



SUBJECT: Physical Plant

POLICY: 602.1 Internal Advertising and Postings

RELATED PROCEDURE: 602.1.1

EFFECTIVE: September 2007 **REVISED:**

REVIEWED: February 2022

Introduction and Purpose

The Great Falls College MSU Campus recognizes the value of providing students, faculty and staff the opportunity to distribute promotional material and to publicize college and community events on campus. However, the college reserves the right to place restrictions on the time, place, and manner of the use of campus facilities and equipment, consistent with laws, statutes, policies, and contractual provisions affecting university system employees and students.

Policy

All postings must be approved, stamped and dated by the director of communications and marketing or specified designee. If any questions arise as to the appropriateness of the posting, the posting will be submitted to the director of communications and marketing for approval.

Bulletin board postings, index cards, posters and table tents are allowed with approval. Approved postings will be designated by an official stamp indicating the date of approval and the date of removal. Postings without official stamps, as well as material that remains posted beyond the removal date will be removed. Organizers will post printed materials in pre-approved areas only.

Related Forms/Procedures

Internal Advertising and Postings Procedures