

DREAMLAND VILLA RETIREMENT COMMUNITY

Administrative Policy and Procedure

Subject: Bulletin Boards

Initially Adopted: March 10, 2009

Amended: 6/13/2023

I. Policy Statement:

DVRC maintains bulletin boards at various locations at its facilities around Dreamland Villa. The following procedures have been established in order to establish the protocols to be followed for use of these bulletin boards. The purpose of Dreamland Villa Retirement Community Inc. is to provide the residents with information regarding the business of the organization. Postings on these bulletin boards are not to function as a resource for any specific group or individuals that will not promote the mutual interest of the community.

II. Procedures:

- A.** With the exception of the bulletin boards outside of the street entrance to Read Hall and the board for business card postings, items placed on any bulletin board are restricted to postings related to DVRC business, entertainment, activities, and members.
- B.** The glass-enclosed bulletin board outside of the business office is considered the official bulletin board for the posting of DVRC business and meeting notices and Board meeting agendas and minutes. Other DVRC postings may be placed on this bulletin board, as space is available, for a maximum of 30 days in a form approved by the Office Manager.
- C.** Personal postings by members are limited to the bulletin boards located outside the business office, at each pool location and within Read Hall, as space may be available. DVRC business related postings shall take precedence.
- D.** All bulletin boards may be used for DVRC related postings.
- E.** *All postings must be approved in advance by the Office Manager.* Political, Religious, anti-Semitic, profane, offensive or suggestive postings are prohibited.
- F.** The bulletin boards outside of the Read Hall Street entrance may be used by outside individuals/organizations to announce events for which they have rented Read Hall.
- G.** The business card posting board may be used by approved businesses to place their business cards.
- H.** The postings on all bulletin boards are to be maintained in an organized, neat and uncluttered manner.
- I.** The placement of postings of any type at any location other than on a bulletin board or in a frame designed for the placement of posters must be approved in advance by the Office Manager.