

Napa Valley College Posting Locations and Guidelines

The following locations have been designated as **General Information Bulletin Boards (Green Dots on map)***:

- Posting boards next to bookstore and in the Student Activities Center
- Posting board at the south end of the mall near the 1600 building
- Smoking Pavilions north 9 (between the gym & pool) and south of campus mall (near new Life Sciences building) and downstairs between the 1400 and 1200 building
- Posting boards in front of McCarthy Library and the 800 building

***Items that do not follow Posting Guidelines (page 2) will be removed.**

FOR CAMPUS ORGANIZATIONS AND ACADEMIC DEPARTMENTS ONLY

All locations above and the following locations have been designated as Posting Areas

Gymnasium: Downstairs (Not on department boards)

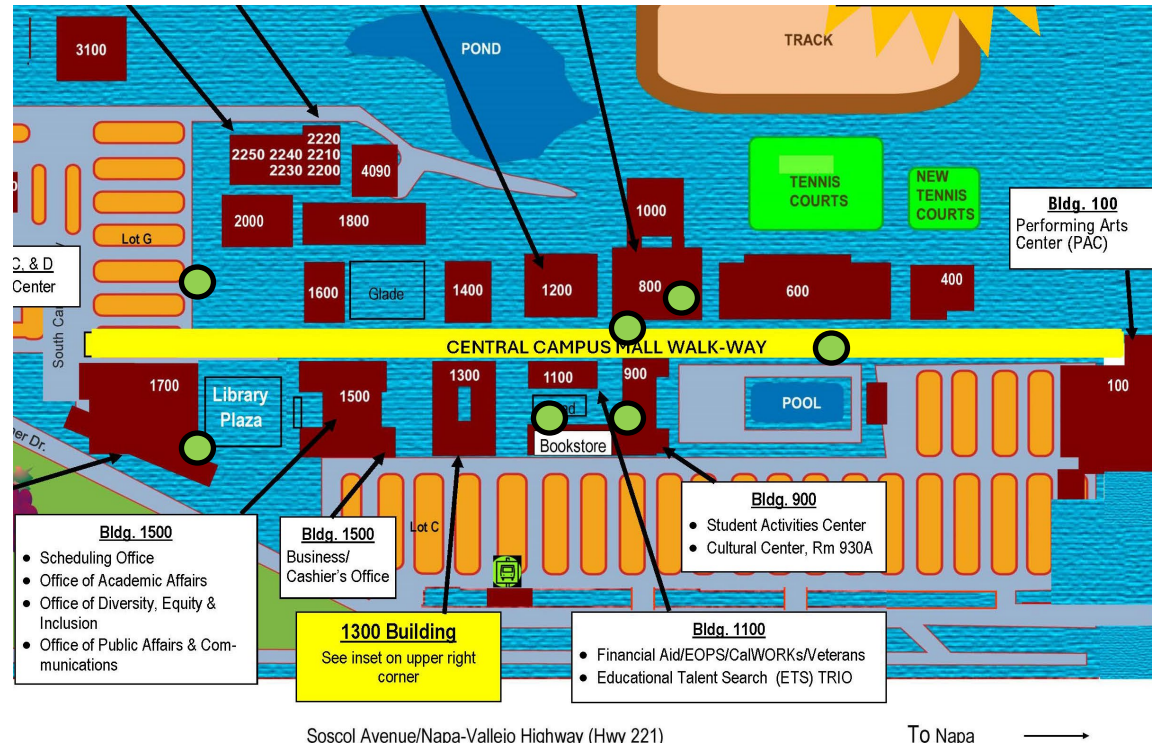
- Woman's locker room
- Men's locker room
- Outside of the Men's locker room

Building 800: Main floor (Not on department boards)

- Next to Room 830
- Next to Room 831
- Next to Room 835
- Next to Room 837

800 Building: Bottom Floor (Not on department boards)

- Next to Rm 813



FOR CAMPUS ORGANIZATIONS AND ACADEMIC DEPARTMENTS ONLY (cont.)

1300 Building:

- Next to Rm 1342 (ASNVC Office)

Inside posting:

- You can only post on designated Campus Events bulletin boards. **IMPORTANT: Use Blue tape and thumb tacks. PLEASE NO STAPLES ON INSIDE BULLETIN BOARDS.**

Inside Classroom Posting: Only allowed with approval from Division Dean or Faculty Chair.

Outside posting: Designated posting boards and Concrete pergola between the 1300 building and 1500 building near glade only.

Posting Guidelines

1. **Posting on Campus Event bulletin boards:** Publicity items may only be posted on bulletin boards listed on this sheet.
2. **All off campus posting material must be stamped at the ASNVC Office** in Room 1342. If the Office of Student Life/ASNVC office is closed, the Office of Student Services in Room 1330 (Next to the Admissions and Records Office) can also approve publicity items.
3. Posters are to be no larger than 16" x 20" and should contain the name of the sponsoring group (or individual), the event, time, place, and cost/price donation when applicable. Campus Activities Bulletin Boards are managed by the Office of Student Life/ASNVC Office and will be cleared each Friday, or whenever the event is over. **Extensions may be granted by the ASNVC Office for official college business only.**
4. **Campus clubs, organizations and departments** can have "Napa Valley College" on advertising and **do not need to have their flyers stamped.**
5. **Only one poster per event** may appear on each board. Violation of this policy is a misdemeanor pursuant to the *California Education Code* and may result in the loss of your posting privileges.
6. **Posting over or removing existing material is not allowed.** If done, group will lose posting rights for 2 weeks.
7. **No posting allowed in classrooms or bathrooms** unless approved by ASNVC Office.
8. Putting flyers on car windows is **not** allowed.
9. Posting is only allowed on designated posting areas.
10. If you choose not to follow these guidelines, then your flyer(s) will be removed.