

MILLS FLYER/POSTER POLICY

This policy is meant to guide individuals, groups, clubs and organizations, as well as academic and administrative departments in appropriate use of designated bulletin boards. If this policy is violated **possible sanctions** include, but are not limited to, loss of campus posting privileges. A charge may be assessed if improper posting results in damage to property or requires extensive clean up.

In order to maintain the natural beauty of the campus and to preserve the quality of buildings and grounds, approved posters may **ONLY** be placed on bulletin boards or designated spaces after approval from The Center for Student Leadership, Equity, & Excellence (The Center).

Off-campus organizations

- Flyers **MUST** be approved and stamped by the Center. Please stop by the Cowell front desk between 9 am - 5 pm on weekdays to get them stamped.
- Flyers for bulletin boards should be no smaller than ½ of a 8 ½" x 11" and no larger than 11" x 17".
- Your flyer cannot cover other flyers when posting on the board.
- Use only **blue "painter's tape"** for posting.
- Any publicity referencing the availability of alcohol at the event is **NOT** allowed.
- All flyers must have a title, day, date, time, location, sponsor, and contact information (Acronyms can only be used in conjunction with the full name of the organization) to be approved.
- Postings are permitted only in designated areas (*see map on back*), and only one per board.
- Flyers will only be approved for **up to 1 month** or until the event is over (whichever comes first).
- Do not post over existing flyers or signs (you may take down flyers if the event or approval time is over).
- Only 1 poster should be posted on the same board.
- Posters and flyers should not harm the surface they are posted on in any way. Please be careful to choose paints and/or decorations that will not run or drip in case of rain. Any damage resulting will be the responsibility of the sponsoring organization.
- Sponsoring organizations **MUST** remove publicity *within a business day* after deadline.
- Profanity, vulgarity, or other offensive language not conducive to the educational environment may not be included on postings. Any postings that have inappropriate and/or derogatory information will not be approved.
- All flyers and posters will be removed during the week prior to the end of each semester and will begin a week before classes in fall and spring.



6 - Richards Lodge - on board left of main door
7 - Chapel - on board left after entering main door
8 - Haas - on board by the trophy case
24 - Ensemble Room - on board in the lobby
25 - GSB - drop off 5 flyers at GSB front desk, on 2nd floor (approval process at GSB front desk and they will post the flyers)

27 - Cowell - on board right of front desk
29 - Lucie Stern Hall - on board by the Oval entrance
31 - Library
 - 1st floor on board by the computers
 - 2nd floor on board by the bathrooms
 - columns right outside of library
32 - Rothwell
 - on board labeled off-campus events (by whiteboard)

41 - Moore Natural Sciences Building (NSB)
 - on board outside the computer lab & corkboard by 1st and 2nd floor bathrooms (under the correct heading)
 - 1st and 2nd floor corkboard in bathrooms
 - on board outside of 141 & 241
 - board by NSB 142 & 143 (needs additional approval from 146)

43 - Mills Hall
 - 3rd floor bathroom bulletin board
 - 3rd floor bulletin board not labeled for specific department (division board between 322 & 318)

46 - CPM
 - on board between 119 & 120 (additional approval needed by CPM 120)

48 - Education Complex -
 - large bulletin board by downstairs classroom
 - small bulletin board by upstairs classroom

For posting in the residential communities, drop flyers off at Cowell and they will be distributed to residential staff on Monday afternoons and will be posted by Wednesday afternoon. Flyers should be pre-counted for delivery. The minimum number of flyers is 26 and the maximum number of flyers that will be allowed in the residential communities is 40. If more than the maximum number is needed or a breakdown of numbers per residential community is requested, contact the Office of Residential Life at reslife@mills.edu.