

# MILLS FLYER/PUBLICITY 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, written warning, or educational project or assignment. A charge may be assessed if improper posting results in damage to property or requires extensive clean up. Academic or administrative offices with material posted in violation of this policy will be notified for appropriate action.

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).

## On-campus organizations

- Flyers **MUST** be approved and stamped by The Center prior to being copied.
  - **Student organizations** - Please come by The Center at Rothwell 158 (hours are posted on the window) or leave it in the box and will be stamped within a business day.
  - **Faculty/Staff & Departments** - Please stop by the Cowell front desk on weekdays between 9 am - 5 pm to get your poster stamped.
- All flyers and banners **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), access statement (For access and/or dietary needs to participate fully in this event, please contact (sponsoring organization) or Student Access & Support Services) to be approved
- Flyers indicating in writing or by illustration the serving of alcoholic beverages **MUST** contain the statement "no one under 21 years of age will be served; IDs will be checked". Student organized event with alcohol **MUST** be approved by Coordinator of Student Activities prior to flyers being approved.
- Flyers for bulletin boards should be no smaller than ½ of a 8 ½" x 11" and no larger than 11" x 17"
  - Large butcher paper poster may be posted on window of tea shop facing Adams Plaza for **up to 2 weeks** (approval stamp required); all other posters will be approved for **up to 1 month** (or end of event, whichever comes first)
  - Posters that span events for the full term will be approved until the day of the event.
- Use only **blue "painter's tape"** for posting.
- Posting is **only** allowed in designated areas (posting boards in specific buildings & Adams plaza), for up to a month
  - Do not post over existing flyers or signs (you may take down flyers if the event or approval time is over).
  - Tea Shop windows facing Adams Plaza is for posters and butcher paper
  - The railings/pillars by the Plaza is **not** considered a posting area.
  - No flyers or large posters are to be placed facing Holmgren Meadow (this includes pillars, railings, windows).
  - 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.
- 2 flyers per event may be posted on tea shop window and no more than 40 flyers can be posted in non-residential areas on campus.
- Sponsoring organizations must remove publicity within a business day after the approval 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 finals week, and a week prior to Commencement (in the Spring)
- Approval will begin a week before classes in the fall and spring semesters
- **"Chalking,"** defined as writing with chalk on sidewalks, the ground, or buildings, is prohibited on campus unless you are granted permission by The Center.

Posting is ONLY permitted in designated areas (indicated with stars below)



**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

- 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 on-campus events (by whiteboard)
- on board by the mailboxes
- Adams plaza (up to 2 flyers)
- large butcher paper poster (may only stay up for 2 weeks)

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](mailto:reslife@mills.edu).