

Regulations regarding Posting of Information

The college reserves the right to establish and enforce reasonable guidelines relative to the time, place and method of dissemination of information on campus. Posters and other printed material can only be posted on bulletin boards, glass cases and/or easel not designated for specific purposes. Use of exterior windows, glass doors, pillars, walls, elevators, restrooms, exterior entranceways, trees or light posts is prohibited.

1. Posting material for all hallways, student lounges and other common areas must be approved by the Office of Student Life and Leadership Development (3-126) on the Brighton Campus or by Campus Services in the Executive Dean's Office (402E) at the Downtown Campus. All posting will be done by the Operations Office at Brighton or the Campus Services Office at the Downtown Campus on approved bulletin boards and glass cases. Posting for individual classes will not be considered due to space limitations.
2. Posting of commercial advertising and information on the Brighton Campus must be approved by the Office of Student Life and Leadership Development (3-126) or by the Executive Dean's Office (Room 402E) at the Downtown Campus. All posting will be done by the Operations Office at Brighton or the Campus Services Office at the Downtown Campus.
3. Posting of materials relevant to a specific department's bulletin board or glass case is the responsibility of the department.
4. Posting in the Residence Halls must be approved by the Office of Housing and Residence Life (Canal Hall, 53W-106). All posting will be done by the Housing and Residence Life Office staff.
5. Posting of materials for event related purposes (i.e. event direction signs) must be approved by the Campus Events Office (3-120) for Brighton and Campus Services Office (402E) at the Downtown Campus. These materials will be posted just prior to the event and will be the responsibility of the client to remove in a reasonable time after the event ends.
6. Any large banners to be hung inside the campus must be approved by the Office of Student Life and Leadership Development (3-126) at Brighton and the Executive Dean's Office (402E) at the Downtown Campus and must adhere to fire safety regulations. All posting will be done by the Operations Office at Brighton and Campus Services at the Downtown Campus.

7. Any large banners to be hung outside the campus must be approved by the Student Services Office (1-300) at Brighton and the Executive Dean's Office (402) at the Downtown Campus, and in conjunction with Marketing and Community Relations. All posting will be done by Facilities.
8. Posting material related to the promotion of credits cards, political campaigns, and other areas that would violate the college code of conduct will not be allowed. The College reserves the right to approve or deny the posting of any materials.
9. Non-adherence to this policy will result in the removal and disposal of the materials, as well as other possible sanctions.

Merchandising and Solicitation on Campus

Individuals, student organization, not-for-profit organizations and private enterprises are not permitted to sell, solicit, promote or peddle on campus without prior approval. Requests should be submitted to the Director of Student Life and Leadership Development at the Brighton Campus and to the Office of Campus Life at the Downtown Campus.

Distribution of Information

Chartered student clubs/organizations, other College groups and individuals or off-campus entities that want to distribute literature to the College community must submit a written request to the Director of Student Life and Leadership Development at the Brighton Campus and the Office of Campus Life at the Downtown Campus for approval. In all cases, copies of the literature to be distributed must accompany the request.