

John Muir College Posting Policy

Only publicity materials for University-affiliated programs, events and opportunities may be posted. This policy covers locations for posting in Muir College, chalking, and potential consequences for non-compliance. See the reverse side for more information and a map of posting locations in Muir College.

All advertisements must include:

The nature of the event; sponsoring group; event date, time and location; and contact information

Programs/events sponsored by Muir College will be given priority and take precedence over other programs/events.

Only blue painter's tape may be used to post advertisements

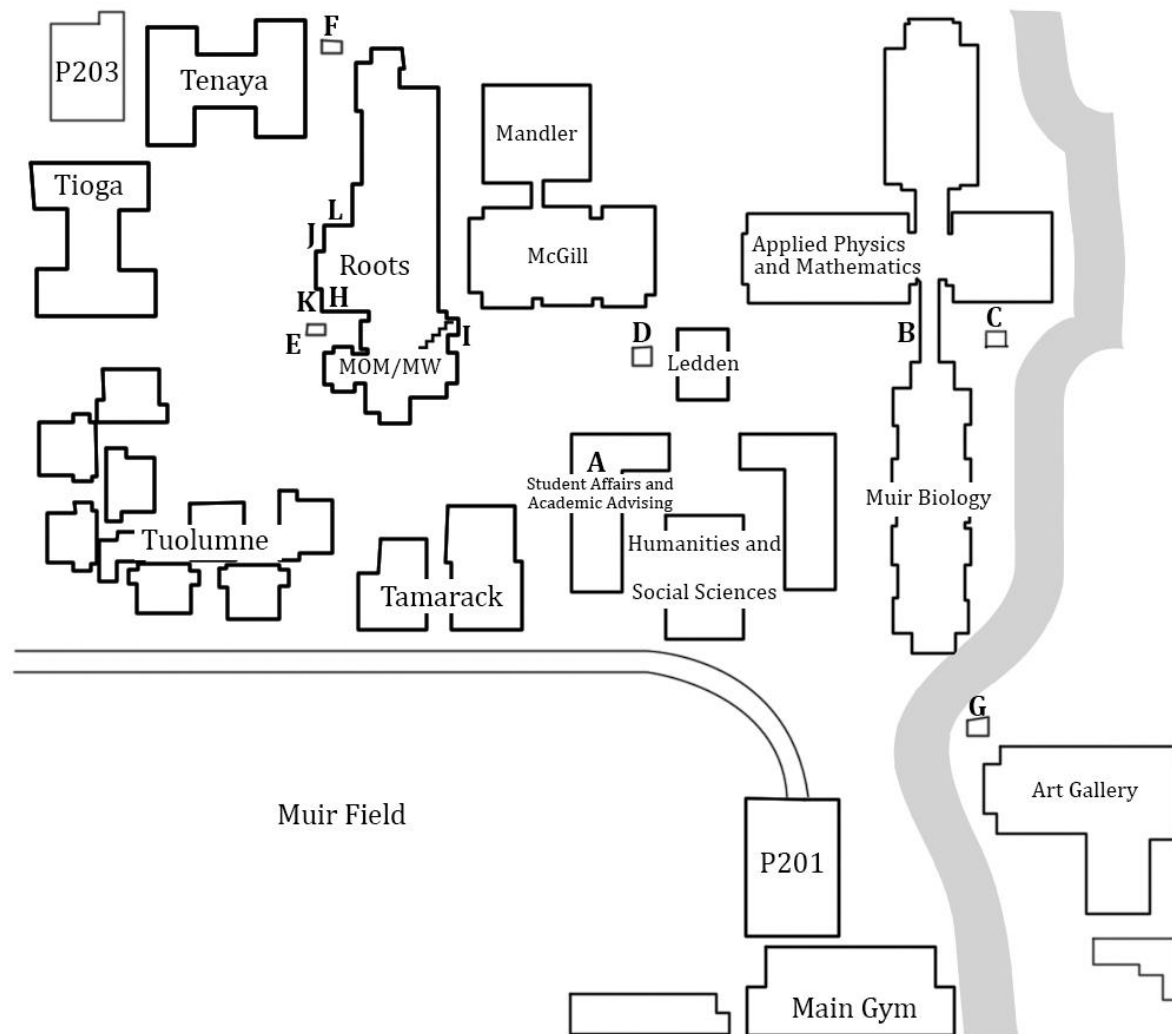
Flyers 8 ½ inches x 11 inches or smaller

