

**Title:** Displays, Bulletin Boards, Resource Materials Distribution  
**Date of Current Version:** February 2020  
**Replaces Version:**

### **Background**

The Senior Center has various bulletin boards, display spaces, and areas for material distribution that are used to promote Senior Center programs and services, and to share community information and resource materials with participants and visitors.

### **Senior Center Bulletin Boards and Digital Signs**

1. The purpose of these spaces is to provide information regarding Senior Center sponsored activities.
2. Requests to post items on these spaces by partner organizations can be made to the Coordinator or designee.
3. Materials that have not been approved will be removed.

### **Non-Profit Bulletin Board**

1. Non-profit organizations can display information/promotional flyers in designated areas.
2. Preference will be given to organizations dealing with aging or providing services relevant to the 50+ population.
3. Flyers are given to staff to post.
4. Flyers larger than 8.5x11 inches in size will be displayed only if space is available.

### **Public Bulletin Board**

1. Community information, volunteer or job opportunities, and IRB approved research flyers may be displayed on the public bulletin board.
2. Staff may review flyers at regular intervals and remove excess or outdated materials.
3. All flyers must meet existing State and Federal laws on obscenity, libel, defamation of character or invasion of privacy.
4. The Senior Center does not accept responsibility for ensuring that information is accurate or that all points of view are represented.

### **Resource Materials Distribution**

1. Businesses and organizations that provide services relevant to the 50+ population can supply up to ten (10) copies of informational materials to be placed in designated areas of the facility.
2. Materials found in non-designated areas of the facility will be discarded.
3. Materials are periodically reviewed by staff; excess or outdated materials will be discarded.
4. Approaching participants or visitors to distribute information is prohibited.

### **Displays**

1. Outside organizations may request display space at the Senior Center.

2. The coordinator or designee reserves the right to refuse display space to exhibits which, in their opinion, does not further the Senior Center's mission.
3. The Senior Center assumes no responsibility for theft, loss, damage or destruction of items left for display.
4. All displays must meet existing State and Federal laws on obscenity, libel, defamation of character or invasion of privacy.
5. The Senior Center does not accept responsibility for ensuring that information is accurate or that all points of view are represented. Granting of permission to display materials does not imply Senior Center endorsement of content.
6. Priority is given for displays that are pertinent to the 50+ population and/or groups and individuals within Johnson County.
7. Name and contact information for the group or individual preparing the display must be part of the display.
8. Displays will be confined to the space approved by the coordinator or designee.
9. Senior Center staff may remove displays remaining past the scheduled display end date.

**Administration**

The Center coordinator or designee is responsible for oversight of this policy.

Approved by the Senior Center Commission on: April 16, 2020