



# Publicity Posting Procedures

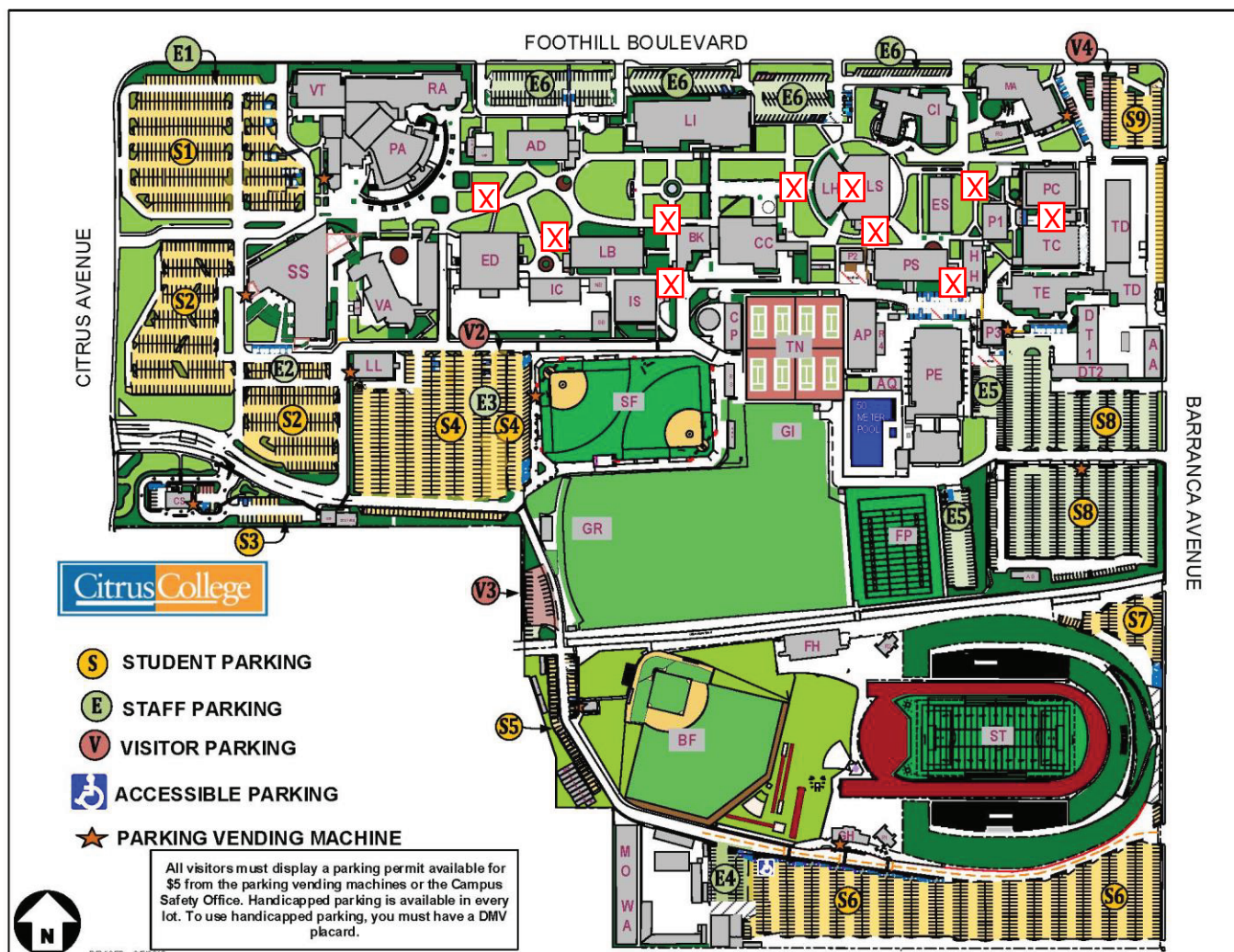
**Student organizations must have their publicity approved by the Office of Student Life and Leadership Development before posting.**

1. Only 40 pieces may be posted for any event or class.
2. Approved posting locations are bulletin boards, identified on map, and on unpainted exterior concrete block walls and columns. Off-campus and commercial organizations may only post materials on the open posting bulletin boards. Materials posted in all other locations will be removed.
3. No duct tape, glue, putty or spray adhesives may be used to affix materials.
4. Do not post on painted or glass surfaces, including doors and windows.
5. Do not post on trees.
6. Publicity may not be posted over previously posted, approved materials.
7. The originating individual or organization is responsible for maintaining its publicity in a neat manner.
8. Approved publicity may only be removed by a representative of the originating individual or organization, or the designated student employee. "Open Posting" bulletin boards will be cleared of all materials every two weeks on predetermined dates.
9. Unapproved materials and materials posted in an unauthorized area will be removed.

