

College of San Mateo Student Activities Office

Campus Posting Instructions

Posting space on campus is provided for the use of recognized campus clubs, campus organizations and non-profit community agencies, subject to regulations and procedures outlined in the Student Handbook and further defined below:

- All material posted on campus must be stamped by the Student Activities Office staff before posting. Stamps will include the date the material is to be removed.
- It is the responsibility of the sponsoring organization to remove posting by the date indicated on the date stamp.
- Posting is allowed in the following areas, subject to the guidelines listed below:
 - Student Center (Building 5)
 - Academic Buildings (See below)
 - Outdoor Bulletin Boards
- Posting is not allowed in the following buildings:
 - Theatre Lobby (Building 3)
 - Administration (Building 1)
 - Library (Building 9)

General Posting Instructions

Stamped materials can be posted on all window areas and bulleting boards that are not designated for other purposes. No materials may be posted on doors, painted or varnished surfaces, in restrooms, on any SamTrans bus stop, or on the outsides of buildings. Posting is not allowed any higher than the top of the entry doors to each building. Masking tape (*not* scotch tape) must be used to secure posters to glass surfaces. Duplicates of the same poster on the same bulletin board or pane of glass are subject to removal.

Student Center Posting

General posting instructions apply.

Academic Building Posting (Buildings 2, 4, 8, 10, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 23, 24, 25, 26 & 27)

Stamped materials can be posted on all non-Division bulleting boards and window areas in each building (including glass around doors), and on the outside kiosks across from Buildings 14 and 17, and directly in front of Building 26. (These are the only outdoor posting places available on campus.) To advertise in classroom bulletin boards, permission must be obtained from the appropriate Division Dean.

No Posting in the Following Areas

No materials may be posted on doors, painted or varnished surfaces, or on the outside of buildings. No posting may be done in Building 1 (Administration), Building 3 (Theatre), or Building 8 (Library) without special permission from the Coordinator of Student Activities and the Administrator responsible for each of these buildings.

Exceptions to any of the preceding requirements must have the prior approval from the Coordinator of Student Activities (Building 5, Room 125; 650-574-6141). If you have any further questions, please call the Student Activities Office at (650) 574-6141 or email cmstudentactivities@smccd.net.