



Community Development Districts

District Customer Service
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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 and community wide events and information. To ensure that all postings are accomplished in a fair manner, the 'Postal Facility Bulletin Board Guidelines' have been established.

The following guidelines have been established to 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 Districts (Village Center Community Development District and Sumter Landing Community Development District) before being posted.
- The District reserves the right to re-size any document before posting based on space availability.
- Unless otherwise approved, items shall not be posted to exceed two (2) weeks or until the post is no longer valid.
- All items when submitted for posting must present a neat appearance.
- Any type of notice posted to the outside of the bulletin board or posted without prior approval will be immediately removed and discarded.
- Postings will be made in the following order of priority: 1. District government information, 2. Neighborhood/village events, 3. Community wide events
- While requested items may be posted sooner, please allow up to three (3) business days to process requests.

GUIDELINES FOR POSTING MATERIAL

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

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| • Commercial services and/or activities | • Petitions |
| • Charitable activities and/or organizations | • Items or services for sale |
| • Religious Material | • Materials that oppose or support political candidates or ballot measures |
| • Club recruitment/membership notices | |

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 be placed in the bulletin board.
 - Email the item to 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 (not to exceed two weeks from post date).
 - Postal facility or facilities where you would like the item posted.
 - Failure to provide all information could result in the item not being posted.