

School of Law Flyer 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 who or which organization is sponsoring the event and, if a Law School related posting, must include “Golden Gate University School of Law” on its face. Posting individuals or groups must bring only two copies of the flyer to Law Student Services for approval *before* making photocopies of the flyer in larger quantity to post. Law Student Services will keep for reference one copy of each flyer with the name and contact information of the posting individual written on the back. Law Student Services will keep copies until the end of semester during which the event took place. Copies must be made at the individual’s or group’s expense.

Individuals and groups are limited to posting twelve flyers on university premises. Multiple flyers in one location will be removed. All flyers must be posted using only the official Law Student Services blue tape. The blue tape should be on the back side of the flyer, not on the outside edges, and flyers should be posted in an orderly fashion. Flyers can be posted in most designated areas up to two weeks in advance of the event.

Any materials that have not been approved by Law Student Services will be removed. Any flyers posted in a non-approved area will be removed or discarded, and the posting individuals or groups may be subject to discipline under the Standards of Student Conduct.

1. GGU Law Related Flyers (Student Organizations, Administrative Notices, Law School Events) – Location Restrictions

Approved flyers may be placed on:

- Sign stands located in the elevator lobbies of each floor.
- Third floor door to the Law Student Services Office.
- Second floor door to the SBA Lounge.
- Second floor door to faculty office suites.
- SBA Lounge bulletin boards (with SBA/SORG permission).
- Room/suite designator signs (only for events taking place in that room at that time and also for administrative notices as deemed appropriate by Law Student Services).

No flyers may be placed on:

- Any room/suite designator sign. (See exceptions noted above.)
- The exterior of any building (including columns, balconies, and railings).
- Any window (interior or exterior).
- Any wall (elevator walls, brick walls, cement walls and painted walls), including the stairwells.
- Any emergency exit door, or the area immediately adjacent to the exits.
- Any directional signs or maps (including evacuation maps).
- Classroom doors.

- Any whiteboard/chalkboard in any classroom, conference room or lab.
 - Restroom walls, mirrors, partitions and doors.
 - Inside of any elevator; however, a flyer may be placed in an elevator placard, if empty, with the permission of Law Student Services.
 - On any piece of equipment, including vending machines.
2. Non-GGU Law Related Flyers (sales of vehicles, apartments rentals, etc.) – Location Restrictions

Approved flyers may be placed on:

- Second floor bulletin board above computer station.
- Second and third floors bulletin boards near back elevator (outside the Admissions Department and Faculty Center).

No flyers may be placed on:

- Same as for Law Related Flyers.
- Sign stands located in the elevator lobbies of each floor.
- SBA Lounge bulletin boards without permission of SBA/SORGS.
- Third floor door to Law Student Services Office.
- Second floor door to SBA Lounge.
- Second floor door to faculty office suites.

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 posting.
4. Any defacement, unauthorized alteration or removal of another individual's or group's flyer(s) can result in discipline under the Standards of Student Conduct.
5. Please note that displaying copyrighted or trademarked language or images, including popular imagery such as cartoons without a license likely will be considered copyright infringement. Hence, using such material on flyers can result in fines or prosecution.