

Cabrillo College
Guidelines for Posting

Policy Statement: Cabrillo 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 Cabrillo 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/area can post information/flyers in other divisions if it is promoting a Cabrillo 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 Cabrillo College sponsored events and (10) for non-Cabrillo College/community organizations.
6. Flyers may be posted with thumbtacks, pushpins or tape. **NO STAPLES OR GLUE ARE ALLOWED!!!**
7. Posting is allowed on designated area only. Do not post on windows, doors, inside classrooms, restrooms, trees, poles or parked cars.
8. The Welcome/Information Center office is responsible for approving, monitoring and removal of all student organization and non-Cabrillo College materials from off campus organizations.
9. In general, flyers should be no larger than 11'x17'. At the discretion of the division/area, larger poster/flyers may be posted.
10. All posters with any of the following items will not be approved for posting:
 - a) Posters advertising smoking, vaping 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.
12. Regarding handouts, the Welcome/Information Center reserves the right to refuse posting and/or distribution of materials deemed obscene, offensive, inflammatory, or pornographic.
- 13. Offenders will lose future rights to have materials posted at Cabrillo 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/an area.

CABRILLO COLLEGE BANNER POSTING GUIDELINES

Aptos placements for banners are the Library in building 1000, the walk bridge (pedestrian) spanning the upper and lower college campuses (North and South directions) and building 900 balcony railings.

Watsonville Center placement must be approved by Rachel Mayo, Dean of Educational Centers. More information can be obtained in the administration office at the Watsonville Center

1. Must be topic related to Cabrillo student activity
2. Must be approved by the Welcome/Information Center
3. Must be placed with masking tape only, NO STAPLES OR TACKS
4. Must fit the railing so it can be well taped or tied by string or twine
5. Responsible posting party must monitor your poster on a daily basis
6. It will be removed if the wind pulls it loose and it starts flapping
7. Must **NOT** be placed more than 2 weeks before the event
8. Must be promptly taken down the day after the event
9. If you fail to maintain any of the above your club or organization will lose banner privileges in the Library, 900 building railings and walk bridge railings for an entire semester
 - a) Pictures will be taken
 - b) Posters will be removed
 - c) We will be very strict through the whole semester about non-compliance
 - d) Be responsible for your posters
 - e) There is a limit to no more than 3 banners and/or posters posted in each approved area

