

STUDENT ACTIVITIES OFFICE OF CAÑADA COLLEGE CAMPUS POSTING POLICY

Persons or organizations seeking to distribute materials on campus must provide a copy of the material to the Student Activities Coordinator or her/his designee.

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/Departmental needs and policies. Academic and administrative department boards (usually located in specific department buildings) are maintained by each department. Permission for posting in these areas must be obtained from each area Dean. Any materials 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, or exterior building walls or windows. All other surfaces (e.g., non-classroom bulletin boards) are available for the posting to materials on a space-available basis. Sponsors are responsible for the removal of their materials after a reasonable period of time or once the materials becomes obsolete. Any member of the College staff may remove any obsolete materials.
4. Events, programs or services, which are not sponsored by Cañada College, will be displayed in public posting areas only. Classroom bulletin boards are reserved for College sponsored events.
5. The number and size of posters and leaflets that any one organization or person may post is subject to limitation by the Student Activities Coordinator **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 severe litter problems and is expressly prohibited.
7. Exceptions to any of the preceding requirements must be approved in advance by the Coordinator of Student Activities.

A. TABLE TENTS

1. Table top space is made available for announcements about College events and services. Reservations for table tents can be made through the Student Activities Office. Approval for table tents will be given only to student clubs, College departments, or College sponsored events.
2. Table tents must be strictly informational (i.e., publicizing events, meetings or programs). Table tents expressing specific opinions or beliefs will not be approved.
3. Table space may be reserved up to one (1) week at a time, on a first-come basis. Table tents may be two, three, or four-sided and must be printed on cardstock so they stand upright. Only one table tent will be displayed per table.
4. It is the responsibility of the sponsoring club or department to place the table tents on the tables in the designated area. To maintain necessary sanitary conditions, facilities staff will dispose of table tents as they become stained or dirty. Clubs or departments may replace table tents each day during reservation.
5. Per request of Facilities personnel table tents may not be set up more than one (1) week prior to the event date.

B. DISTRIBUTION OF MATERIALS:

The College regulations governing the distribution of printed and manufactured materials are designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials. Distribution of any material on campus is subject to the approval of the Vice President of Student Services or his/her designee.

1. Distribution of any materials in classrooms is expressly prohibited.

2. Distribution of such material through the College mail services and facilities is permitted only by recognized student organizations and with the approval of the Vice President of Student Services. The nature of the information to be disseminated in this manner should be such that the regularly available channels of campus communication cannot be effectively utilized.
3. The distribution or posting of commercial material will not ordinarily be permitted. The Vice President of Student Services or his/her designee must authorize specific exceptions.
4. Materials may not be distributed in any building on campus except for designated areas of the Student Center.
5. Tables may be set up in authorized areas of the Student Center or Cafeteria by campus organizations and by individuals. Requests must be submitted to the Student Activities Office for approval.
6. Tables must be staffed at all times and a placard or other signage identifying the organization must be displayed.
7. Distribution of all materials is to be coordinated with the Coordinator of Student Activities. An information copy of any material to be distributed must bear the name of the sponsor.
8. The collection of signatures for petitions is subject to the same regulations as those that govern the distribution of materials. Such matters as coordination with the Coordinator of Student Activities, identification of the sponsor, and the restrictions as to the areas of circulation, govern the collection of signatures for petitions as well as distribution of materials.

**Please Note: Material that is libelous, invades the privacy of others, obscene or pornographic, pervasively indecent and vulgar, will cause a material and substantial disruption of the proper and orderly operation of the college or college activities or advertises a product or services not permitted for use under the law will not be approved.*