



## Community Bulletin Boards

City of Sherwood provides four community bulletin boards for public use in City Hall and the Library. To post materials on any of the bulletin boards, follow the guidelines below.

### Common Guidelines:

- All posts must be approved, dated and stamped by the City Receptionist, Library Staff or Event Coordinator prior to displaying on the qualifying community bulletin board.
- Size must not exceed 11" x 17".
- Materials may not be displayed for more than 30 days, unless noted below.
- All materials not collected the first business day after the event or after 30 days will be recycled.
- No duplicate posters are allowed.
- Content must be family-friendly, non-political and non-discriminatory.
- The City reserves the right to deny approval of materials, to remove materials early, and to remove materials without a stamp.

### Community Boards Locations and Specific Guidelines:

#### Downstairs Lobby—Public Information

- See Common Guidelines
- City-sponsored and City partner events
- Non-profit events in Sherwood

#### Upstairs Lobby—Public Information

- See Common Guidelines
- City-sponsored and City partner events
- Non-profit events in Sherwood

#### Hallway between Library and Sesame Donuts—Local Events

- See Common Guidelines
- Local and regional events that otherwise do not qualify for the Lobby bulletin boards that are for events in Sherwood, Washington County, or within 20 miles, as shown.
- Examples: theatre, music, garage and rummage sales, open-houses, for-profit events not affiliated with the City.

#### Hallway between Library and Sesame Donuts—Local Services

- See Common Guidelines
- Local and regional services in Sherwood, Washington County, or within 20 miles, as shown.
- Business cards may be displayed for 3 months in the designated business card area only.
- Examples: classes, social services, tutoring, cleaning, babysitting, yard maintenance, painting.

