

12.5.5 Bulletin Boards, Postering, and Display Spaces

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Recognizing that the primary purpose of MIT facilities is to support MIT's mission for the benefit of the MIT community, this policy sets forth rules for the use of posters, flyers, and similar displays (collectively, "posters") on the MIT campus, with a focus on bulletin boards and similar display spaces in centralized locations that are accessible to the public, such as those in the Infinite Corridor, the corridors of Buildings 16, 26, 56, and 66, publicly accessible library spaces, and the Stata Center ("Institute Display Spaces"). Where indicated, this policy addresses the use of posters in other campus locations. This policy seeks to strike a balance that allows for freedom of expression, while also setting forth reasonable time, place, and manner restrictions.

Unless stated otherwise, this policy does not apply to bulletin boards and postering/display spaces that are assigned to and controlled locally by (i) individual departments, labs, centers, and institutes ("DLCIs"); (ii) recognized student groups; (iii) residential living communities; or (iv) similarly recognized Institute groups. These groups are encouraged to adopt and publicize to their communities rules for the use of their display spaces, including rules about who may use them (e.g., only members of the group) and for what purposes (e.g., only events and activities relevant to the group). Regardless of specific rules that are adopted for locally controlled postering/display spaces, prohibited uses (as defined below) are not permitted for posters anywhere on the MIT campus, regardless of location. Questions and concerns about the use of local postering/display spaces should be directed to the groups that oversee them. Policies and procedures for postering and display spaces in residential living communities must be approved by the Division of Student Life.

12.5.5.1 Permissible Uses of Institute Display Spaces

Institute Display Spaces may only be used by DLCIs, recognized student groups, and other established Institute groups, such as academic and administrative units, unions, and employee resource groups. Individual students, faculty, and staff may not post on Institute Display Spaces unless sponsored by or acting on behalf of an Institute group, except that candidates for student leadership positions may post on Institute Display Spaces in accordance with rules governing elections for those positions. Non-MIT individuals, organizations, and groups are prohibited from using Institute Display Spaces unless sponsored by an Institute group.

The use of posters on Institute Display Spaces shall only be used to communicate information about Institute or MIT-recognized group events, activities, programs, or services, or for educational, research, professional, or volunteer opportunities that are relevant to the MIT community. These spaces may not be

used for the purpose of selling personal items, promoting businesses or third-party goods and services, or advertising non-MIT events, activities, or programs that are targeted toward a broad, general audience.

All posters at MIT, regardless of location, must clearly and conspicuously identify and include contact information for the group or individual responsible for the posters.

Posters must only be affixed with materials that do not cause permanent damage to surfaces.

12.5.5.2 Restrictions on Use of Posters

Posters on the MIT campus, regardless of location, may not be used to engage in **harassment**, **discrimination**, **retaliation**, invasion of personal privacy, defamation, **threats or violence**, targeting of groups or individuals, infringing the intellectual property rights of others, or violations of law or other MIT policies ("prohibited uses").

Posters and similar displays (including flags of any size) must not be posted on windows (including windows in private offices or residences), elevators, pillars, floors, ceilings, stairs, railings, fences, bike racks, tables or chairs, chalkboards, whiteboards, classroom spaces, trees or other landscape features, lamp posts or street signs, art installations, or any outside building spaces.

Although posters should generally not be posted on common area doors or walls on campus, posters that communicate general information to the public (e.g., office hours, directions, contact information, "You are welcome here," etc.) are permitted to be posted on the doors to individual offices or office suites by the individuals or groups who control those spaces. Posters in shared private offices must be agreed to by all inhabitants of those offices. Questions and concerns about posters in private offices, including on office doors, should be directed to the individual or group in those offices.

12.5.5.3 Chalking, Banners, Flags, and Other Displays

Chalking is permitted by Institute groups on sidewalks and pathways on campus to promote their events or activities. Only washable/biodegradable chalk can be used. Chalking is not allowed on buildings, steps, or interior locations. Chalkings must clearly identify the group that is responsible for them. Chalkings are washed by the Department of Facilities on a regular basis.

Large banners or large flags/images of flags (generally larger than 18" x 24") may not be displayed at MIT by individuals or groups without MIT's permission. Permission for the temporary display of large banners or large flags in connection with campus events can be granted on a case-by-case basis by staff responsible for approving the event. Individual residence halls may only temporarily display large banners in accordance with Housing & Residential Services **policy**. This policy is not intended to restrict the proper display of the United States, Commonwealth of Massachusetts, or MIT flags on Institute-controlled flagpoles and similar locations customarily used for the display of flags. Guidance on the proper display of the United States flag can be found at [4 U.S.C. § 1, et seq.](#)

Incidental signage providing basic instructions or directions to MIT community members (e.g., "No food or drink," "Restrooms are located down the hall," "Leave packages with...") is not prohibited by this policy. The Department of Facilities, in its discretion, may remove such signage if it deems it excessive or abusive.

Other temporary displays, such as sandwich boards and similarly sized displays, are permitted for limited time periods solely to promote Institute events or activities and/or provide instructions or directions to campus locations. These displays cannot block corridors or access to buildings, streets, paths, or sidewalks, and must comply with all of the above requirements, including clearly identifying the group that is responsible for them. Institute groups may also seek permission from the Division of Student Life or the Office of the Vice Provost for Campus Space Management and Planning ("Vice Provost") for the temporary use of larger displays in locations such as the Stratton Student Center or Lobby 10. Light projections on Institute buildings are not permitted without prior approval from the Vice Provost.

Nothing in this policy is intended to prohibit posters, flags, or other decorations on the interior walls of individual offices or residences, provided that they comply with other MIT policies (including that prohibited uses are not allowed in such locations). Posters, flags, or other decorations in shared offices or residences must be agreed to by all inhabitants of those spaces.

12.5.5.4 Removal of Posters

Posters on Institute Display Spaces (as well as on other locations prohibited by this policy) are regularly removed, usually several times a week, by the Department of Facilities. Groups that control their own display spaces should establish a process for the regular removal of posters that are no longer relevant to their community or that do not comply with any rules the group has established for their spaces.

Individuals or groups may not remove posters on their own, nor may they alter or deface them. Institute groups may cover posters for events or activities that have already passed, if multiple identical posters are preventing other posters from being put up, or if posters are hung by non-MIT individuals or groups. In addition, an MIT individual or group can remove their own posters.

12.5.5.5 Raising Concerns

Concerns that a poster or other display does not comply with this policy should be reported by emailing poster-concern@mit.edu. This email address has representatives from the Division of Student Life; the [Institute Discrimination & Harassment Response Office \(IDHR\)](#); the [Association of Student Activities](#); and the Department of Facilities [Customer Service Center](#). The email should include the specific location of the poster/display and a description of how it violates this policy. Reports may be forwarded to the relevant group when concerns are raised about locally controlled poster/display spaces. Posters/displays on Institute Display Spaces or other campus locations that do not comply with this policy are subject to immediate removal by the Department of Facilities without notice and may result in fines or Institute disciplinary action against the individual or group who put up the offending posters.

Concerns about the content/viewpoint of a poster/display on any campus location will be forwarded to a rapid response team appointed jointly by the Provost, Chancellor, Vice President for Human Resources, and the Chair of the Faculty. Removal of posters/displays based solely on content/viewpoint is expected to be rare and such determinations will be made at the sole discretion of the rapid response team.

The reporting procedures above do not preclude community members from filing individual complaints with [IDHR](#), the [Office of Student Conduct and Community Standards \(OSCCS\)](#), [Human Resources](#), or the [MIT Hotline](#).



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