

FOOTHILL PUBLICITY CODE GUIDELINES

ARTICLE I - POSTERS

Section 1 – Responsibilities

- A. All material must be reviewed and date-stamped with the expiration date by the Student Activities Office located in the Campus Center.
- B. Materials without a current review stamp will be subject to removal without notice. No materials should be posted for more than two weeks, unless re-stamped by the Student Activities Office.
- C. Clubs and campus organizations are responsible for their posters and flyers and the removal of them.
- D. All posters and publicity materials are to be removed by 4:00 p.m. the day after the event, if the event is held during the week, or by Monday noon after the event, if the event is held on Friday.
- E. Any violation of this regulation may result in termination of any future posting privileges as determined by the Building and Grounds Committee.
- F. Any unauthorized person damaging, moving or covering any poster or publicity machine will be in violation of the Foothill College Student Code of Conduct and will be cited by Campus Police.
- G. Bulletin boards will be monitored regularly by student employees hired by the Student Activities Office and funded through the District. These funds will pay for student employees to monitor and clean off outdated materials and documents from bulletin boards.

Section 2 – Posting Locations

- A. Materials will only be posted on approved bulletin boards. Only push pins or tape shall be used on the bulletin boards. No walls, doors, ceramic tile, light posts, bus stop wind barriers, fences, etc. should ever be used for posting. Any documents out of compliance will be removed immediately. Placing tape on painted surfaces, removes the paint.
- B. All new bulletin boards will have cork faces or similar materials. Board design and specification shall be the responsibility of the Buildings and Grounds Committee; installation will be the responsibility of Plant Services. Funding for the bulletin boards will come from Student Fees. (Don thinks District pays for this – to be discussed.)

- C. A map and a copy of instructions will be provided by the Student Activities Office describing appropriate locations and guidelines for posting.
- D. Flyers must not be larger than 11" x 17" to ensure equal access to bulletin boards. Any materials posted over other materials will be removed.
- E. One poster per location will be allowed. The maximum number campus wide to be allowed for off-campus events (flyers) will be ONLY 4. On-campus events will be limited to 15.
- F. A.S.F.C. events will receive priority for posting in Campus Center area only.
- G. Public display bulletin boards have been provided and locations may be obtained at the Student Activities Office.

ARTICLE II - LITERATURE

- A. All materials must contain the name and phone number of the sponsor and a copy will be filed with the Student Activities Office prior to the distribution.
- B. Distribution of non-commercial materials (leaflets) is permitted on campus where such activity does not interfere or disrupt the flow of traffic or classes. Flyers may not be left on cars.
- C. Distribution of materials to an audience or group within a building or during a public event may be permitted only with the approval of the sponsor(s) or manager(s) of the event, and with the approval of the Student Activities Office. Following or walking along with student or faculty while attempting to distribute information is not permitted.
- D. All literature will be subject to removal should it violate legal constraints having to do with libel, obscenity and illegal advocacy such as inciting to riot, damage to persons, property, etc.
- E. With the implementation of the Campus Sustainability Committee, faculty and staff are encouraged to use electronic media to convey information and reduce photocopies and postings in windows.

ARTICLE III - ELECTIONS

- A. See the ASFC Election Code for posting of campaign materials.

ARTICLE IV - BANNERS

- A. Banners must not be longer than (15) fifteen feet.
- B. Banners will be hung for no longer than (2) two weeks. No more than (2) two banners in the approved locations for the same event will be allowed on campus (space permitting) at one time.
- C. Banners may be posted in the following locations only with a date-stamp by the Student Activities Office:
P.E. Fence adjacent to the Pool and at the end of the Footbridge
Two Locations at the Library Quad (between the light posts)
- D. Vinyl banners should have grommets for securing the banner and ventilation holes for wind to pass through, otherwise, the banner becomes a sail and light poles could be damaged.
- E. Any violation of this regulation may result in termination of any future posting privileges as determined by the Building and Grounds Committee.
- F. Any unauthorized person mutilating or moving any banners will be in violation of the Foothill College Student Code of Conduct and will be cited by Campus Police.
- G. It is the goal to replace hanging banners with electronic media in the future.

ARTICLE V – SPEECH AND SOLICITATION

- A. Outside speakers and groups must use approved areas for public speeches, and must be sponsored by a campus organization, faculty member or administrator.
- B. The area available for free speech is Caesar Chavez Plaza, west of the Campus Center.
- C. This area will be available seven days a week, from 8:00 a.m. to 7:00 p.m. unless reserved.
- D. Scheduling of an activity shall be done at least two weeks in advance with the Student Activities Office.
- E. All speakers must comply with District policy (see 1700, 5312.3 and 6151).