In accordance with BP and AP 3900: "Speech – Time, Place, and Manner"

**For more information contact the Office of Student Life and Leadership Development, (626)852-6444.**

**See Map on Back for Posting Locations**



\*Bulletin board locations were revised 10/18

## Buildings

AA.....Automotive Annex	LH ..... Lecture Hall
AD ..... Administration	LI ..... Hayden Library
AN ..... Annex	LL ..... Lifelong Learning Center
AP..... Adaptive Physical Education	LS ..... Life Science
AQ..... Aquatics	MA ..... Mathematics/Sciences
BF..... Baseball Field (FLD 2)	MO..... Maintenance/Operations
BK..... Owl Bookshop	NB ..... North Bungalow
CC ..... Campus Center	P1 ..... Portable #1
CI ..... Center for Innovation	P2 ..... Portable #2
CP ..... Central Plant	P3 ..... Portable #3
CS ..... Campus Safety	PA ..... Performing Arts Center
DT 1..... Diesel Technology	PC ..... Professional Center
& DT 2 (formerly Tech G)	PE..... Physical Education
ED ..... Educational Development Center	..... (formerly Main Gym)
ES..... Earth Science	PS..... Physical Science
FH..... Field House	RA ..... Recording Technology
FP..... Football Practice Field (FLD 5)	RG..... Reprographics (Print shop)
GH..... Gate House	SB..... South Bungalow
GI..... Golf Instruction (FLD 1)	SF..... Softball Field (FLD 3)
GR..... Golf Driving Range	SS..... Student Services
HH ..... Hayden Hall	ST..... Stadium (FLD 4)
IC..... Integrated Success Center	TC..... Technology Center
IS ..... Information Systems	TD..... Technician Development
LB ..... Liberal Arts/Business	TE ..... Technology Engineering
	TN..... Tennis Courts
	VA..... Visual Arts
	VT..... Video Technology
	WA..... Warehouse / Purchasing

## Services

Academic Affairs.....AD	FLS Language Center.....P2
Admissions and Records .....SS	Food Service.....CC
Assessment.....SS	Foster Kinship Office.....IC
Associated Students .....CC	Foundation .....AD
Athletics /Kinesiology .....PE	Health Center .....SS
Art and Coffee Bar .....SS	Health Sciences .....PC
Auditorium .....LI	Human Resources .....AD
Box Office .....PA	Information .....SS
Bursar.....AD	International Student Center .....SS
Business Services .....AD	Learning Center .....ED
Cafeteria – Owl Café .....CC	Little Theatre .....PA
CalWORKs .....SS	Noncredit Education.....LL
Career/Transfer Center .....SS	Noncredit Matriculation .....LL
Cashier .....SS	Nursing .....PC
Clarion, Student Newspaper .....VA	Outreach .....SS
College Advancement .....AD	Printing, Reprographics .....RG
Community Education .....LL	Public Information .....AD
Computer Center .....IS	Receiving .....WA
Cosmetology .....PC	Receiving, Bookstore .....BK
Counseling and Advisement Center .SS	Safety Office .....CS
Dental Assisting .....PC	Student Affairs .....CC
Disabled Students Center .....SS	Student Employment Services .....AD
Distance Education .....LI	Student Services Office .....SS
Esthetician .....TC	Superintendent/President's Office ...AD
EOP&S .....SS	Swimming Pool .....AQ
External Relations .....AD	Testing Center .....ED
Facilities Rental .....AD	Transfer Center .....SS
Faculty / Staff Lounge .....CC	Veteran's Center .....IC
Financial Aid .....SS	Vocational Education Office .....TE
Fitness Center .....AP	