



Santa Monica Community College District

## **ADMINISTRATIVE REGULATION**

Section 4000: Student Services

### **AR 4432 Posting and Distribution of Publicity**

[http://www.smc.edu/ACG/Documents/Administrative\\_Regulations/AR\\_4000\\_StudentServices.pdf](http://www.smc.edu/ACG/Documents/Administrative_Regulations/AR_4000_StudentServices.pdf)

This regulation applies to the main campus and each of the satellite campuses.

#### **Posting of Publicity Approval**

Student activities and other student and college related material may be publicized and advertised on campus in designated areas only, subject to the following conditions:

1. **For posting on Associated Students bulletin boards:**

- a. Material must be stamped by SMC Office of Student Life (A.S.)

**A.S. OFFICE POSTING POLICIES in addition to the SMC-Administrative Regulations:**

- A.S. office will ONLY post flyers regarding A.S., ICC Clubs or SMC sponsored events, sales or services, on the A.S. Bulletin boards, located around the main campus.
- Flyers may not be larger than 8 ½" x 11" in size; submit up to 7 flyers for posting- subject to space availability.
- A.S. office does not post, approve or validate "NON-SMC" flyers; therefore A.S. does not stamp flyers to be posted on other SMC bulletin boards.

2. **For posting on departmental bulletin boards:**

- a. Material must be approved by department chairperson or designee.

3. **For posting on bulletin boards in classrooms:**

- a. Faculty members are responsible for posting on bulletin boards in classrooms;
- b. Posted material should be related to classroom instruction;
- c. Posted material should be respectful of instructors and students using that room;
- d. Publications by students or other parties advertising sales of goods or services (e.g., paid tutoring services, selling of books, rentals) are prohibited and subject to removal by college personnel.

4. **Posting is prohibited on all permanent structures**, such as buildings, sidewalks, walls, windows, doors, blackboards, lawns, trees, phone booths, vending machines.

5. **Posting of commercial publications:**

- a. Commercial advertisements for off-campus events, productions, sales, etc., may be posted only on the designated bulletin boards. Publicity posted on campus must be stamped by the SMC Office of Student Life or designated satellite campus office before being displayed.
- b. Sales by off-campus individuals or organizations, promoting their bulletins, circulars, newspapers, magazines, or other printed material are permitted in designated areas. These individuals and organizations must obtain a permit from the office of the SMC Events Manager. In-person selling shall be accomplished in such a manner as not to harass or intimidate any student or other person on campus.

## **6. Content of Publicity for Posting:**

- a. In an effort to maintain an environment conducive to learning and free of harassment, the following guidelines should be observed:
  - i. Publicity may not contain references to the promotion of alcohol, illegal substances, or obscene material.
  - ii. Publicity must not advertise events that restrict attendance on the basis of age, race, ethnicity, religion, sex, sexual orientation, national origin, disability, or political affiliation.
  - iii. Posting parties are strongly encouraged to include specific contact information (e.g., name, organization, telephone, email) on all their publications.

## **Distribution of Publicity by Off-Campus Individuals and Organizations**

Off-campus individuals and organizations wishing to distribute (not post) materials on campus must adhere to the following rules and regulations:

1. The individual or organization should, but is not required to, register in the SMC Office of Student Life (A.S.) or designated satellite campus office and file a copy of the material to be distributed.
2. Distribution of materials, including free printed publications or gathering of signatures may not occur in classrooms, hallways, the Library, or in parking lots.
3. No literature may be placed or left on vehicles.
4. The District may reasonably limit the number of persons distributing materials in any given area for safety purposes and to prevent the disruption of educational activities.

## **SMC Disclaimer of Content**

The content and opinions expressed in all forms of publicity posted and distributed by college individuals and organizations and by off-campus individuals and organizations do not necessarily express those of the College. Permission to post and distribute materials does not implicitly or explicitly signify endorsement by the College.

## **Offensive Publicity & Complaints**

While it is not the intention of Santa Monica College to authorize the posting of material deemed offensive by some individuals, students, faculty, and staff are prohibited from removing these without prior authorization. The offended party may address his/her complaint to one of the three parties noted below. Such party will then pursue the proper protocol for removal of publicity.

1. Appropriate Department Chair;
2. Dean of Student Life;
3. Dean of Student Services.

*Reviewed and/or Updated: 03/08/05*