

## **Manchester Community College Bulletin Board Posting Policy**

Manchester Community College campus events bulletin boards are used to inform the student body and college community of campus events, activities, policies and notices. Space is provided for items of an educational, cultural, civic, or recreational nature, rather than for commercial or partisan political purposes.

Bulletin boards are available for use by authorized student clubs and organizations, committees, faculty and staff. The bulletin boards are also offered as a community service to publicize local groups, meetings, cultural events, non-partisan political events, fund-raising events for non-profit organizations and educational opportunities.

Postings may not be placed indiscriminately on bulletin boards; all postings must conform to specified regulations. Postings anywhere other than on bulletin boards are prohibited.

### Specific Regulations

1. All student and community posters/flyers must be approved by the Student Activities office. Posters/flyers will be stamped and dated by the Student Activities staff.
2. Student clubs and organizations are required to submit a copy of the minutes authorizing the program or event at the time of request for posting approval; and have an approved Activity Request Form on file in the Student Activities Office.
3. The name of the sponsoring organization must be displayed on the poster. Anonymous or unauthorized material will not be approved and will be removed.
4. Educational or instructional opportunities may be posted, but must be of a non-profit nature.
5. Personal notices, baby-sitting offers, apartments for rent, etc. may only be posted on designated community boards.
6. Posters/flyers can only be posted on the "approved" boards. Only one poster/flyer per event will be allowed on each board. Student Activities reserves the right to dispose of any unauthorized posters/flyers.
7. Posters/flyers may remain on the boards for up to ten (10) business days or the day after the event, whichever comes first.
8. Recommended poster/flyer size is 8 1/2" x 11", and not to exceed 11" x 17".

9. Posters/flyers may be bi-lingual as long as there is a comparable English translation on the flyer.
10. Posters/flyers advertising alcohol-related events are not allowed and will not be approved.
11. Advertisements of a commercial nature will not be accepted. Any person(s) wishing to buy or sell goods or services will be referred to the Live Wire to place a classified ad. Job openings/want ads will be referred to Career Services.
12. Promotion of off campus travel programs not sponsored by MCC or the State of Connecticut is prohibited on college property.
13. Postings must be attached to bulletin boards with thumb tacks or push pins only. Any postings attached with staples or tape shall be removed.

Failure to comply with these regulations may result in the sponsoring organization forfeiting their posting privileges.