

## **School of Law Flier Posting Policy**

All GGU Law related postings and non-GGU Law related postings must be approved by Law Student Services. All notices must clearly state "Golden Gate University School of Law" and who or which organization is sponsoring the event. Posting individuals or groups must bring only two (2) copies of the flier to Law Student Services for approval before making photocopies of the flier to post. Law Student Services will keep for reference one copy of each flier posted with the name and contact information of the posting individual written on the back. Copies must be made at the individual's or group's expense.

Individuals and groups are limited to posting twenty (20) fliers on university premises. Multiple fliers in one location will be removed. All fliers must be posted using only the official Law Student Services blue tape.

Any materials that have not been approved by Law Student Services will be removed.

1. GGU Law Related Fliers (Student Organizations, Administrative notices, Law School events) - Location Restrictions
  1. No fliers on
    1. The exterior of any building (to include the columns, balconies, and railings).
    2. Any exterior window
    3. Any wall, (elevator walls, brick, cement or painted) to include the stairwells
    4. Any Emergency Exit Door, or the area immediately adjacent to the exits.
    5. Classroom doors
    6. Any room/suite designator sign
    7. Any whiteboard/chalkboard in any classroom, conference room or lab
    8. Restroom walls, mirrors, partitions and doors
    9. Inside of any elevator
    10. On any piece of equipment to include vending machines
  2. Approved fliers may be placed on
    1. 2nd floor bulletin board above computer station
    2. Law Library bulletin board
    3. 3rd floor bulletin board next to public telephones in east wing
    4. SBA Lounge bulletin boards (with approval of SBA)
    5. Chalkboard in 3rd floor lobby
2. Non-GGU Law Related Fliers (Advertisers, Bar Courses, Sales of vehicles, Apartments Rentals - Location Restrictions
  1. No fliers on
    1. Same as Law Related
    2. Chalkboard in 3rd floor lobby

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  1. 2nd floor bulletin board above computer station
  2. Law Library bulletin board
  3. 3rd floor bulletin board next to public telephones in east wing
  4. SBA Lounge bulletin boards (with approval of SBA)
3. Approval for posting public announcements does not mean that the School of Law or Law Student Services Office endorses the opinions or activities stated or promoted in the advertisement.
4. Any defacement, unauthorized alteration or removal of another individual's or group's flier will result in discipline under the Standards of Student Conduct.