconography and are 6" x 12".

Sign Type E-1
Restroom ID
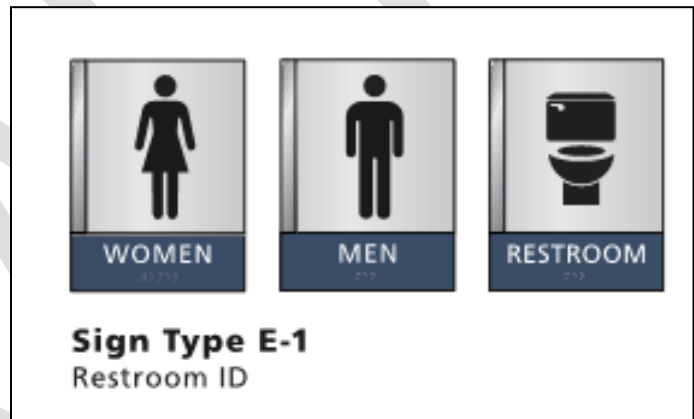
Flag Signage

Flag-mounted signage is used in building to identify features such as elevators, restrooms, and recycling or regulatory fixtures. Flag-mounted signage will be a single panel, two-sided sign with graphics and/or lettering applied to both sides.

Sign Type L-1. Identifies the normally static location of major building features, services, or divisions.

Sign Type L-R. Identifies the location of safety fixtures or equipment.

Procedures

Interior wayfinding and room signage must follow the standards set forth in Section V:

1. Interior signage planning, design, content, and placement is the purview of Campus Services.
2. Requests for updating room signage are to be submitted using the Facilities Work Order Request (FWO) under the CCC Service Desk.
3. New sign locations and content may be subject to Signage Committee review
4. If approved, a Campus Services representative will work with the signage requester to determine the location and content of the signage, and will provide a cost estimate and mock-ups as required.
5. Upon approval by the customer, a Campus Services representative will coordinate submission of order to manufacture and install the signage.
6. Signs constructed in conjunction with new building projects will be coordinated with the design and construction process.

Section VI

Specialty Signage

(cover page artwork)

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Specialty Signage Overview

Specialty signs are permanent signs that do not conform to the exterior, interior, or wayfinding signage standards, and can be implemented in certain instances when needed. They include donor, special recognition, and interpretive signs.

All specialty signs must conform to the Visual Identity Program [LH5]and must be at a proper scale and materials to fit with campus. Design for specialty signs must involve Facilities Planning and College Relations and Marketing[LH6]. Approval for signs must be approved by the Dean or Vice President, the donor (if applicable), and the Signage Committee. This signage may also be subject to approval by the Executive Team in certain cases.

Example of special donor signs

Example of interpretive sign

DNA
Deoxyribonucleic Acid

DNA is the hereditary material that is the genetic blueprint for most living organisms. The information in DNA is stored as a code using four nitrogen-containing bases (Adenine, Guanine, Cytosine and Thymine). The sequence of these bases determines the information available for building and maintaining the organisms, similar to the way letters in the alphabet form words and sentences.

The pattern on this wall represents an analysis of DNA showing a sequence of the four nitrogen-containing bases. Each brick color indicates one of the bases and this sequence depicts one gene from an organism. The DNA pattern displayed represents a cougar gene, and the cougar is Clackamas Community College's mascot.

KEY

Brick Color	Wheat	Tan	Coral	Red
DNA Base	Guanine	Thymine	Cytosine	Adenine

Scale: 1/2 inch = 1 inch

A 0.125 inch thick #4 finish stainless panel has etched graphics filled with Black enamel.

WALL MOUNT
Mount to wall with studs and exterior grade epoxy adhesive. Place with center 60 inches above ground.

PEDESTAL MOUNT
See drawing in this submittal. Mount to in-ground pedestal with high bond exterior grade epoxy adhesive.

