

# PROCEDURE:

## 3.3.3p3. Advertising and Distribution of Materials by Non-College Entities

*Revised: June 2008; September 21, 2011; June 17, 2015; September 21, 2016; August 15, 2018; June 17, 2020; August 15, 2023; August 21, 2024*

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*Adopted: June 2007*

### I. PURPOSE

Advertising and/or distribution of materials by non-College entities is prohibited on or in any Ogeechee Technical College property, facility, equipment, or web-based media unless approved as set forth in this procedure.

### II. RELATED AUTHORITY

State Board Policy 3.3.3. Use of Campus Facilities

### III. APPLICABILITY

This procedure applies to anyone utilizing any Ogeechee Technical College facilities, property, or web-based media.

### IV. DEFINITIONS

Advertising: Any method of direct or indirect selling/recruiting as communicated by posters, flyers, handouts, promotional literature, or other forms of mass media.

Distribution of materials: The conveyance of any good, products, and/or services, whether sold or offered as a gift.

### V. ATTACHMENTS

None.

### VI. PROCEDURE

In general, commercial businesses and non-institutional entities, even if affiliated with an employee or student, are prohibited from advertising and/or distributing materials within Ogeechee Technical College facilities, parking areas, and other properties, or any web-based media of the College. Approval for advertisement and distribution of materials by non-college entities should be requested from the Vice President for Student Affairs or Executive Director for PR & Marketing. Nothing herein shall be construed as prohibiting divisions or departments of the College from advertising and

promoting their own products and services on the College campus or via web-based media.

Ogeechee Technical College may allow advertising of events scheduled within its venues by clientele contracting for utilization of these facilities, for community service events in which Ogeechee Technical College is involved and/or is supporting, or in cases where the promotional items/literature offer a benefit to Ogeechee Technical College employees and/or students. The college does, however, reserve the right to refuse or revoke any advertiser and/or advertisement content.

**VII. RECORD RETENTION**

N/A