Solicitation, Distribution and Posting

Mayville State University prohibits the solicitation, distribution and posting of materials on institutional property by any employee or non-employee, except as permitted by this policy. The exceptions to this policy are solicitations or distribution of materials that are related to charitable or community support activities supported by the university or by its administration.

Materials may be placed only on University bulletin boards where general information materials are normally posted. Courtesy should be observed in connection with the size of posters, the amount of space occupied, and the time that materials are left in place. Persons posting materials are responsible for their removal after they have served their purpose. The Office of the President reserves the right to remove any materials at any given time.

Non-employees may not solicit employees or distribute literature of any kind on the premises of Mayville State University without prior approval. Such approval should be made by the appropriate supervisor of the work area being solicited.

Employees of the university may not solicit other employees during regular work hours, except in connection with a university sponsored or approved event or activity. Employees may not distribute literature or materials during regular work hours except in connection with a university sponsored event or activity. Employees may not conduct for profit business operations on university property, utilizing university property, resources, or materials, unless such operations have been previously approved, or for which the university is being compensated.

Violations of this policy shall be reported to the supervisor of the employee who is in violation.

Adopted: March 8, 2004

Reviewed: Summer, 2012

Revised: June 18, 2012

Sponsor: President