

**Mohawk Valley Community College
Posting Procedures**

Policy Name:	5017. Posting Procedures
Issued:	5.19.25
Revision Date:	
Responsible Office:	Administrative Services

These procedures accompany policy 3017– Posting Policy.

Announcements, letters, bulletins, posters, flyers, postcards, sandwich boards, etc., promoting or describing an event, meeting, program, etc., must clearly indicate the sponsoring group/organization and phone number or email address of a contact person, including who students may contact for reasonable accommodations. Promotions for events not sponsored by MVCC must clearly indicate the sponsoring group and phone number or email address of a contact person and explicitly indicate that the event is not sponsored by MVCC.

Posted items are to be posted only on general-use bulletin boards identified for this purpose. Prohibited posting activities include without limitation: posting of promotional flyers or leaflets on doors, windows, trees, light poles, vehicles, bus stops, indoor and outdoor walls and in elevators; promotion of events that advertise alcohol or drugs or any event that violates the law and/or the MVCC code of conduct; chalking of buildings, sidewalks, or roadways; any promotional material not endorsed by a student organization, college program, department and/or unit.

Postings may not be placed over current/valid postings of other organizations, and students are prohibited from removing or tearing down current/valid postings of other organizations. Multiple postings in the same location are prohibited.

Every two weeks bulletin boards will be reviewed, and any outdated (or all) flyers will be removed.

Items posted that do not follow the policy guidelines will be removed. Repeated violations will result in a loss of posting privileges and possible disciplinary action.

Related Documents / Policies

5006- Use of College Facilities Policy

Revision History

Date	Revision Description	Revisions Made by:
	Creation of Procedures	Anne Nolan, Director of Compliance (modeled from SUNY template)
4.22.25 5.19.25	Board of Trustees First Reading College Adoption	