

GAVILAN COLLEGE CAMPUS POSTING PROCEDURES

Preamble: Gavilan College is well known for its park-like beauty. In order to maintain this beauty, it falls to students and professional staff to step forward and make efforts to maintain a clean park-like setting. One issue which deserves and requires the support of students and professional staff is the use of college bulletin boards and the posting of materials on campus. Bulletin boards are key in efforts to inform students of events and issues that are vital to their academic progress and success. In addition, where information is posted can impact the safety and appearance of the college. Therefore, the following Posting Procedures have been adopted:

- i To support the effective use of information that inform the campus community and promote campus events
- i To promote procedures that lead to an orderly display, maintenance and removal of information
- i To encourage the college community to actively join efforts that address campus communication, cleanliness and safety.

1. Pre-Approved Materials and Procedures

- e. Posters and fliers shall be secured by thumbtacks. Industrial size staples, nails, tape, glue or other adhesive materials are not allowed.
- f. No posting on frames/borders of bulletin boards, kiosks, buildings, trees or windows.

3. AREAS WHERE POSTING IS NOT AUTHORIZED:

Any glass area (With the exception of grade posting by the instructor)
 Painted Surface
 Building Pillars
 Walls of Campus Buildings

- x The Students Have the Right to Exercise Free Expression on Campus; However, Gavilan College Reserves the Right to Regulate Time, Place and Manner (Ed. Code Section 76120)
- x Any Violation Of Posting Policies Will Result In The Immediate Removal Of Items
- x Club And Student Organizations, and Individuals Who Repeatedly Found To Be In Violation Of Campus Posting Policies And Procedures Will Be Sanctioned By The Vice-President Of Student Services. Sanctions May Include Removal Of Posting Privileges.
- x Office of the Vice-President Of Student Services will be assisted by campus security staff and maintenance staff in monitoring compliance with the college posting policies and procedures.

4. ALL DESIGNATED BULLETIN BOARDS LOCATED IN THE FOLLOWING AREAS.

You must get permission from the operating department or the PIO (Public Information Officer) to post to any of these boards.

- TM Theater has (4) exterior boards, which are located on the south side of the building. The theater maintains two boards. ASGC maintains the other two.
- TM Art Department has two separate exterior boards, which are maintained by them.
- TM Physical Science has one exterior board on the east side of the building, which is maintained by the Physical Science Dept.
- TM Life Science has a single exterior board on the northeast corner, which is controlled and maintained by them.
- TM Enclosed board for Cosmetology, Student Services, Health Services.
- TM ASGC at the Student Center has two boards. Approval granted by ASGC.
- TM Gym has two interior boards. One on the north side and one on the south side of the ticket booth. Approval granted by the Director of Athletics.
- TM Library building by the EOPS Office has three exterior boards which are maintained by EOPS. Approval granted by EOPS.

5. The following areas are designated banner areas that may be used to advertise special events.

1. The bridge
2. Balcony of the Social Sciences Building
3. Student Center

Approval for use of these areas must be obtained from the .
 Use of these areas must be in compliance with its posting policy.

4. Sandwich Boards

Stacks
columns
columns

column

Stack

Stack

Stack