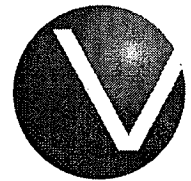


**ALL NON-DEPARTMENTAL
POSTERS MUST BE APPROVED BY
THE OFFICE OF STUDENT LIFE**

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 (located in the 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
Updated 1/29/2007

**Posting
Regulations**



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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.
- 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 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
- C. Campus departments do not need prior approval not the approval stamp to post on campus. However, they are still responsible for adhering to the Posting Policy.

III. GENERAL REGULATIONS

- A. Posters can be affixed ONLY with MASKING TAPE. Exceptions would be bulletin boards where THUMB TACKS 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 or individual placing the posters.

IV. APPROVED LOCATIONS FOR POSTERS

- 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.

V. RESTRICTED LOCATIONS

- A. All PLANTS, WOODWORK, WALLS, WINDOWS, FURNITURE, SIDE-WALKS and any PAINTED SURFACE.
- B. Restricted bulletin boards (i.e. Departmental Bulletin Boards).
- C. Only campus departments and registered student organizations may post in classrooms.

VI. TIME RESTRICTIONS

- A. Posters can neither be displayed, nor distributed prior to 30 days before the registered date of the event or election.
- B. All posters must be removed within 48 hours after the scheduled event.

VII. SPECIAL EVENTS—CAMPUS WIDE DECORATIONS

- A. Campus departments or registered student organizations must obtain prior approval from Administrative Services
- B. All decorations must be removed within 24 hours.

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.

