



AP 5521 Posting of Materials

Reference:

California Administrative Code, Title V, Section 42352

1. The Office of Student Development is responsible for approving the posting and removal of publicity posted or distributed on campus in designated areas, including bulletin boards and kiosks.
2. The following procedures govern the posting and distribution of materials on campus:
 - A. It is strictly forbidden for flyers or posters of any kind to be affixed to trees, glass, walls, doors, windows, buildings, light poles, and/or cars in the parking lots, with the exception of the Student Center and the exterior walls of Bonelli Hall in the walkway near the bridge (for posters only).
 - B. All materials posted/distributed on the Valencia Campus must be date stamped in the Office of Student Development located in the Student Center, room 102. Materials posted/distributed on the Canyon Country Campus must be date stamped in the ASG Computer Lounge – room 204. Materials may not be any larger than 11"x17" and must clearly bear the name of the sponsoring organization and/or department.
 - C. A maximum of 19 approved copies of any one item may be posted on campus at one time on the Valencia Campus. A maximum of 6 approved copies of any one item can be posted on campus at one time on the Canyon Country Campus.
 - D. The time limit for posting on bulletin boards and kiosks is 30 days.
 - E. One flyer per posting board or three per kiosk is allowed for each event/activity promotion. Excess postings will be removed immediately.
 - F. A copy of all materials to be posted or distributed at the Valencia Campus must be kept on file in the Office of Student Development and in the ASG Computer Lounge for materials posted or distributed at the Canyon Country Campus.
 - G. Materials posted on top of pre-existing materials will be removed immediately.
 - H. Materials may not include the name of College of the Canyons unless that name is a recognized portion of the organization's name, or unless it is an activity sponsored by College of the Canyons. Otherwise, the name College of the Canyons may only be used to designate the location of the event.
 - I. After the conclusion of the publicized event, the sponsoring organization is responsible for removal and correct recycling or disposal of posted materials.
 - J. Rooms for rent may not be posted on the posting boards on campus.
 - K. Employment opportunities may not be posted on the boards and must go through the Career Center.

- L. Posted materials must not conflict with the policies of the State of California, or with those of College of the Canyons, or with the Santa Clarita Community College District.
- M. Organizations bear the responsibility for all materials they wish to display on campus. As sponsors, they are subject to the same laws applying to private individuals, including libel, defamation, sedition, and the regulations cited in California Administrative Code, Title V, Section 42352 which states that:
“No person or persons shall, upon any of the grounds of any campus, cast, throw, and deposit or distribute any advertising handbills or circulars which contain false, misleading, or illegal advertising.”
- N. Materials affixed in forbidden areas will be removed immediately.
- O. Violations of posting procedures will result in reprimand of the violating organization and may result in loss of privileges.

Approved posting locations for Valencia Campus:

- Between Bonelli Hall and Boykin Hall (1 kiosk)
- Between Seco Hall and Canyons Hall (1 kiosk)
- Bonelli Hall (3 boards & 3 kiosks at bottom level - 2 on the west side stairwell and 1 on the east side stairwell)
- Boykin Hall (1 board)
- Library (2 boards)
- Student Center (3 boards)
- Towsley Hall (1 board)

Approved posting locations for Canyon Country Campus:

- ASG Computer Lounge-Room 204.
- Computer Lab-Building 1B
- Library-Room 307 (at their discretion)
- Student Study Room-302
- TLC-Room 306 (at their discretion)
- Vending Room-Room 303

Reviewed by CPC: 04/10/2019

Next Review Date: Spring 2025