Posters = 11 inches x 17 inches

Banners = 5 feet x 3 feet

LOCATION	PERMISSIBLE POSTING TYPES	APPROVAL REQUIRED BY
Bulletin Boards inside Muir Advising & Student Affairs Hallway (H&SS Building West Wing) (A)	Flyers <i>*Limited to University, Department, & College Events</i>	Muir Student Affairs & Muir Academic Advising (H&SS 2126)
Bulletin Boards inside Muir Writing Hallway (H&SS Building East Wing)	Flyers <i>*Limited to University, Department, & College Events</i>	Muir Writing (H&SS 2346)
Pedestrian Bridge between AP&M and Biology Buildings (B)	Posters Maximum of 3 banners on bridge (East or West) per Organization/Slate	Muir Student Affairs (H&SS 2126)
Kiosks (do not post on glass): 1. Between AP&M and Biology Building (C) 2. Outside of Ledden Auditorium (D) 3. Outside of College Center (E) 4. Between Tenaya and lower Muir parking lot (F) 5. West side of Mandeville Center next to the University Art Collection (G)	Flyers NO POSTING ALLOWED Flyers & Posters Flyers & Posters	No Approval Needed NO POSTING ALLOWED Director of the College Center No Approval Needed
Framed Posting Areas: 1. Alcove next to Glacier Point/across from MOM (G) 2. Framed Stairwell walls next to and across from Roots (H) 3. West side of Glacier Point facing Tioga Hall (I & J) 4. North side of Glacier Point facing Tenaya Hall (K)	Flyers & Posters	No Approval Needed
Stairwell walls below Pines/next to Roots	Flyers & Posters	No Approval Needed
Muir College Center/Middle of Muir (MOM): 1. MOM Desk 2. Outside Windows 3. Digital Sign	Flyers Posters <i>*Limited to preapproved special events</i> Digital Flyer <i>*Priority given to Muir events & programs:</i> http://muir.ucsd.edu/collegecenter/digital-sign.html	Director of College Center Director of College Center Coordinator of Student Activities
Residential Areas	Click here for Residential Life posting policies: http://mcc.ucsd.edu/documents/muir_posting.pdf	Muir Residential Life Office (Tuolumne Apartments – 1 st Floor)
H&SS and AP&M Cement Columns & Exterior Doors	NO POSTING ALLOWED	NO POSTING ALLOWED

-Posting of any kind is prohibited on any areas not mentioned above or in the campus wide posting policy.-



General Posting Information

- Advertisements may not be placed on cement pillars, trees or sidewalks.
- Postings must be removed within 48 hours following the publicized event, or within seven (7) days of posting. It is the responsibility of the sponsoring group/organization to remove postings.
- The John Muir College staff reserves the right to remove any advertisements not in alignment with the College's and/or University's outlined posting policies and UC San Diego's Principles of Community; including those deemed inappropriate or offensive.

Chalking

Chalking is only allowed on sidewalks of the university grounds that are exposed to weather elements and not covered by a roof or overhang. Chalking on other surfaces is prohibited. Please refer to the UCSD Policy and Procedures Manual Section 510-1, IX and XII for more information.

Compliance

If an individual/group fails to comply with the College's posting policies, their flyers/posters will be removed and their posting privileges may be affected.

Failure to adhere to the posting policy may result in any or all of the following actions:

- Removal and disposal of postings
- Violations by UC San Diego student organizations may be reported to the Center for Student Involvement
- Suspension of posting privileges for a defined period of time
- Disciplinary action for individual(s) or student organization(s)

Please contact the John Muir College Office of Student Affairs with any questions you may have regarding the College's posting policies: mdeansoffice@ucsd.edu or (858) 534-3587.