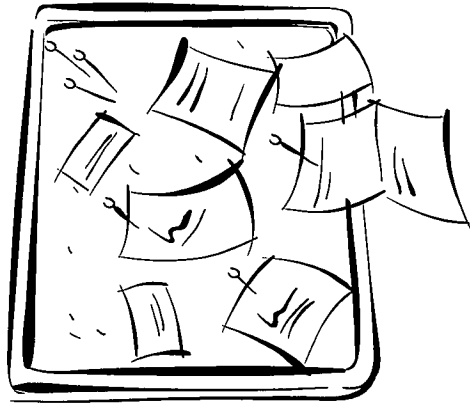
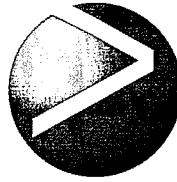


Posting Regulations



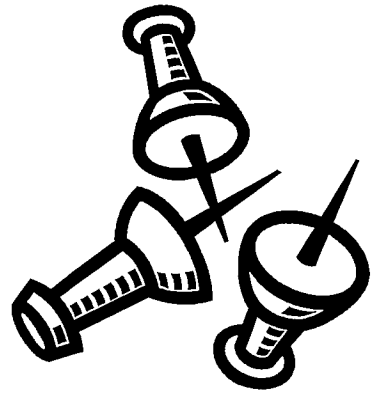
ALL NON-DEPARTMENTAL POSTERS MUST BE APPROVED BY THE OFFICE OF STUDENT LIFE

Bulletin boards are available in various buildings across campus announcing student sponsored events. The Office of Student Life must validate the posters. The Office of Student Life (Campus Center) must approve all posters, ads and announcements before these items can be posted on public campus bulletin boards. To obtain validation, the proposed posting must be in compliance SBVC Poster Regulations. Please Note: some bulletin boards are for private office use only and are identified with the office name.



valley college

San Bernardino Valley College
Office of Student Life
Campus Center • 909.384.4474
www.valleycollege.edu



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POSTING REGULATIONS

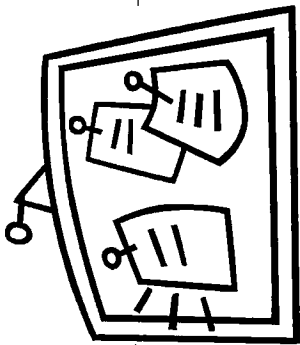
Definition of a poster: Any type of flyer, placard, bill, pamphlet or sign used to advertise, publicize or give San Bernardino Valley College information for an approved and properly calendared event or activity, either on campus or elsewhere.

I. TYPES OF POSTERS PERMITTED

- Walking signs (i.e. Sandwich Boards).
- Machine reproduced posters.
- Handbills, pamphlets, etc.
- Signs affixed to stakes.
- Hand painted posters.
- Computer generated flyers.

II. APPROVAL REQUIREMENTS

- A. All posters must receive approval from the Office of Student Life. The approval stamp must be placed on the face of the poster and initialed by Office of Student Life staff. Only 20 posters per event are allowed.
- I. In the case of mass produced machine printed posters, please have the original copy approved before mass producing.
- B. All posters placed inside buildings are subject to removal by the person in charge of that particular building, at his/her discretion



V. RESTRICTED LOCATIONS

- A. All PLANTS, WOODWORK, WALLS, WINDOWS, FURNITURE and any PAINTED SURFACE.
- B. Restricted bulletin boards (i.e. Departmental Bulletin Boards).

VI. TIME RESTRICTIONS

- A. Posters can neither be displayed, nor distributed prior to 15 college days before the registered date of the event or election.
- B. All posters must be removed within 48 hours after the scheduled event.

VII. PENALTIES

- A. Any deviation from the above poster regulations as stated may result in disqualification of candidates, or cancellation of the event.
- I. Any group deviating from the above poster regulations may be denied future posting privileges.
- B. Any known violation of the above poster regulations should be reported to the Office of Student Life.

III. GENERAL REGULATIONS

- A. Posters can be affixed ONLY with MASKING TAPE. Exceptions would be bulletin boards where THUMBTRACKS or STAPLES will be used.
- B. Posters must meet minimum standards of legibility, artistic quality and good taste.

- I. Suggestive words and/or phrases with double meanings are not allowed.
- C. Any damage to the campus as result of either placing or removing posters becomes the responsibility of the organization placing the posters.

IV. APPROVED LOCATIONS FOR POSTER

- A. Bulletin boards
- B. Registered student organizations may post on lawns, EXCLUDING those areas adjoining Mt. Vernon Ave.
- I. All lawn posters must be securely affixed to stakes.