

Subject: Bulletin Boards and Display Cases

Purpose: To Establish a Policy to Control Display of Club and Residents Material on bulletin boards and in display cases in or on common GRF Clubhouse Facilities and property.

The placement of bulletin board materials and regulation of common area display cases in or on common GRF clubhouse facilities or property is managed by GRF staff. Tice Creek Fitness Center is managed by the Fitness Center Supervisor, Pool facilities are managed by the Head Lifeguard and all other facilities and property are managed by the Recreation Supervisor. Bulletin boards and display cases located in or at facilities with primary management by a recognized Rossmoor Club shall be controlled by that designated club (for example the Lawn Bowling Club will control the use of the bulletin boards in the Mat House and the Ceramics Club will control the bulletin board in the ceramics studio).

A. General guidelines for posting material in display cases or on bulletin boards owned by GRF:

1. All display cases are reserved and assigned through the Recreation Department on a first come first served basis, subject to space availability.
2. All materials must be submitted to the Recreation Supervisor for posting.
3. All materials submitted for posting must be approved by GRF.
4. Once approved, materials will be posted within three (3) days.
5. The process for reservations and any changes thereto will be posted in the Rossmoor News periodically.
6. Recognized Rossmoor Clubs may post information about non-profit organizations they support, limited to the name and contact address, however, promotion of contractors, vendors or commercial businesses is not permitted.
7. All posted material must have the name of the sponsoring club and/or resident with contact information on the front of the material.
8. All material must not be larger than 8.5" x 11.0".
9. All material must have the date posted printed on the front.
10. Material may only be posted for a maximum of 30 days prior to an event and must be taken down no later than the day after the event.
11. Posters for events such as movies or speakers may only contain the title of the event, location, date, time, and provide a brief summary of the movie or background of the speaker(s) and overview of the topic to be covered.
12. The purpose of the display cases is to allow Recognized Rossmoor Clubs & Organizations to provide information about their club which shall be limited to contact information, mission statement, name of causes or programs the club supports, meeting dates and agendas, and social activities.
13. Content may not be offensive or derogatory to others as reasonably interpreted by

GRF. GRF reserves the right to remove any material posted that GRF determines, in its sole discretion, to be inappropriate which shall include but not be limited to comments or postings that could be construed as discriminatory towards a protected class, defamatory, libelous, hateful, of a political nature or propaganda.

14. Initial violations of any of the Guidelines will result in a warning, and direction to remove non-compliant material. Repeat violations of the Guidelines may result in temporary or permanent loss of posting privileges for the applicable individual, club or organization.

B. Display Case outside Peacock Hall:

1. The General Guidelines set forth in Section A, above, apply.
2. The locked display case outside Peacock Hall is only for the display of information for events scheduled at Peacock Hall.

C. Display Cases near the craft rooms at Gateway:

1. The General Guidelines set forth in Section A, above, apply.
2. The display cases are for the display of information by recognized Rossmoor Clubs & Organizations only.
3. Display cases are reserved from January through June, and July through December.
4. Display of material is limited to six (6) months.
5. The Activities Council has been granted permanent use of one (1) large display case.

D. Locked Display cases in the Hall by the Redwood Room at Gateway:

1. The General Guidelines set forth in Section A, above, apply.
2. Information for Classified ads are provided by residents and will be typed and posted by the Recreation Supervisor.
3. Classified ads may not include more than five items for sale.
4. Classified ads are for Rossmoor Residents only to advertise items they may have for sale.
5. Classified ads are posted for a maximum of 30 days.

Authority: Policy

5/29/03

5/29/14

10/27/16

1/25/18 Rev.

6/4/19 Housekeeping