

## **MIDLAND COLLEGE CAMPUS POSTING POLICY**

- A. All physical flyers and posters to display around the entirety of campus (for on and off-campus-entities) must be pre-approved through the Student Activities Office (SSC 103) and date-stamped signifying approval before posting. Exceptions are flyers and posters that have prior approval from Executive Directors and/or Deans that are specific to only certain areas/buildings of campus and not for the entirety of campus.
- a. Example: Program-specific flyers/posters advertising events and/or academic programs/courses.
- B. Event-specific postings should be removed 24 hours following the conclusion of the event. All other postings will be removed 30 days from the date the materials were approved, unless otherwise specified. The Student Activities Office may remove any posters or flyers that are NOT posted in accordance with the following procedures.

We recommend sending flyer or event postings in a digital format for initial review and feedback to [studentlife@midland.edu](mailto:studentlife@midland.edu) before making copies. Materials are to be printed at the requestor's expense.

Postings are only allowed in the approved locations on campus on the various general display bulletin boards and walls. Please refer to the attached map for approved locations. Please refrain from posting on bathroom stall doors and other non-designated general posting areas.

- C. Any posting placed without pre-approval will be removed. Approval shall be withheld **ONLY** in the event that the notice was:
- a. Profane or obscene;
  - b. Liable to incite violence or disruption;
  - c. In violation of the law;
  - d. Derogatory to any person, group, or institution; or
  - e. Completely unrelated to the activities, students, and/or affiliates of Midland College.

On and off-campus entities abusing these stipulations will not be allowed to use campus space for publicity.

- D. The use of trademarked or copyrighted characters, slogans, etc. is protected by law. It is the responsibility of the requestor to avoid possible copyright or trademark violations. (Date-stamping by the Student Activities Offices does not signify copyright or trademark approval.)
- E. Recommended sizes for postings are 8.5"x11", 8.5"x14" or 11"x17". If the posting exceeds these preferences, the use of a sandwich board, tabletop stands, or A-frame signs (at requestor's expense) is required.
- F. No materials of any kind may be attached to glass doors or glass windows of doors. Handicapped stickers, residence hall notices, or campus policies are allowed to be posted on these surfaces when deemed necessary.

- G. Midland College reserves the right to relocate items deemed to be in an unsafe area or that impedes the flow of traffic. Signage shall not obstruct the passing in hallways, stairwells, walkways, driveways, parking lots or cause damage to the buildings. Posters and banners taped on or along sidewalks will be relocated if they present a hazard to people regularly walking in that area.
- H. No sidewalk chalk may be used on picnic tables, planters, benches, walls, lampposts, columns, bricks by the fountain, or painted sidewalks near the Marie Hall Academic Building.
- I. Defacing or removal of signs of other individuals or groups is NOT permitted. Contact the Student Activities Offices if posting violations are suspected.
- J. **NO** flyers, posters, announcements, or solicitations of any kind shall be allowed on vehicles anywhere on the Midland College campus or an individual's private property.

Failure to abide by these policies may lead to publicity suspension and, in cases of continual disregard, loss of on-campus posting privileges.

#### **CAMPUS POSTING PROCESS**

