

# Bulletin Board Posting Procedures

In order to preserve the park-like beauty of Gavilan College and encourage a safe, supportive learning environment, the following procedures have been ordained by the Associated Students of Gavilan College (ASGC).

## 1. Posting of Informational Materials is **ONLY** Permitted in the Following Areas:

- a. Bulletin boards maintained by ASGC, located on the walkway between Student Center and Welcome Center, in the Math and Science Quad, and next to the Art building
- b. Bulletin boards maintained by other departments at Gavilan College, including Theater, Art Department, Cosmetology, Student Services, Health Services, Athletics, and EOPS

## 2. All Informational Materials (Posters and Flyers) Require Approval to Post

- a. Approval to post on bulletin boards maintained by ASGC can be obtained at the ASGC office, located inside the Student Center adjacent to the Cafeteria.
  - i. If an ASGC officer is present, they will approve no more than six (6) posters and/or ten (10) flyers at their discretion. Materials containing obscene or hateful language and/or imagery will **not** be approved. Approval is signified by a stamp with the ASGC logo and date.
  - ii. Approval is valid for one (1) month, after which materials will be removed

## 3. All Informational Materials Must Be Posted According to the Following Guidelines:

- a. Materials must be secured by thumb tacks or tape. Staples, nails, glue or other adhesive materials are **not** allowed.
- b. Materials must not be posted on the frames/borders of the bulletin boards, or over other materials.

**ALL POSTERS AND FLYERS WITHOUT A STAMP OR IN VIOLATION OF THE ABOVE POLICIES WILL BE REMOVED IMMEDIATELY**

