

MIDLAND COLLEGE STUDENT ACTIVITIES POSTING POLICY

- A. All materials for display or posting (including on- and off-campus-related materials) must be approved through the Student Activities Office and date stamped signifying approval. All postings will be left for no more than 30 days from the date the materials were approved.
- B. Any notice posted without approval will be removed. Approval shall be withheld only in the event that the notice was:
1. Profane or obscene;
 2. Liable to incite violence or disruption;
 3. In violation of the law;
 4. Derogatory to any person, group, or institution; or
 5. Completely unrelated to the activities and students of Midland College.

Organizations abusing these stipulations will not be allowed to use campus space for publicity.

- C. The use of trademarked or copyrighted characters, slogans, etc. is protected by law. It is the responsibility of club officers and their advisors to avoid possible copyrighted or trademark violations. **(Date-stamping by the Student Activities Office does not signify copyright or trademark approval.)**
- D. When checking out materials such as scissors, poster paints, strapping tape, etc. from the Student Activities Office, your driver's license or state-issued ID must be left as a security deposit for the materials while being used.
- E. No materials of any kind may be attached on or around the metal frame, doors, or walls of the elevator. Such materials often end up in the elevator shaft causing maintenance and safety problems.
- 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 when needed.
- G. **Strong adhesive tape may not be used on any windows, waxed floors, doors, or painted surfaces.** Poster putty or plain Scotch tape may be used on windows, provided that it leaves no lasting residue. The individual or group hanging the signs or posters must provide poster putty or Scotch tape. It is the responsibility of the individual or group using the poster putty or Scott tape to take down their expired announcements and clean the putty/tape off the windows.
- H. Strapping or filament tape or duct tape may be used to hang posters, but **only on brick or concrete walls** that have not been painted. (Clubs and organizations will need to

supply their own special tape.) Posters and banners taped on sidewalks will be removed if they present a hazard to people regularly walking in that area.

- I. It is the responsibility of the individual or group hanging the announcements to promptly take down their posters and flyers. This must be done within 24 hours after the event or election has taken place.
- J. Posted materials that become windblown or fall onto the floor, are hanging upside down, etc. will be removed by the Student Activities Office. **Clubs should maintain their own posters to avoid removal.**
- K. No sidewalk chalk may be used on the picnic tables, planters, benches, walls, lampposts, or on the painted sidewalks near the Marie Hall Academic Building. These surfaces stain easily and the cleaning or replacement charges will be extremely high for you or for your organization.
- L. Defacing or removing of signs of other individuals or groups is NOT permitted. Contact the Student Activities Office if posting violations are suspected.
- M. Signs shall not be obstacles to hallways, stairs, staircase handrails, walkways, driveways, or parking lots. Posters or flyers may be removed for safety reasons.
- N. When students are campaigning for any election, campaign posters in the balloting area **MUST** be taken down the day before the election. There will be no campaigning for personal solicitation on election day in any area used for the purpose of voting.
- O. The Student Activities Office may remove any posters or flyers that are not posted in accordance with these procedures. Failure of the Student Activities Office to promptly remove any materials in violation does not negate these requirements for other groups.
- P. **NO** flyers, posters, announcements, or solicitation of any kind will be allowed on vehicles anywhere on the college campus.
- Q. Failure to abide by these policies may lead to publicity suspension and in cases of continual disregard, loss of campus organizations privileges.