

## Modesto Junior College Posting Regulations

The college's operational posting guidelines inform how YCCD Board Policy 3900: Time, Place and Manner policy should be used with regard to posting banners, posters, flyers, brochures, external signs, indoor/outdoor digital monitor/sign content, etc., leading to a balance between event, program and activity publicity, and maintaining the appearance and brand identity of the campus environment. These guidelines govern temporary signs and posting for both internal and external campus environments and apply to all employees of the district, students and members of the community.

YCCD Board Policy 3900 identifies MJC's Campus Life & Student Learning (formerly Student Development & Campus Life) as the department that responsible for oversight and enforcement of policies related to all campus postings.

All postings of banners, posters, flyer, a-frames, and yard signs require prior approval from the Office of Campus Life & Student Learning with the exception of free speech areas.

### Posting Requirements (Employees/Students)

All campus postings must include:

- MJC Logo
- Department/Program/Club/Employee associated with the event
- Phone number, email or website for further information
- Date & Time of event

Posting of non-MJC events and activities are restricted to free speech areas (see below)

The posting of signs or flyers on glass doors that are used as access points, benches, utility poles, sculptures, garbage receptacles, railings, trees, traffic control sign., vehicles, and sidewalks is prohibited.

Placement of written/printed materials on vehicle windshields is prohibited.

Postings on department bulletin boards require approval by the department responsible for content of the board.

No department or program may maintain permanent ownership of indoor or outdoor bulletin boards assigned for general use.

Duplicate postings of the same materials in the same posting area is prohibited.

Outdoor banners and posters should not exceed 3 x 6 feet. Larger formats **must be approved** by the Office of Campus Life & Student Learning.

Postings must be maintained by the sponsoring group(s) and may not cover or block previously approved/authorized posted materials. Additionally, postings should be displayed in an organized manner.

Signs must be removed no later than three days following the event. Failure to remove signs may result in loss of posting privileges.

Signs shall be posted by painters or scotch tape (tape must be rolled and placed behind the poster) on walls or by thumbtacks or staples only on bulletin boards. Campus-affiliated organizations may be charged for cost incurred by the removal of signs and or repair to college property due to improper postings.

Removal of signs, other than by the posting party or the Office of Campus Life & Student Learning personnel acting pursuant to their duties, is prohibited.

Postings not in compliance with these guidelines will be subject to removal and loss of posting privileges.

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### Posting Requirements (Community Members/Businesses, Etc.)

Any non-MJC posting is restricted to the identified free speech/open posting areas.

The college has identified the following six bulletin board on both the East and West Campuses as free speech areas:

#### East Campus

- Bulletin Board in front of the Student Center
- Bulletin Board in front of the Library & Learning Center
- Bulletin Board in Staff Lot #103

#### West Campus

- Bulletin Boards (3) located outside the Mary Stuart Rogers Building (MSR)

No YCCD or MJC postings shall be permitted on free speech bulletin boards.

No postings in the free speech areas shall require college approval.

Postings may only be removed for the following reasons:

- Posting violates federal, state, or local laws
- Posting is covering other postings
- Posting is outdated
- Posting is faded or can no longer be read
- Posting is not fully attached to the bulletin board
- Posting is larger than 11x17

## Modesto Junior College Posting Regulations

### MJC East Campus Approved Posting Areas

*\* Any areas not listed below, postings are not allowed and will be removed*

#### **Agriculture Building**

Indoors: Hallway walls, classroom areas (No Faculty Office Doors)

Outdoors: No Approved Areas

#### **Arts Building**

Indoors: Hallway walls, classroom areas

Outdoors: Hallway areas (No Faculty Office Doors, No Posting on Murals)

#### **Baseball Field**

NO POSTING IN AREA (Only Athletics)

#### **Center for Advanced Technology**

Indoor: Hallway walls, classroom areas (No Faculty Office Doors)

Outdoor: Walls (No Faculty Office Doors)

#### **Classroom Annex**

Indoor: Hallway walls, classroom areas

Outdoors: Hallway walls

#### **Electronics Building**

Indoor: Hallway walls, classroom areas

Outdoor: Walls

#### **Forum Building**

Indoor: classroom areas

Outdoor: Walls, doors

#### **Founders Hall**

Indoor: Bulletin Boards, classrooms walls (No Faculty Office Doors)

Outdoor: Walls, doors

#### **Gym**

Indoor: Doors- NO POSTINGS IN GYM

Outdoor: Walls, doors

#### **Library Learning Center**

Indoor: Bulletin Board

Outdoor: No Posting

#### **Music Building**

Indoor: classroom areas, bulletin board (No Faculty Office Doors)

Outdoor: Walls, hallway, doors (No Faculty Office Doors)

## Modesto Junior College Posting Regulations

Hallway walls, classroom areas

### **Morris Building**

Indoor: walls, doors (non-office)

Outdoor: No Posting

### **Parking Lots**

NO POSTING IN PARKING LOTS

### **PE**

Indoor: No Postings

Outdoor: Walls (No Faculty Office Doors)

### **Performing Arts Center**

Indoor: Bulletin Boards

Outdoor: No Posting

### **Stadium**

NO POSTING IN AREA (Only Athletics)

### **Student Center**

Indoor: Student lounge (excluding painted area), cafeteria windows, rotunda walls (excluding non-brick walls), and in the back entrance hallways.

Outdoor: Lounge Windows (No posting on building)

### **Student Service Building**

Indoors: Hallway walls, bulletin boards

Outdoors: No Approved Areas

## Modesto Junior College Posting Regulations

### **MJC West Campus Approved Posting Areas**

*\* Any areas not listed below, postings are not allowed and will be removed*

#### **Agriculture Center for Education (ACE)**

NO POSTING IN AREA (Only Agriculture)

#### **Ansel Adams**

Indoors: No Posting

Outdoors: Walls (No Windows)

#### **El Capitan**

Indoors: No Approved Areas

Outdoors: No Approved Areas

#### **Glacier Hall**

Indoors: Hallway walls, bulletin boards

Outdoors: No Approved Areas

#### **John Muir**

Indoors: Hallway walls, bulletin boards

Outdoors: Walls

#### **Mary Stuart Rogers**

Indoors: Hallway walls, bulletin boards

Outdoors: No Approved Areas

#### **MeWuk Child Development Lab**

Indoors: No Posting (Only MeWuk Staff)

Outdoors: No Posting (Only MeWuk Staff)

#### **Regional Fire Training Center**

Indoors: No Posting (Only RFT Staff)

Outdoors: No Posting (Only RFT Staff)

#### **Science Community Center**

Indoors: Hallway walls, bulletin boards

Outdoors: No Approved Areas

#### **Sierra Hall**

Indoors: Hallway walls, bulletin boards

Outdoors: No Approved Areas

#### **Yosemite Hall**

Indoors: Hallway walls, bulletin boards

Outdoors: No Approved Areas