

MUSKINGUM UNIVERSITY POLICY ON POSTING AND DISTRIBUTION

These regulations are designed to permit the orderly use of University property and resources by Muskingum University students, faculty, staff with regard to posting and distribution on, in, or about University property. Failure to comply with these policies could result in suspension of an organization's posting privileges.

General Policies

- Student organization sponsored events must be registered with the Student Life Office before they can be publicized and promoted on campus. Event registration is managed through the OrgSync.
- Materials being posted must be sponsored by a registered student organization or a University department and must include the full name of the sponsoring organization.
- All content must be printed or translated in English.
- All materials to be posted in the Quad Center, Chess Center or residence halls are to be approved and stamped by the Student Life Office staff. Posting in other academic buildings is permitted, but must be approved by a representative in each respective building.
- Materials may only be posted in designated areas, specifically bulletin boards and some tile/cement walls. Any postings on glass, doors, or painted walls will be removed. Materials should be posted using masking tape only and must not damage the surface in any way.
- Materials must be removed within 48 hours of the event.
- Postings may not be left on vehicles.

Content Regulations

No obscene, discriminatory, or offensive materials, as determined by the Student Life Office, will be approved for posting. No materials promoting the possession or consumption of alcoholic beverages, promoting gambling, or designed for the purpose of personal gain (except used book sales) will be approved.

Banners

Banners may be hung on a first come, first served basis from the John Glenn Gym windows or the Quad Center windows. Banners may be hung for a maximum of 1 week prior to an event. The sponsoring organization is responsible for removing their banner by noon on the day following the event. Banners not removed by the deadline are subject to disposal.

Handbills

A "handbill" is considered as any printed or pictorial matter distributed by hand on University property. With the permission of the Dean of Students or his/her designee and the appropriate space reservation, handbills may be distributed outside University buildings or within the Quad Center. Handbills may not be forced on individuals.

Mass "Mailing"/Mailbox Stuffing

Registered student organizations are allowed one all-campus mailing each semester. The item must be approved by the Student Life Office and must meet the following criteria:

- Event must be open to the entire University community.
- The Mail Center staff must approve the mailing. Organizations must submit a sample copy to the staff prior to printing.
- The sponsoring organization must include the organization name and contact information on the flier.

Student Digest Email

Registered student organizations may submit event information for distribution through the daily Student Digest e-mail. Events must be registered and approved on OrgSync prior to requesting distribution through the Digest. Event information may be e-mailed to bshank@muskingum.edu.