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