**West Valley College**  
**Guidelines for Posting**

**Policy Statement:** West Valley College is committed to promoting a learning and collaborative environment through community building. We strive to enrich the lives of our campus by promoting an interactive, diverse and inclusive learning atmosphere.

**Purpose:** The following posting procedures have been established as a guide for employees and students. It is expected that these procedures will continue to provide an opportunity for clubs, organizations, programs and divisions to publicize events and activities that are sponsored on campus.

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.

1. 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.
2. Division/areas can post information/flyers in other divisions if it is promoting a West Valley College event, program, service, class or club.
3. Each division/area is responsible for posting, monitoring, removal and clean up of all area related materials in a division/area.
4. Posters/flyers placed on bulletin boards in a division area without an approval stamp must be removed by the division/area immediately.
5. The maximum number of flyers/posters (20) for West Valley College sponsored events and (10) for non-West Valley College/community organizations.
6. Flyers may be posted with thumbtacks or tape. NO STAPLES OR GLUE IS ALLOWED!!!.
7. Posting is allowed on designated areas only. Do not post on windows, doors, inside classrooms, restrooms, trees, poles or parked cars.
8. The Campus Center/Activities office is responsible for approving, monitoring and removal of all student organization and non-West Valley College/community organizations.
9. In general, flyers should be no larger than 11”x17”. At the discretion of the division/area, larger posters/flyers may be posted.
10. All posters with any of the following items will not be approved for posting:  
    a) Posters advertising smoking and alcoholic beverages  
    b) Posters indicating illegal activities  
    c) Posters with objectionable photos, illustrations and/or language  
    d) Posters advertising parties in private residences.
11. 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 sponsored events will be fairly, equally and consistently enforced by each division/area.

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.