

# GARTCOSH COMMUNITY NOTICEBOARD POLICY

North Lanarkshire Council owns the noticeboards within the village that are open to our community organisations and groups. They are however maintained and operated at community level. The following policy will be maintained by users.

The purpose of the noticeboards is to display community events and activities, public services and council business.

Locations:

1. Community Space/ Square facing shops (Old Gartloch Rd)
2. North East shore of Johnston Loch between bus stop and Gartcosh Sign (A752 Site pending)

If you would like to display information, please follow the given rules:

- 1) The above mentioned noticeboards are free to use by organisations that would like to display information providing it does not contain offensive material and is relevant to **community events and activities within Gartcosh.**
- 2) Please be considerate of documents already on the board. You are asked that you only remove documents/posters that are out of date.
- 3) Events can only be advertised **a maximum of 14 days in advance.** Your information may be removed if not within the time frame and is preventing another user from displaying. Information and posters should be **no more than A4 in size. Do not use staples please, pins only as staples will tear the board.**
- 4) If you do remove out of date documents please dispose of them responsibly and where possible remove and dispose of any redundant pins.
- 5) If you observe any misuse, vandalism or other damage to the noticeboards please report this to: NLC Enterprise and Community tel 01236 632694.
- 6) The notice boards will not display material that directly promotes political causes or parties. Local politicians and MPs may advertise their constituency/ward surgeries in this space. Posters advertising public meetings which will be addressed or attended by councillors or MPs may be displayed.
- 7) There will be no business advertising or trading information, cards or promotional stickers placed on display.

## **NB**

**Access to notice board key - Please use the contact form on the GTRA website [gtra.org.uk/noticeboard](http://gtra.org.uk/noticeboard). Please state the organisation and request the code and access instructions. This contact form will confirm the last organisation to access the box should the key be misplaced or lost. It will also create a register of regular users contact list should the code be changed. Please do not give the code to other potential users, making it difficult if the key is lost, report damage or misuse.**