



• Publicity Regulations

All information to be posted on the Glendale Community College campus must be approved by the Dean of Student Life or clearly marked with both the official GCC and MCCC CD logos.

General Campus Regulations (Required of all Organizations)

1. A limit of 10 flyers for non-campus organizations and 100 flyers for on-campus organizations may be posted for a single event/activity.
2. Publicity may be posted for only 30 days unless the event/activity is a semester or longer in duration. Then the posting deadline will be the last official day of the semester or the last date of the activity, whichever occurs sooner.
3. No commercial advertising may be posted on the college campus except in designated areas. (See below) Non-profit and charitable organization's information may be publicized ONLY if approved and clearly sponsored by a campus organization, but campus information will have a higher priority.
4. No information shall be posted for activities that are not in good taste or not for the social enrichment of the student body, i.e., no event with alcohol, bar or nightclub advertising is permitted.
5. Any flagrant disregard for any of the above regulations may result in termination of further publicity for the offending organization.
6. No more than one of the same flyer/poster per bulletin board.

Additional Regulations for Campus Organizations

NO POSTING of any kind is allowed on:

- Automobiles
- Glass or Brick Surfaces
- Light Fixtures or Light Poles
- Magazine Racks
- Metal Window Surfaces
- Doors, Walls, Mirrors, Ceilings or Floors
- Vending Machines or Phone Booths
- Trees

In Addition, no publicity is allowed:

- In campus departments without approval of that department's Director or Chair, Including all academic departments and the Library/Media Center, Business Services, Fitness Center or High Tech Centers.
- To be given as a handout unless permission is given from the Dean of Student Life and a table is scheduled

through that office. Handouts must then be distributed from behind the table without actively approaching / from behind the table without soliciting students who pass by.

Please remember to remove your posters/flyers after your event/activity.

Posting in the Student Union

- Taped to bathroom stalls
- On garbage cans
- On any bulletin board in the Student Union that is designated for flyers
- In the cafeteria check out area with permission of the Cafeteria Manager
- Table Tents
- At the Grounds for Thought Coffee Bar with their permission

Posting in General Campus Areas

(Please note that it is your group's sole responsibility to return and remove posters after your event.)

- Taped to bathroom stalls
- Staked or placed in flower beds (with permission from Buildings and Grounds)
- On the outside bulletin boards of academic buildings
- On sandwich boards in designated areas
- On garbage cans
- On bulletin boards inside classrooms with departmental approval

Posting During Special Events

- Permission for allowances for placement of posters may be considered if requested in advance from the Dean of Student Life
- Directional information is allowed only for the day of the event and must be removed within 24 hours
- During Student Government Elections each candidate may post up to two banners

Student Life Personal Boards

A special section of the bulletin board(s) within the Student Union is available for students and individuals (not commercial businesses) to post specific items. Cards posted must be either obtained through the Office of Student Life or of a similar size and material not to exceed 4" by 6" in size. Phone number tabs or photographs no larger than 4" by 6" may also be attached. All cards must be approved and date stamped by the Office of Student Life. All cards expire after 30 days. Please be advised that Student Life is not responsible for verifying and/or screening any information on posted cards.