



## **Campus Posting Guidelines**

The Office of Student Life and Leadership offers ***“Campus Bulletin Boards”*** and ***“Community Bulletin Boards”*** to post material designed to purport to sell or promote any product, service or idea. The following are guidelines related to the content, design, place and manner by which the material may be displayed.

- A requester must obtain prior approval for posting from a designated representative of the Office of Student Life and Leadership.
- If necessary, additional approval may be required by administration.
- All material must be properly approved by the Office of Student Life prior to posting.
- All posting must take place at designated locations (see map) and may not be posted more than 30 days. The duration of the posting may not exceed one calendar month and additional successions require approval.
- The requester must notify the designated office representative no fewer than three (3) working days prior to requested posting date.
- The material may not serve as an obstruction to student activities or otherwise disrupt the college environment.
- The marketing and promotion of illegal substances is prohibited.
- Pornographic or illicitly explicit material may be deemed inappropriate.
- Any posting in violation of these guidelines is subject to immediate removal.
- We cannot guarantee the availability nor accept reservations for space.
- MCC cannot offer assurance that any material posted on these institutional bulletin boards will remain for the entire 30 day term. The areas and locations are not monitored or patrolled and unfortunately, guest and students may remove the material.
- Materials are subject to all applicable federal, state, and MCCC administrative regulations.
- Materials are subject to review in order to determine compliance with all applicable federal and state regulations and MCCC administrative regulations.

Please contact the Office of Student Life with questions related to content of material posted.



**Offices of Student Life & Leadership**  
Southern/Dobson campus: 480-461-7285  
Red Mountain campus: 480-654-7759  
[www.mesacc.edu/students/life](http://www.mesacc.edu/students/life)

