



Office of Student Events

Campus Posting & Communication Guide

Mary Baldwin College has developed the following guidelines for posting:

General Posting

- No posting on any painted or wood surfaces, inside or out, with the exception of bathroom stall doors.
- No posting on lamp posts.
- No posting on the doors to Hunt Dining Hall and main entrance doors to Grafton Library.
- The use of certain bulletin boards is restricted to specific departments and student organizations after completing the **Bulletin Board Request Form**.
- Only Scotch Removable Magic Tape is allowed for posting.
- Clubs and organizations are responsible for removing their material no later than two days after their event.

Residence Halls Posting

- Posting is permitted on glass only.
- Internal posting is permitted on bulletin boards and in the bathrooms.

Special-Interest Posting

- Posting soliciting or announcing rides from or with another Mary Baldwin student may be posted on the Ride Board in Hunt Dining Hall.
- Posting for book sales, sale of personal items and jobs in the community is permitted on the Trading Post Board in Pannill Student Center.
- Posting for apartments for sale is permitted on the Off-Campus Housing Board in Pannill Student Center.

Sidewalk Chalk

Messages may be chalked on concrete sidewalks only, but not under building overhangs. Each individual (in the case of election candidates) or organization may place 10 messages on sidewalks with a maximum size each of 4 feet by 4 feet (16 square feet). Buildings and other painted surfaces are difficult to rid of chalk and is not allowed. Streets must be left clear of marking such as stop signs and fire lanes.

Banners

All banners have a limit of five days that they may be hung from any location.

Hanging Banners

Only professionally made banners may be hung off of Grafton Library and the Student Activity Center. Banners hung in these locations must be hung by Physical Plant.

Homemade banners may be hung outside of Carpenter Academic (north side of the building) and outside of lower campus residence hall rooms (south side of Spencer, Woodson and Hilltop). Do not hang homemade banners in times of inclement weather.

Lawn Banners

All banners to be displayed on the lawn must be approved and hung by Physical Plant.

No lawn banners can be displayed from March to October or during times of ground maintenance.

Electronic Communication

Mary Baldwin College has an Announcement message service for general announcements of interest to the college community. Messages are submitted via a web form at <https://academic.mbc.edu/announcements/>. To use the Announcement service web entry form you must authenticate using your MBC Username and MBC Password. All fields must be completed. No attachments are allowed as a precaution against spreading computer viruses. All messages are sent to members of the announcement service list.

- Messages should be courteous and as brief as possible.
- Messages are limited to communicating information about events of broad interest.
- Messages should pertain to officially recognized campus events.
- Messages may be reviewed for accuracy and appropriateness.
- No For Sale items are allowed.
- Announcement Digest is not to be used as a vehicle for promulgating opinions or beliefs.

Questions? Please contact Melinda Brown (Director of Student Events) at Kable House 115.