



CAMPUS POSTING POLICY

All physical flyers and posters for display (including on- and off-campus-entities) must be approved through the Student Activities Office (SSC 103) and date-stamped signifying approval before posting. 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.

We recommend sending flyer or event postings in a digital format for initial review and feedback to 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. Please refer to the attached map for approved locations.

The Student Activities Office may remove any posters or flyers that are NOT posted in accordance with the following procedures:

- A. Any posting placed without 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.

- B. **All** posted materials must clearly indicate who is responsible for the content. This includes Midland College departments, student organizations, and all external individuals, businesses, or organizations. At a minimum, the name of the sponsoring entity must appear on the flyer. Anonymous postings are not permitted.
- C. 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.)
- D. For external entities, maximum size for postings is 8.5"x11". **Materials are to be printed at the requestor's expense.**



- E. 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.
- F. 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.
- G. 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.
- H. Defacing or removal of signs of other individuals or groups is NOT permitted. Contact the Student Activities Offices if posting violations are suspected.
- I. **NO** flyers, posters, announcements, or solicitations of any kind shall be allowed on vehicles anywhere on the Midland College campus.

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

Step 1:	• Electronic Copy Sent for Approval	_____
Step 2	• Feedback Given, Changes Made	_____
Step 3	• Updated Posting Returned for Approval	_____
Step 4	• Approval Received w/Date Stamp	_____
Step 5	• Printing Done (at Own Expense)	_____
Step 6	• Post at Approved Locations (see Map)	_____
Step 7	• Posting Removed 24 hrs. After Event	_____



Main Campus Map Posting Locations

Locations of designated bulletin boards marked by yellow "X"

