

SAN DIEGO MESA COLLEGE

CAMPUS POSTING RULES AND REGULATIONS

- 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.
- 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. 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 3900 for information regarding posting and distribution of literature, political activities, free speech and freedom of expression on campus and district sites.

A. POSTERS AND FLYERS:

- a. 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.).
- b. There shall be no posting over other materials.
- c. 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.**
- d. Posters and flyers should be secured by thumbtacks or staples. **Industrial size staples, nails, tape, glue or other adhesive materials are not allowed.**
- e. 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.

f. The following campus locations have been designated for public posting:

i. For the General Public Use

1. All designated kiosks in the following areas may be used by the general public:
 - a. Between LRC and M+S
 - b. In front of the Apolliad Theater
 - c. Between D-100 and B-100

B. BANNERS

- a. For Authorized Campus Events and Activities Only
 - i. The posting of banners in the locations listed below is limited to the publicity or advertising of authorized college events and activities only. All banners must be approved by the Office of Student Affairs.
 - ii. The activities being publicized must be directly related to activities that are sponsored by student clubs/organizations, instructional/student service departments, Classified Senate, Academic Senate, or the college administration.
 - iii. Banner size may not exceed 84 inches in length and 36 inches in width.
 - iv. 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.
 - v. Banners location approved by Office of Student Affairs on a case-by-case basis - No banners without approval.
 - vi. Each constituency or sponsoring organization may be allowed to put up only one banner at a time in each location.

C. AREAS WHERE POSTING IS NOT AUTHORIZED

- a. Any glass or painted surfaces
- b. Building pillars, rails or columns
- c. Any painted surfaces
- d. Walls of campus buildings
- e. Classrooms
- q. Cars
- f. Fences (unless specified)
- g. Trees or stones
- h. Trash and recycling receptacles
- i. Sidewalk
- j. Steps or stairs
- k. Picnic Tables
- l. Light poles
- m. Vending machines
- n. Telephone booths
- o. Elevators
- p. Restrooms

NOTE* *Glass area posting by Mesa College personnel is permitted on interior glass areas only.*

Information can be found at the following link –

<https://www.sdccd.edu/docs/District/policies/General%20Institution/BP%203900.pdf>

For more information visit the Office of Student Affairs

or call (619) 388-2699.