

PROCEDURES FOR SIGNS AND POSTERS

Monroe County Community College wishes to provide opportunities for individuals and entities to post information that relates to the education and personal growth of its students. At the same time, the College must place some restrictions upon the time, place, and manner of such postings in order to serve competing interests, such as safety and aesthetics. In an effort to balance these concerns, the College adopts the following procedures:

I. Posters

- A. A poster is a sign, picture, advertisement, flyer, leaflet or the like that is attached to a surface.
- B. A poster may only be attached to a College property if it complies with this procedure.
- C. A poster must be no larger than 11 inches by 17 inches.
- D. A poster may only be attached to an approved surface.
- E. Approved surfaces are bulletin boards, sandwich boards, and tack posting strips. Thus, by way of example, a poster may not be attached to the exterior surfaces of College buildings, to interior surfaces such as walls, windows, or doors, or to outdoor properties such as lampposts, poles, posts, or trees.
- F. A poster must bear the name of the individual, organization, or entity sponsoring it, and must bear the date on which it was posted.
- G. Due to space limitations, approved surfaces are reserved for posters that do one or more of the following:
  - (1) provide information related to College administrative or curricular issues, College-sponsored or co-sponsored functions, activities, events; or
  - (2) advertise functions, activities, or events sponsored by officially recognized campus organizations.
- H. Other individuals or entities, including off-campus commercial enterprises, may display posters if the poster is no larger than 8 1/2 inches by 11 inches.

II. Banners and Ground Signs

- A. A banner is a sign, picture, advertisement, flyer, leaflet or the like in the form of a strip of paper, cloth, or other material larger than 11 inches by 17 inches that is attached to or hung from a surface. A ground sign is a sign, picture, advertisement, flyer, leaflet or the like in a form that allows it to be inserted into the ground.

- B. Because banners and ground signs may be created in widely varying sizes and may raise unique issues with respect to pedestrian traffic and/or property damage, a banner or ground sign may not be posted unless approved by the Coordinator of Student Activities, Director of Admissions and Guidance Services, Dean of Corporate and Community Services, or the administrator responsible for the activity.
- C. A banner or ground sign shall be allowed if it can be posted in a place and manner that does not interfere with pedestrian or vehicular traffic and does not cause or threaten property damage, or create a safety concern.
- D. A banner or ground sign must bear the name of the individual, organization, or entity sponsoring it, and must bear the date on which it was posted.
- E. Banner and ground sign spaces are reserved for those that do one or more of the following:
  - (1) provide information related to College administrative or curricular issues, College-sponsored or co-sponsored functions, activities, events; or
  - (2) advertise functions, activities, or events sponsored by officially recognized campus organizations, and authorized off campus organizations using facilities.

### III. Table Tents

- A. A table tent is a sign, picture, advertisement, flyer, leaflet or the like in the form of a paper folded to create an open triangle on each end and placed upon a table or other surface.
- B. Table tents are permissible in the cafeteria and student lounge if approved by the administrator responsible for the promoted function, activity, or event.
- C. A table tent must bear the name of the individual, organization, or entity sponsoring it, and must bear the date on which it was posted.
- D. Table tent spaces are reserved for those that do one or more of the following:
  - (1) provide information related to College administrative or curricular issues, College-sponsored or co-sponsored functions, activities, events; or
  - (2) advertise functions, activities, or events sponsored by officially recognized campus organizations.

### IV. Property Defacement and Littering

- A. The use of chalk or paint on any surface, including but not limited to walls and sidewalks, constitutes property defacement and is prohibited.
- B. Placing materials on windshields of vehicles constitutes littering and is prohibited.

V. Excluded Materials

- A. Nothing in this procedure is intended to prohibit or limit the posting of office hours on individual and department office doors.
- B. Nothing in this procedure is intended to prohibit or limit the posting of federal and state bulletins in accordance with applicable regulations, or College materials related to fire, health, or safety.

VI. Posting Responsibility

It is the responsibility of all groups or persons displaying posters, banners, ground signs and/or table tents to remove same within three (3) working days after the activity or event has taken place.

VII. Enforcement

- A. The College may remove and destroy any poster, banner, ground sign, or table tent that
  - (1) does not comply with this procedure; or
  - (2) bears a posting date at least thirty days old; or is for an activity where the date has passed; or
  - (3) falls into a category of unprotected speech as defined by law, including but not limited to obscenity or physical threats; or
  - (4) is inconsistent with the legal obligations of the College, including but not limited to prohibitions against discrimination because of race, age, color, religion, national origin or ancestry, age, gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight, or veteran status.
- B. Final authority, approval of exceptions and overall responsibility for the enforcement of this procedure resides in the Office of the Vice President of Student and Information Services.