

West Valley College Guidelines for Posting

All procedures and regulations in regards to posting flyers and other West Valley College sponsored events will be fairly, equally and consistently enforced by each division/area. However, there are always grey areas and possible exceptions which we will act upon on a case by case basis. If you believe you have an extenuating circumstance, please contact and discuss your concern with your Division Chair.

- Each division/area will have an approval stamp. All materials may be stamped with approval from the sponsoring division/area. Stamped materials may be posted in any designated posting location on campus.
- Division/areas can post information/flyers in other divisions if it is promoting a West Valley College event, program, service, class or club.
- Flyers may be posted for 30 days or until the day after the event/activity.
- The Campus Center/Activities office is responsible for approving, monitoring and removal of all student organization and non-West Valley College materials from off campus organizations.
- The maximum number of flyers/posters (30) for West Valley College sponsored events and (10) for non-West Valley College/community organizations.
- Flyers may be posted with thumb tacks or tape. **NO STAPLES OR GLUE IS ALLOWED!!!**
- Posting is allowed on designated areas only. Do not post on windows, doors, inside classrooms, restrooms, trees, poles or parked cars.
- In general, flyers should be no larger than 11 1/2" x 14 1/2". At the discretion of the division/area, larger posters/flyers may be posted.
- Do not post over existing flyers.
- Posters with any of the following items will not be approved for posting:
 - a) Posters advertising alcoholic beverages.
 - b) Posters indicating illegal activities.
 - c) Posters with objectionable photos, illustrations and/or language.
 - d) Posters advertising parties in private residences.
- Flyers in a foreign language must include English translation.

HANDOUTS:

*Campus groups and organizations must have prior approval from the Campus Center Office to hand out materials or sponsor an off-campus organization to do so.

*The Campus Center Office reserves the right to refuse posting and/or distribution of materials deemed obscene, offensive, inflammatory, or pornographic.

*Offenders will lose future rights to have materials posted at West Valley College and may be reported.