



Posting Regulations

POSTING POLICY & PROCEDURE
MODESTO JUNIOR COLLEGE
EAST & WEST CAMPUS

The exchange of information and the presentation of different viewpoints are the cornerstone of our educational system. The guidelines that follow are not intended to restrict the flow of information but rather to ensure that all groups have equal access and that communication occurs in a manner to protect the aesthetics of the building and to keep the campuses attractive.

POSTING REGULATIONS

Who Can Post?

Anyone can post on campus as long as it is in the approved locations and follows posting regulations.

Who Gives Posting Approval?

- All student materials posted in a regulated area must be stamped with approval from the Office of Campus Life & Student Learning.
- ANY posters/flyers/banners posted in areas that required approval and are missing approval stamp will be removed and disposed of.
- Professional posters created by the staff and that have the MJC logo do not require a stamp.

Required Information

All materials must include the following information:

- Sponsor, name, date, time, location, and cost.
- Posters/flyers/banners with spelling errors **will not** be approved.

Posting Materials to be used

- All materials must be posted with thumbtacks, pushpins, or masking tape.
- Materials posted with cellphone tape, or duct tape will be removed.
- **ABSOLUTELY NO TAPE, GLUE, NAILS AND INDUSTRIAL STAPLES ON ANY PAINTED WALLS OR SOLID SURFACES.**

EAST CAMPUS LOCATIONS

Designated posting locations that require approval:

- Ag Building
- *Center for Advanced Technologies*
- *Electronics*
- *Forum Building*
- *Founders Hall*
- *Morris Building*
- *Performing Arts Center*
- *Science*
- *Student Center*
- *Student Services Building*
- *Music*

Areas that do not require approval for posting outdoor posting locations are:

- Student Center (Outside *Bulletin Board*)
- Library (Outside *Bulletin Board*)
- Student Services Building Parking Lot (*Outside Bulletin Board*)

WEST CAMPUS LOCATIONS

Sierra & Yosemite Halls Materials may be posted in the following areas:

- Inside glass display cases
- Student Activities Office
- Information Desk
- Designated bulletin boards
- Counters for table top sign stands or flyers
- Tack boards in classrooms and office areas
- Sign stands or monitors
- Yard signs (*with approval from Student Activities Office*)

POSTING REGULATIONS

PROHIBITED LOCATIONS:

- East Campus Student Center (walls, front, or rear doors)
- Building exteriors (unless approved)
- Doors, walls (bulletin boards only)
- Glass windows and entry ways
- Restrooms or restroom stalls
- Stairwells
- Trees
- Light posts
- Automobiles in parking lots.

FACULTY, STAFF & DEPARTMENTS:

- Information for faculty, staff, or department display cases should be submitted to the faculty member or unit manager with keys to the case for approval and posting in their designated areas.

STUDENT & ORGANIZATIONAL

EAST CAMPUS

- Submit flyers to the Student Activities Center for an approval stamp. Located inside the Student Center, Room 3. While approvals may be done quicker, please allow 24 hours for approval.
- Announcements will be marked with an expiration date and taken down within 48 hours after event.

WEST CAMPUS

- Submit flyers to the Student Activities Front Counter for an approval stamp. While approvals may be done quicker, please allow 24 hours for approval.
- Posters must be removed within 48 hours of event.

COMMERCIAL & PERSONAL ADS (*i.e. Special Events, items for sale, apartments for rent, lost & found, etc...*)

EAST CAMPUS

May be posted inside the following **designated areas**:

- Student Center hallway bulletin board (*next to the Information Center*)
- Outside kiosks in front of the Student Center

WEST CAMPUS

- Students, faculty, staff or alumni may submit information to the Student Activities Office, Room 148.
- A resource directory of services and goods will be maintained in the office.
- The Student Activities Office will post announcements for you as space permits.

AREAS OF RESPONSIBILITY

- The Student Development and Campus Life Office will be responsible for monitoring posting regulations on both campuses.
- Faculty will be responsible for supervising and monitoring instructional material on boards or in glass cases outside their classrooms.
- Individual departments will be responsible for supervising and monitoring announcements in their designated areas.

SIZE & DIMENSIONS

- Flyers are no larger than 8 ½" X 11"
- Posters are larger than 8 ½" X 11", but no larger than 2' X 3'
- Banners are larger than 2' X 3' or larger

FLYERS

- May be posted on kiosks or inside of buildings only.
- Maximum number of flyers to be posted per event:
 - 25 for college groups
 - 10 for off-campus non-profit organizations per campus.

BANNERS (*only campus organizations may hang banners on campus*)

- May be hung on the outside of designated locations and on the inside of the East and West Campus Student Centers.
- No more than two banners per event at one time.

FOR MORE INFORMATION, PLEASE CALL THE STUDENT DEVELOPMENT AND CAMPUS LIFE OFFICE @ 575-6704.