

# Regulations for Posting Materials on Campus

1. Post only on ASSC Public Bulletin Boards
2. Materials must be stamped by The Center for Student Life and Leadership Development (Building 6, Room 6212)
3. No posting on WALLS, DOORS or WINDOWS

Excerpts from the Time, Place & Manner Policy

Distribution of any material on campus is subject to the approval of the Vice President of Student Services of his/her designee.

## Posting of Materials

1. All materials to be posted must be date stamped by the Coordinator of Student Activities.
2. Approved materials may be posted in the Student Center and on open bulletin boards located throughout the campus. Classroom bulletin boards are intended for instructional usage but may be utilized on a space available basis, subject to Divisional needs and policies. Any material posted in unauthorized locations, or without being stamped and dated by the Student Activities Office are subject to removal.
3. Materials may not be posted on doors, painted surfaces, exterior building walls or windows. All other surfaces (e.g. non-classroom bulletin boards) are available for the posting of material on a space available basis. Sponsors are responsible for the removal of their material after a 30 day period. Any member of the college staff may remove obsolete or unauthorized materials.
4. Permission may be granted to post materials on a space available basis, to educational institutions or public service agencies.
5. The number and size of posters any one organization may post is subject to limitations by the Coordinator of Student Activities and shall be limited only if the materials are so large or numerous as to infringe on the rights of others to use designated areas.
6. Placement of materials on parked vehicles causes a server litter problem and is expressly prohibited
7. The Coordinator of Student Activities must approve exceptions to any of the proceeding requirements in advance.

**READ THIS BEFORE POSTING!**

**POSTING OF COMMERCIAL MATERIAL IS NOT PERMITTED** (Skyline College Time, Place & Manner Policy, Section I. e. 3.). Campus bulletin boards are reserved for student, staff, and non-profits only.

Materials on this board require approval from the Center for Student Life and Leadership Development, Room 6212 (faculty announcements of classes are the only exception). Please call (650) 738-4275 if you need additional information.

**USE PUSH PINS OR THUMBTRACKS ONLY!**

(Available for purchase at the Campus Bookstore)



Associated Students of Skyline College: Your Student Government working for you!

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