Procedures

Specialty signage includes any request for permanent signage as outlined in Section VI. Specialty signage may or may not require additional design services to be borne by the requester. The process for all specialty signs must proceed in the order outlined below:

1. Specialty signage planning, design, content, and placement is the purview of Campus Services and College Relations and Marketing and may require additional services by a signage consultant this group is the "design team."[LH7]
2. Requests for specialty signage is to be initiated using the Facilities Work Order Request (FWO) under the CCC Service Desk.
3. Artwork, design, and layout must be requested through a Creative Services work ticket under the CCC Service Desk.
4. New sign locations and content may be subject to Signage Committee review.
5. A Campus Services representative will work with the signage requester to determine the location and content of the signage. Campus Services, College Relations and Marketing, and possibly a design consultant will work with the client requesting the sign to develop the content.
6. The design team will obtain Signage Committee review. The signage may also be subject to approval by higher authority such as Campus Use and Development.
7. Upon necessary approvals, a Campus Services representative will provide a cost estimate and mock-ups and coordinate manufacture and installation as approved.
8. Signs constructed in conjunction with new building projects will be coordinated with the design and construction process.

Section VII

Temporary Signage

(cover page artwork)

DRAFT

Temporary Signage Overview

Temporary signage is defined as any signage posted for fewer than 30 days. Public display/installation of temporary signage is limited to the criteria set forth below. **Fliers and Posters**

The college provides distinct designated bulletin boards for posting small-scale fliers less than 6 feet.

> Associated Student Government (ASG) bulletin boards are painted navy and scarlet and are reserved for college-related postings. These signs fall under the ASG posting guidelines, Appendix B, and are subject to approval by an ASG representative.

> Community bulletin boards are natural cork and are located on exteriors of Barlow and McLoughlin Halls. These fliers are also subject to ASG approval.

> Departmental bulletin boards are painted grey and navy and posting is limited to that approved by the specific department.
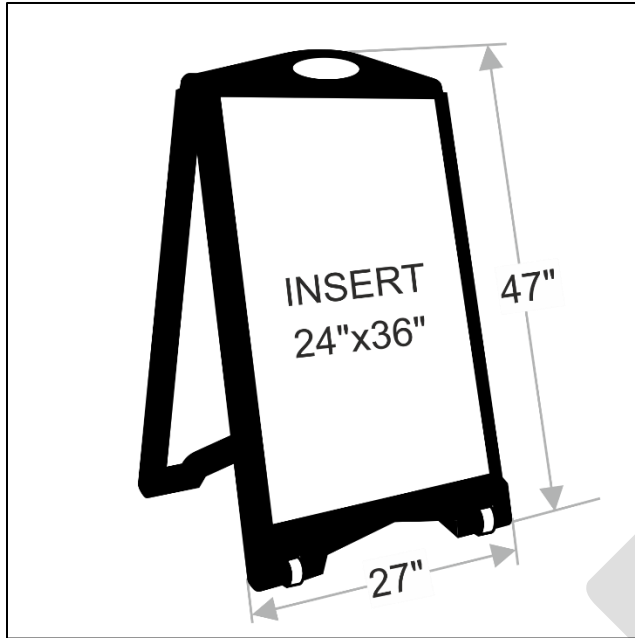
Event Signage

Douglas Loop Road - CCC allows the use of temporary signs for major college-sponsored programs, events, and activities. Temporary signage for programs and events sponsored by academic and administrative units require approval from College Relations and Marketing

Douglas Loop Rd event wayfinding

Building entries - All departmental, program, and private programs, events, and activities are limited to placement of temporary signs no larger than 24" x 36" at the main point(s) of entry to the event unless prior approval is received from the Signage Committee.

Point of entry temporary event A-frame

Signs must be affixed to an approved signage holder such as an A-frame (as illustrated).

Signs may not be attached in any manner to windows, painted surfaces, wood doors, or casework.

Event planners are encouraged to integrate campus maps and directions into promotional materials and invitations, guiding participants to proximate parking lot by color designation.

Large-scale Banners and Vinyl Graphics

Large-scale temporary signs are window decals, stickers, graphics, hanging banners affixed to buildings or other structures, and large freestanding panels or banners. These include any temporary graphics larger than 24" x 36".

