

College Policy G.27: MCC Campus Flyer Guidelines

This policy is designed to improve the aesthetics of our campus and to decrease the damage to facilities from improper posting. It ensures that student organizations and college events have priority postings over outside vendors.

Where you CAN post	Where you CANNOT post
Wall surface on the inside elevators	Designated club/department bulletin boards (other than your own)
Any bulletin board with an "Designated Community Posting Area" sign	Glass doors (except with special permission for critical information e.g. college closings, etc.)
	Painted metal (e.g. elevator door frames, painted stairwell doors, etc.)
	Outside street faces of any building
	In classrooms (personal postings)
	Painted tile surfaces
	Office Suite or doors other than your own

What is the procedure for postings?

Any and all publicity to be posted on campus must be approved. Publicity for student clubs and organizations must be approved by the Director of Student Life (or designee), or the Vice President of Student and Community Development (VPSCD); publicity generated by faculty and staff, by the VPSCD (or designee). Material for posting should be emailed to the designated person for approval. Materials will be reviewed weekly on Friday, and, if approved, will be provided with approval designation. They may then be picked up and copied for distribution in approved areas no sooner than 14 days before the event. In certain circumstances where tickets must be purchased in advance (Pops concert, circus tickets, etc.), a longer posting period may be requested.

Club and internal posters are expected to be respectful of other posted materials. Don't post over other materials that remain current. Organizations are requested to remove their advertising within 24 hours following their programs or projects.

Outside organizations that wish to post on community boards internally to the college should seek approval from the VPSCD (or designee). Requests from outside organizations can be left at the main desk or emailed to the VPSCD. Organizations wishing to leave stacks of pamphlets or flyers should include that in their request for posting.

What can be posted?

Printed materials including but not limited to flyers, posters, table tents and banners. In the interest of the environment and the campus appearance, organizations are requested to post the fewest number of pieces for effective advertising. Multiple fliers in one location are both wasteful and inconsiderate of other organizations.

What kind of information should be included?

All publicity must clearly and recognizably show the name of the sponsoring organization or individual(s) and include a telephone number and name to contact for more information. In accordance with the Alcohol Policy: No advertising may contain explicit or implicit written or pictorial references to alcohol beverages or drugs. Any questionable materials are subject to review by the Vice President of Student and Community Development. Please remember that your post reflects your organization and your event. The more professional and collegiate it appears, the better your organization appears.

How long may postings stay up?

Approved flyers posted in approved locations may remain until the day following the event. The sponsoring group should remove all flyers within 24 hours after the event has taken place. The College reserves the right to remove any flyers whose program date has come and gone.

How should postings be attached?

If the approved posting area is a surface where tacks, staples, etc. may be used (such as bulletin boards), those are appropriate ways to post flyers. Regular masking tape is the only type of tape and/or adhesive that may be used. NEVER use stickers, scotch tape, duct tape, packing tape, or "fun tack" type materials. Postings that are attached with prohibited material may be removed by the VPSCD (or designee).

What prohibitions are there about postings?

Any postings that have inappropriate and/or derogatory information directed to or about members of the MCC community will not be approved, and if posted without approval will be immediately removed. The approved posting areas are not personal message boards. They are solely for information that is intended to benefit the campus community as a whole. For the sake of maintaining a sense of community and support for all members, organizations are expected to refrain from using racial, gender, or ethnic slurs, stereotypic depiction, or similar references in all advertising material.

What can be done about inappropriate postings?

All members of the MCC community who have concerns regarding any flyer that does not announce which organization authored or is sponsoring the flyer and/or event, or regarding information posted on specific flyers, should be reported to the VPSCD (or designee). Posters may not be removed for other reasons before the end of an event unless done so by the organizing party or deemed offensive by the President's Cabinet. After the event has concluded, publicity may be taken down by anyone. While it is not the intention to approve offensive posters, it may happen from time to time due to the difference in personal taste, opinion, or background. If a poster is thought to be offensive, it may be reported using the guidelines stated below. Moreover, any poster that does not meet the requirements of this policy may also be removed under these guidelines.

Postings Removal

- Anyone may report a flyer for containing inappropriate or offensive material. Reports should be directed to the VPSCD (or designee) and contain a photo of the flyer of concern.
- If the decision is made to remove the posting the individual named on the poster should be contacted. The Vice President of Student and Community Development, along with the President's Cabinet will make the decision regarding if a flyer must be removed.
- If either individual is dissatisfied with the outcome and wishes to pursue the matter it may be referred to the VPSCD office.
- Once the publicity is determined to be offensive and removed, it may not be reposted.

Failure to follow these guidelines by a student may result in Judicial Committee action. Concerns from faculty or staff should be referred to the Department of Human Resources.