

# SAN DIEGO MESA COLLEGE CAMPUS POSTING RULES AND REGULATIONS

## **I. POSTERS AND FLYERS:**

1. Posters and flyers may be posted for a maximum term of five days. All items should be removed by the sponsoring organization or department each Saturday or when it becomes an eyesore (e.g., faded, torn, etc.).
2. There shall be no posting of material over other materials.
3. A maximum of six (6) posters and flyers per single event/subject will be allowed for posting. **Exemptions to this rule will be authorized only by the Office of Student Affairs.**
4. Posters and flyers should be secured by thumbtacks or staples. **Industrial size staples, nails, tape, glue or other adhesive materials are not allowed.**
5. Do not post on frames or borders of bulletin boards or kiosks. Please see Section III below for a list of prohibited areas in addition to this.
6. The following campus locations have been designated for posting:

### **A. For the General Public Use**

All designated kiosks, located in the following areas may be used by the general public:

- Between LRC and M+S
- In front of the Apolliad Theatre
- Between D-100 and B-100

### **B. For Campus Use Only**

These areas are designated for the use of specific groups on campus only and may not be used by the general public.

- *For Career Center job postings and announcements only, three (3) glass bulletin boards: 2) B-100 glass case, 3) K-200 (west end) glass case, 4) LRC in the Career Collection room glass case.*
- *For Transfer Center information only, two (2) glass bulletin boards: 1) B-100 glass case, 2) K-200 (west end) glass case*
- *For Art Department use only, two (2) bulletin boards outside D-103 and D-105 (for the use of art students only).*
- *For Administration posting of Faculty/Staff announcements only, two (2) bulletin boards across from A-104 building.*

- *For Academic Senate instructional-related announcements only, two (2) bulletin boards across from A-116/117.*
- *For Speech Department use only, two (2) glass bulletin boards outside MA-101 and MA-102.*
- *For Fashion Department announcements only, one (1) bulletin board outside B-104.*
- *For Staff announcements only, one (1) bulletin board inside the Staff Lounge.*
- *For Humanities, Languages & Multicultural Studies use only, various display cases located throughout the "G" building.*
- *For Physical Sciences Department announcements only, two (2) glass bulletin board outside of K-101 and two (2) glass bulletin board outside of K-103.*
- *For Chemistry announcements only, six (6) glass bulletin boards between I-113 and I114.*
- *For Physical Sciences department announcements only, two (2) glass bulletin boards outside of I-116.*
- *For Administrative and Instructional use only, all posting boards located inside classrooms.*

## **II. BANNERS**

### **1. For Authorized Campus Events and Activities Only**

- A.** The posting of banners in the locations listed below is limited to the publicity or advertisement of authorized college events and activities only. All banners must be approved by the Dean of Student Affairs.

*The activities being publicized must be directly related to activities, which are sponsored by student clubs/organizations, instructional or student service departments, Classified Senate, Academic Senate, and the college administration.*

- B.** Banner size may not exceed 84 inches in length and 36 inches in width.
- C.** Banners may be posted for a maximum of five (5) days or longer subject to review by the Office of Student Affairs. All banners should be removed each Saturday by the sponsoring department.
- D.** Each constituency or sponsoring organization may be allowed to put up only one banner at a time in each location.

### **III. AREAS WHERE POSTING IS NOT AUTHORIZED:**

- Any glass or painted surfaces
- Building pillars, rails or columns
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- Walls of campus buildings
- Classrooms
- Fences (unless specified)
- Trees or stones
- Trash and recycling receptacles
- Sidewalk
- Steps or stairs
- Picnic Tables
- Light poles
- Vending machines
- Telephone booths
- Elevators
- Restrooms
- Cars

*NOTE: Glass area posting by Mesa College employees is permitted on interior glass areas only, and such postings are still under the purview of the building's administrator.*

Any violation of posting policies will result in the immediate removal of items—these items shall be removed without notice, any damages may be charged to the School, club or organization in violation. Faculty and staff members are encouraged to enforce this provision.

Clubs and other student organizations, departments, and individuals who are repeatedly found to be in violation of campus posting policies and procedures will be sanctioned by the Student Affairs Office. Sanctions may include removal of posting privileges.

The Student Affairs Office will be assisted by the College Police staff, Instructional faculty, Facilities staff and members of our College community in monitoring compliance with the posting policies and procedures.

Please refer to Board Policy 3295 for information regarding posting and distribution of literature, political activities, free speech and freedom of expression on campus and at other District sites. Information can be found at the following link:

<https://www.sdccd.edu/docs/District/policies/Student%20Services/BP%203925.pdf>

**For more information visit the Student Affairs Office or call (619) 388-2699**

*Approved by Presidents Cabinet 4/18/06; Approved by Associated Students 8/24/14;  
Updated by Student Affairs 1/30/18*