



MORGAN COMMUNITY COLLEGE
Protocol for Posting and Bulletin Boards on Campus

Reference: [BP 16-60 Facilities Use](#) and [SP 16-60 Facilities Use](#)

Purpose

The College has determined to make certain College facilities available for posting items on designated bulletin boards. This protocol sets out the rules for posting at the College.

Application

This protocol applies to students, employees and the general public.

Definitions

The following definitions apply for purposes of this protocol:

- Student Life Boards – Bulletin boards designated for posting by the College, including College departments and recognized student organizations
- Community Boards – Bulletin boards available to the general public for posting items in accordance with this protocol for community events, roommate/rental postings, and items for sale by MCC students and staff

Campus Contacts for Bulletin Boards

Requests to post items on campus bulletin boards are coordinated through the campus contacts listed below:

- For students: Student Life Coordinator
- For employees: Student Life Coordinator
- For recognized student groups: Student Life Coordinator
- For members of the general public: Student Life Coordinator

Rules for Student Life Bulletin Boards

- Posting on Student Life bulletin boards is limited to items relating to College events or activities, recognized student clubs and organizations, or any activity sponsored by the College.
- Postings must be approved by the appropriate Campus Contact. Approved postings will be stamped with “OK to Post”.
- Postings related to specific events must be dated and will remain posted through the date of the event, space permitting.
- Postings related to general offerings will be kept up for 30 days, space permitting.
- Priority for space will be given to events with a specific date.
- The Student Center Work Study will be responsible for posting and removing all approved items.
- Items that are not approved may be removed by the College, without notice, and items will not be returned to the owner.

Rules for Community Bulletin Boards

- Postings from the general public must be approved by the appropriate campus contact. Approved postings will be stamped with “OK to Post”.
- Postings related to specific events must be dated and will remain posted through the date of the event, space permitting.
- The Student Center Work Study will be responsible for posting and removing all approved items.
- Items that are not approved may be removed by the College, without notice, and items will not be returned to the owner.

Refusal of a Posting

Postings will not be approved for the following:

1. Any advertising that competes with official College activities or businesses with which CCCS has entered into an exclusive contract (e.g., food service, beverage/snack vending); or
2. Any activity prohibited by local, state and/or federal laws (e.g., solicitation for credit cards, campaign contributions, sales or promotion of tobacco and tobacco-related products and marijuana or marijuana-related products).

The College reserves the right to deny a posting to any requestor who has already posted previously in the semester, in order to allow fair access to the bulletin boards for other requesting parties.

Enforcement

Violation of this protocol may result in having a posting removed without notice and without return of the item. The College reserves the right to refuse to grant future requests to individuals or groups in violation of this protocol. Students and employees also may be subject to discipline up to and including suspension or expulsion for students and dismissal or termination for employees.

Disclaimer

This protocol provides operational directives that interpret Board Policies and System Procedures. It does not create, nor shall be construed to create, an express or implied contract or a guarantee or promise of any specific process, procedures, practice or benefit. To the extent that any provision of this protocol is inconsistent with federal or state law, State Board for Community Colleges and Occupational Education Policies Board Policies (BPs) or System Procedures (SPs), the law, BPs and SPs, shall, in that order, take precedence, supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. The College reserves the right to modify, change, delete or add to this protocol as it deems appropriate.