

Campus Posting Instructions

Please note: Due to campus construction, certain buildings or locations may be unavailable. Please check with the Office of Student Life for the latest information regarding available posting locations.

General Posting Instructions – Applies to all on-campus posting

- All materials posted on campus must clearly indicate the group or organization sponsoring the event, activity or service being advertised.
- No items may be posted on doors, on painted or varnished surfaces, in restrooms, or on any glass surfaces.
- Duplicates of the same posting in the same area are subject to removal.
- No posting is allowed on the outdoor bus stop or the Redi-Wheels stop.
- Placing fliers, leaflets, or other materials on vehicles parked in CSM parking lots is prohibited; violators will be charged with the costs related with cleaning such materials left in campus parking lots. (City of San Mateo Ordinance 10.40.030.)

College Posting Instructions – Applies to all college-affiliated groups, including departments, students groups, etc.

All general posting instructions apply. In addition:

- All postings by college-affiliated groups must have a “Date to Be Removed” stamp from the Office of Student Life before being posted.
- Posting is allowed on all interior bulletin boards not designated for a specific purpose.
- Posting is not allowed in the Theatre Lobby (Building 3), the Administration Building (Building 1) or the Library (Building 9) without permission from the administrators in charge of those buildings.
- Posting on outdoor railings or balconies is not permitted without permission from the administrators in charge of those buildings.

Community Posting Instructions – Applies to all postings by non-college affiliated groups and organizations

All general posting instructions apply. In addition:

- Posting on any interior bulletin boards, including bulletin boards in classrooms, is prohibited.
- Posting is only allowed on outdoor bulletin boards.

Exceptions

Exceptions to any of the above policies require the approval of the Coordinator of Student Activities and the Administrator responsible for the specific location in question.