

## **POSTAL FACILITY BULLETIN BOARD GUIDELINES**

The postal facility bulletin boards provide a valuable communication resource for the residents of The Villages and the District Government for neighborhood events and information. To ensure that all postings are accomplished in a fair manner, the 'Postal Facility Bulletin Board Guidelines' have been established.

Postal Facility Bulletin Boards are for District use first, followed by any Village Neighborhood Social Club events dependent on space availability.

The guidelines determine what materials are to be displayed on the bulletin boards located at each postal facility. The guidelines are also to be used as guidance for the procedures, time duration, and general information for all items posted. All items requested for posting will be subject to final approval by the District Manager.

### **GENERAL GUIDELINES**

- All items must be accepted and approved by the VCCDD and will solely be posted by a District Employee. Any type of posting that is posted without prior approval will be immediately removed and discarded.
- Items submitted for posting must be no larger than a half sheet of paper (5.5 by 8.5). The District has the right to re-size any document that is submitted outside of those guidelines prior to posting.
- Items shall not be posted to exceed two (2) weeks.
- All items when submitted for posting must present a neat appearance.
- While requested items may be posted sooner, please allow up to three (3) business days to process.

### **GUIDELINES FOR POSTING MATERIAL**

The following items will not be approved for posting at any time:

- Commercial services and/or activities
- Charitable activities and/or organizations
- Religious Material
- Club recruitment/membership notices
- Lifestyle Social Club
- Petitions
- Items or services for sale/ Garage Sales
- Materials that oppose or support political candidates or ballot measures
- Lost/Found Items/Pets

### **GUIDELINES FOR SUBMITTING AN ITEM FOR POSTING**

- For items that adhere to the established guidelines, residents can make requests to have items posted in the following ways:
  - Visit the Customer Service Center to drop off a copy of the item you are requesting to be placed in the bulletin board.
  - Email the item to [customerservice@districtgov.org](mailto:customerservice@districtgov.org)
  - Place the item in the Utility/Amenity/District Correspondence box located at each facility.
- For each submittal, please include the following information:
  - Contact name and telephone number.
  - Post date, removal date (If dates are not provided at the time of submission, the item will be posted within the time frame of the event date)
  - Postal facility or facilities where you would like the item posted (not to exceed five locations).
  - Failure to provide all the information could result in the item not being posted.