

GCC Publicity Regulations

All information to be posted on the Glendale Community College campus must be approved by the Office of Student Life or Leadership Center or clearly marked with both the official GCC and MCCCDC logos.

General Campus Regulations

(Required of all Internal and External 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. Flyers must be no larger than 8.5" x 11".
3. Publicity may be posted for only 30 days. Flyers must be renewed and redistributed by the posted date stamp.
4. 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.
5. No information shall be posted for activities that are not in good taste or for the social enrichment of the student body. No event with alcohol, bar or nightclub advertising is permitted.
6. Failure to comply with regulations may result in termination of further publicity for the offending organization.
7. No more than one of the same flyer/poster per bulletin board.

NO POSTING of any kind is allowed on:

- Automobiles
- Glass or Brick Surfaces (No buildings)
- Light Fixtures, Light Poles or Map Kiosks
- Magazine Racks
- Metal Window Surfaces
- Doors, Walls, Mirrors, Ceilings or Floors
- Vending Machines or Garbage Cans
- Trees
- Restrooms (Approved bulletin boards ONLY)

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 and High Tech Centers

To leaflet or provide information to the campus population, please see the Solicitation Guidelines please visit MCCCDC's website: <http://bit.ly/MCCCDCPublicityPolicy>

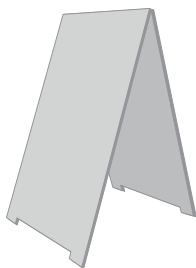
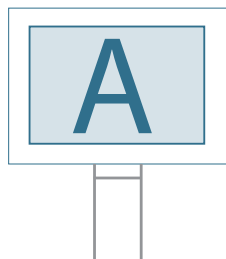
For College Requirements please visit: <http://www2.gccaz.edu/departments/administrative/facilities-management> or contact Facilities Management

More information on back

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

Posting in the Student Union

- 8 flyers may be left with the Student Leadership Center for distribution
- 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

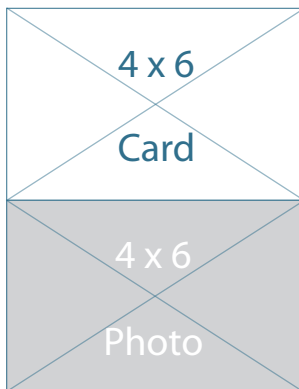
(Please note that it is your group's sole responsibility to return and remove posters after your event.)

- 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 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 no closer than 50 feet from a polling location



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 Leadership Center 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 or Leadership Center. All cards expire after 30 days. Please be advised that Student Life & Leadership are not responsible for verifying and/or screening any information on posted cards.