

P SAN ANTONIO COLLEGE
O OFFICE OF STUDENT LIFE:
S BULLETIN BOARD POSTING GUIDELINES

Only flyers/posters promoting a college specific event, function or announcement are allowed to be posted on Office of Student Life-monitored bulletin boards.

All flyers/posters must be approved and stamped by the Office of Student Life located in the Loftin Student Center, Room 152. The Office of Student Life reserves the right to dispose of any unauthorized flyer or poster.

T **Flyer/Poster Restrictions and Requirements:**

- Commercial or business advertising or solicitation of any type is prohibited.
- Flyers/posters will not promote the use of tobacco, alcohol or drugs.
- Flyers/posters must not be obscene (i.e. indecent, lewd, disgusting or offensive to accepted standards of decency or modesty), or libelous (i.e. evil, harmful or untrue statements).
- Recommended flyer/poster size is 8 ½" by 11".
- Each flyer/poster will identify the person, department, or organization distributing it.
- Flyers/posters may only be posted on a first come, first served basis. Flyers/posters will not cover or overlap each other, nor will they extend over the edges of bulletin boards.
- Only one flyer/poster per event, function or announcement will be allowed on each bulletin board.
- Flyers/posters will be limited to 25 original copies. All copies must be stamped.
- Flyers/posters may remain on the bulletin boards for a maximum of 14 days.
- Bi-lingual flyers/posters are permitted provided there is a comparable English translation.
- Flyers/posters will not be affixed to walls, doors, or windows.
- Personal advertisements (i.e. books for sale, apartments for rent, tutoring services, etc.), may only be posted on the "classified" bulletin board located on the main floor in the Loftin Student Center. Personal advertisements must adhere to all other restrictions and requirements for flyers/posters.
- Off-campus events may only be posted on the "off-campus" bulletin board located on the main floor in the Loftin Student Center. Advertisement of off-campus events must adhere to all other restrictions and requirements for flyers/posters.

I For more information, visit The Office of Student Life in LSC 152 or call 733-2680.

N *Approved by the Dean of Student Affairs, 3-29-05*

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