

Office of Housing and Residential Life

Posting Policy

Because of the concentrated number of individuals living in a common living space and because of the limited areas for designated posting in the residence halls, Housing and Residential Life has strict guidelines in regards to posting printed advertisements, announcements and signs in the halls. The following policy has been created with safety, security and physical aesthetics in mind. Housing and Residential Life reserves the right to deny future posting privileges to any organization found abusing or misusing the Housing and Residential Life Posting Policy.

1. The posting of printed flyers, announcements and signs to advertise upcoming events and/or programs in the halls is permissible only by Housing and Residential Life hall staff and Residence Hall Association (RHA) members.
2. Residence Life staff and RHA members are responsible for posting printed flyers, announcements, and signs in the common areas of the individual halls, i.e. lobbies and lounges. Resident Advisors are responsible for posting printed flyers, announcements, and signs on the individual wings and floors. All advertisements must be removed within 24 hours after the scheduled event.
3. **The posting of printed flyers, announcements and signs that advertise upcoming events by non-housing entities is permissible under the following criteria:**
 - a. Event must be sponsored by a recognized on-campus organization. Non-campus affiliated entity postings are not allowed
 - b. Flyers, posters, and/or signs must be approved by the Assistant Director of Judicial and Residential Education, or his/her designee. Approved advertisements will be distributed to housing staff for posting.
 - c. Advertisements must include the name of the campus organization sponsoring the event and program, the date, time, and location of the event or program.
 - d. Advertisements that promotes alcohol, other drugs or goes against housing policies as listed in the resident handbook will not be approved.
 - e. Advertisements that do not promote "inclusivity" of all groups will not be approved.
 - f. Recommended flyer size is 8 1/2" x 11". The maximum size is 11" x 17".
 - g. Organizations are responsible for providing copies of the flyers, announcement, and signs. OHRL is not responsible for making copies needed to advertise an event. OHRL recommends providing at least **40 copies** for any given program or event, but recommends **85 copies**.
 - h. Programs that advertise co-sponsored events with RHA and/or OHRL must include the proper RHA and/or OHRL logo in order to be approved.
 - i. Non-profit off-campus organizations may be allowed to post upon approval and the discretion of the Assistant Director of Judicial and Residential Education.
 - j. Postings received from non-housing entities will be up every Wednesday morning. Organizations and offices should plan accordingly to ensure postings are put up well in advance of events.
4. Poster size advertisements are not allowed in the residence halls. The Assistant Director of Judicial and Residential Education must approve any exceptions; approval will be based on the criteria listed above as well as on space availability. Events and/or programs sponsored by OHRL and/or RHA will have priority for space. *Exception: Poster-size advertisements of Residence Life and/or RHA sponsored events held in the halls are permissible to be posted in the common areas of the halls.
5. No postings are permitted on any glass surface
6. All postings for University Village Community Center must be given to administrative staff for posting in appropriate locations.
7. Mailbox stuffing is permissible but must be approved by the Assistant Director of Judicial and Residential Education. Approval is based on the criteria under bullet 3 as well as on space availability of the mailboxes. Events and/or programs sponsored by OHRL will have priority for mailbox stuffing, i.e. pertinent housing information being distributed throughout the year. Information for Mailbox stuffing should be approved and received by OHRL at least two weeks prior to the event. NOTE – **1,400** copies needed for mailbox stuffing.
8. Emergency and facilities information is advertised on fluorescent green paper and is posted on designated areas throughout the residence halls. Locations include: all bathroom doors, all exterior doors, and all stairwell doors. Only Emergency Facilities information will be posted in these locations; all other advertisements posted in these locations will be removed promptly. OHRL may dis-approve any advertisements on fluorescent green paper because of emergency and facilities posting protocols.