Criteria for large-scale temporary signs:

- Large-scale temporary signs should not compromise or overwhelm the look and feel of the campus as a whole or detract from the design of the building or grounds.
- Location of large-scale temporary signs are typically limited to entry roads, Welcome Center plaza, and campus quad.
  - Not allowed on any building façade[LH8]
  - Landscape installations will be limited by location
- Large-scale temporary signs will be limited by time frame:
  - Duration must not exceed 30 days for window graphics or building banners
  - Duration must not exceed 2 weeks for freestanding landscape panels or banners
- Large-scale temporary signs will be restricted by content:

- o Window graphics and building banners are limited in content to identify the college or department, mission, or approved overarching themes. Events and advertisements will not be allowed on buildings.
  - o Freestanding panels and banners may be used for events or promotion of CCC activities or programs.
- Large-scale temporary signs will be limited by quantity:
  - o In an effort to ensure large-scale graphics do not overwhelm or compromise the overall look and feel of the campus, the total number of installations will be limited at any given time to not exceed 2 total installations on the campus. Requests will be taken in order and will be limited to 1 per department per term.
- Exceptions:
  - o Signage/banners promoting major college-sponsored events initiated by College Relations and Marketing and located at Randall Hall, Welcome/Community Center, Niemeyer Center areas. Quantities will be considered on an as-needed basis for these buildings due to the high level of activity in these spaces.
- Installation:
  - o Installation must not occur prior to approval. For safety and to ensure that the buildings and grounds are not damaged, the installation and removal of large-scale signage must be coordinated through Campus Services.

Other Temporary Signage Info

Emergency and Regulatory Messaging

Signage related to emergency and regulatory events may be exempt from some or all of the standards set forth in Section VII. Examples of such signage may include public health messaging, pesticide application notices, and college closures.

Expressive Conduct Policy

All temporary signs that are demonstrations must comply with CCC's expressive conduct policy located in the appendices.

Sign placement parameters for safety:

1. Only place signs in non-grass areas or planting beds.
2. Signs shall not obstruct roads, walkways, or fire lanes.
3. Signs placed next to sidewalks require 12 inches of clearance from the edges of the sidewalks to the sign edge closest to the sidewalks.
4. Top of signs shall not exceed 36 inches for visibility.
5. If high winds or significant snowfall occur during the period the signs are in place, it is the responsibility of the sponsor to check that signs are vertical and visible after the weather event is over.
6. Please be prompt to remove the signs at the end of the display period.

Procedures

Temporary signage must conform to the standards set forth in Section VII:

1. All fliers and event posters less than 6 square feet must follow the brand guidelines where applicable. Posters and fliers may be printed by the college via the CCC Service Desk application, Duplication Work Order.
2. Large-scale banner and graphics requests require prior approval from the Dean or Vice President of the unit requesting the signage and must receive prior approval from the College Relations and Marketing Department.
3. Artwork, design, and layout for all temporary signage requests must be submitted through a Creative Services work ticket under the CCC Service Desk. Large banners and graphics may or may not include fees for additional design services.
4. Upon approval from division Dean or Vice President, College Relations and Marketing, and Campus Services, Creative Services will coordinate the production of requested signage
5. The requester may also be responsible for submitting a Facility Work Order Request for the installation. In some instances, installation costs may be incurred.

6. New sign locations may be subject to Signage Committee review. Allow for review at least 30 days prior to the event.
7. Signs constructed in conjunction with new building projects will be coordinated with the design and construction process.

Section VIII

Alternative Marketing Strategies

It is strongly suggested that the college community make use of the following approved avenues for promotion of programs, classes, activities, and events to limit the amount of temporary signs:

- CCC This Week (weekly employee email newsletter)
- FYI Today (announcements in the employee portal)
- Student Bulletin (student email newsletter)
- Student portal announcement
- Social media
- Posters/fliers on approved bulletin boards
- Ads in the Clackamas Print
- Bulk mail/postcards
- Mailed community newsletter
- Digital reader boards in buildings
- Paid digital marketing

Procedures

For promotion assistance, submit a College Relations and Marketing ticket in the Service Desk. For questions, contact College Relations and Marketing at marketingcommunication@clackamas.edu.

