SAN DIEGO MESA COLLEGE

CAMPUS POSTING RULES AND REGULATIONS

Approved by Presidents's Cabinet, 4/18/06
Approved by Associated Students

I. POSTERS AND FLYERS:

1. Posters and flyers may be posted for a maximum term of five days. All items will be removed on Saturday or when it becomes an eyesore (e.g., faded, torn, etc.).

2. There shall be no posting over other materials.

3. A maximum of six (6) posters and flyers per single event/subject matter will be allowed for posting. **Exemptions to this rule will be authorized only by the Office of Student Affairs.**

4. Posters and flyers shall 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.

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:

- In front of Cafeteria/Bookstore breezeway
- Between LRC and F-100
- Between F-100 and I-100
- In front of the I-200 and H-300 building
- Between I-300 and I-400 on 1st floor
- In front of H-311

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 DSPS use only, two (2) bulletin boards in front of H-201 building.
- For P.E. announcements only, one (1) bulletin board in the L-200 building's hallway (by Racquetball Courts).
- For Career Center job postings and announcements only, four (4) glass bulletin boards: 1) on the wall outside the Bookstore in the Cafe Breezeway, 2) on the East end of the F-200 building, 3) on the West end of the F-200 building, and 4) on the wall outside of I3-202 - the Career Center
- 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 the Associated Students use only, four (4) glass bulletin boards in the Cafeteria/Bookstore breezeway.
- 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 Tutoring Appointment Center use only, two (2) glass bulletin boards outside H-400.
- For Health Services announcements only, two (2) glass bulletin board outside of L-504.
- For Student Affairs announcements only, three (3) glass bulletin board outside H-500.
- For Humanities, Languages & Multicultural Studies use only, various display cases location 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 the 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.

- F-200 Balcony
  Banners may be installed during non-peak hours only
- I-300 Building, Second floor, North/West Balcony Walls
- In front of Cafeteria, facing the Quad Area and West end, by H-122

The activities being publicized must be directly related to activities, which are sponsored, by student clubs/organizations, instructional/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 only. All banners will be removed on Saturdays.

D. Each constituency or sponsoring organization may be allowed to put up only one banner at a time in each location.

2. Free Speech Banners

Pursuant to Policy 3100, Section 1.2 (Student Rights):

"Students shall have the right to exercise free expression…so long as the expression is not obscene, libelous, or slanderous according to current legal standards, and so long as the expression does not incite students so as to create a clear and present danger of (a) the commission of unlawful acts on community college premises, (b) violation of lawful community college regulations, (c) the substantial disruption of the orderly operation of the community college. The District reserves the right to regulate time, place, and manner of all student activities." (Education Code Section 76120)

A. Banners involving expression of free speech may be posted in the designated free speech area around the A.S. Stage, located in the A.S. Quad (between the Student Affairs Office (H-500) and the Associated Student Office (H-600)

B. Banner size may not exceed 84 inches in length and 36 inches in width.

C. Sponsoring campus organizations or constituencies may be allowed to post only one banner at a time in the free speech banner area.

D. Banners may be posted for a maximum of ~~four~~ five days only. *All banners will be removed on Saturdays.*

E. In case an activity or event is scheduled utilizing the A.S. Stage, all banners must be removed by the sponsoring organization temporarily. The banners may be posted again at the conclusion of the scheduled event.

F. Sponsoring organizations are responsible for timely removal of banners and for removal of adhesive materials used in posting the banner.

IMPORTANT NOTE: In both cases A and B above, approval by the Student Affairs Office will require the prior approval of the student club/organization Advisor (for club sponsored activities), Academic Senate President (for Academic Senate sponsored events), Classified Senate President (for Classified Senate sponsored activities), or Instructional/Student Service Manager (for instructional or student service department sponsored activities).

Authorization by the appropriate advisor, faculty, and/or manager may be obtained using a *Banner Authorization Request Form* which is available in the Student Affairs Office. Individual students who wish to put up a banner may seek approval from the Dean of Student Affairs or the Vice-President of Student Services.

III. <u>AREAS WHERE POSTING IS NOT AUTHORIZED</u>:

Any glass area	Light poles
Painted surfaces	Vending machines
Building pillars	Telephone booths
Walls of campus buildings	Elevators
Classrooms	Restrooms
Fences	Trees

NOTE: Glass area posting by College personnel is permitted on interior glass areas only (e.g., Academic Senate, etc.).

Students have the right to exercise free expression on campus; however, Mesa College and the San Diego Community College District reserve the right to regulate time, place and manner (Ed. Code Section 76120).

Any violation of posting policies will result in the immediate removal of items—these items shall be removed without notice. Faculty and staff members are encouraged to enforce this provision

Club/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. Sanction may include removal of posting privileges

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