Appendices

Appendix A

Brand Toolbox

The Clackamas Community College Brand Toolbox is located at https://www.clackamas.edu/brand-toolbox. In the toolbox there are brand guidelines, logos and icons, office templates, and Cougar assets. Clear and consistent branding gives the college a professional and recognizable way to communicate our values and reputation with our community.

If you have any questions, comments ,or suggestions, contact Kevin Anspach, Creative Lead/Brand Designer, at kevin.anspach@clackamas.edu.

Appendix B

ASG Poster Guidelines

Postings are allowed on bulletin boards only. No walls, doors, or windows.

POSTING POLICIES and PROCEDURES
- All posters/fliers displaying the CCC logo or mascot must be approved **prior to printing**. Send a pdf of your poster(s) to BrandReview@Clackamas.edu. Posting approval stamps are handled by ASG (CC 152). Clubs are not authorized to use the CCC logo or mascot.
- **Stamp is good for 30 days**. You are responsible for removing your postings on or before expiration. Postings are limited to **25 copies** on bulletin boards only (1 per board).
- Ask permission before posting on department-maintained bulletin boards.
- **Do not use tape or staples.** Postings are allowed on bulletin boards only, using white tacks (available on most boards or from ASG).

ALL POSTERS MUST INCLUDE:
- Name of event/class and what it's about
- Date, time and CAMPUS NAME (e.g. Harmony campus)
- Cost of attendance (if any)
- Who is hosting the event (sponsored by)
- How to get more information (contact name, phone, email, building/room number.
- If an event, add the accommodations statement: "For questions regarding accommodations for college-sponsored events, contact the Disability Resource Center at 503-594-6357 or drc@clackamas.edu."

For questions, contact the ASG office at either asgfrontdesk@clackamas.edu or by phone 503-594-3040.

Appendix C

Expressive Conduct Policy
<mark>Add Web link</mark>

ARC 601
Expressive Conduct Policy

PURPOSE
Establishes regulations for time, place, and manner of speech and other related activities on CCC campuses.

SUMMARY
Clackamas Community College recognizes, values, and supports the freedom of speech, thought, expression, and assembly. The exercise of these freedoms is central to the fulfillment of the College's academic mission.

These regulations ensure the daily functioning of the College and its activities by setting forth reasonable regulation of time, place, and manner of speech activities on the College campus. These regulations are not to be interpreted or enforced in a way that targets any speech activity on the basis of its content.

For the purposes of this document, speech activities include petitioning, leafletting, speech-making, demonstrating, picketing, sign-posting, and rallying. Other types of activities may also be included under the umbrella of speech activities.

POLICY

The College outlines policies regarding speech activities on campus as follows:
1. (Time): Speech activities are permitted during times when classes are in session at the campus where the activity is taking place (which may include day, evening, and weekend times during the academic year). When classes are not in session, then speech activities are limited to regular business hours of the College for that campus.
2. (Place): Speech activities may take place on any College grounds outside of campus buildings, as long as such areas are not designated for authorized or limited access only (areas identified as "Public Areas" in the Administrative Regulations for the College). However, organized speech activities may not occur in areas dedicated to a specific purpose that would be disrupted thereby, such as parking lots, athletic areas, or walking trails.
3. (Place): Interior locations may not be used for petitioning, leafletting, demonstrating, picketing, or rallying. Interior locations may be used for invited speaker events, as defined below.
4. (Manner): No speech activities may impede pedestrian and vehicular traffic or unreasonably disrupt regular or authorized activities in classrooms, offices, laboratories and other College facilities or grounds. Such activities must take place at least 25 feet from all building entrances.
5. (Manner): No speech activities may be conducted at a sound volume or otherwise in a manner which disrupts the normal use of classrooms, offices, laboratories, and other College facilities.
6. (Manner): No speech activities shall be conducted in a manner that is unlawful, that endangers the safety of the College community or public, that causes damage to College facilities and property, violates CCC policy or procedures or misrepresents/implies that the College sponsors, supports, or endorses any view, belief, or statement being expressed.

Appendix D

Site Signage
<mark>Update info upon completion of current project</mark>

Appendix E

Building Room Signage
<mark>Insert signage package</mark>