



DEPARTMENT OF RESIDENTIAL LIFE

Flyer Posting in the Residence Halls

POSTING PROCEDURE:

No one, with the exception of community staff or a member of hall council may post or distribute materials in any residential community without authorization/approval from the Department of Residential Life located in G06 Student Services Building.

Authorization/approval requires a stamp (provided by the Residential Life office) on each item to be distributed. The requestor must provide a hard copy of the posting as well as individual contact and organization information with each request. Materials deemed offensive, harmful to the community, or promoting at risk behavior will not be approved for posting.

Approval Guidelines

1. Residents, organizations, or departments may not distribute materials directly within the residential communities as it is handled by the Department of Residential Life.
2. Only University departments and recognized organizations in good standing are permitted to display flyers/posters within the residential communities.
3. Non-university recognize entities are prohibited from posting within the communities unless there is a partnership with a recognized university organization/department.
4. No items may be hung or displayed outside of a window or anywhere in a building or its adjacent structures (porch, rails, etc.).
5. Recommended sizes for flyers are 8.5" x 11", 8.5" x 14" or 11" x 17". Due to limited space, any posting material exceeding 11" x 17" may not be approved.
6. Handbills will not be disseminated under room/suite doors in the residence hall. All approved handbills will be placed at the front desk within plain view where possible.
7. All materials should be submitted within (5) working days of the event being advertised.
8. Flyers must have contact information for the program/activity.
9. Flyers may not contain profanity, lewd or obscene conduct and may not include any reference to or support of blatant violations of university and Department of Residential Life policies, procedures and/or guidelines.
10. The Department of Residential Life has the right to refuse any advertising that does not support the goals and objectives of the department, the Division of Student Affairs and Enrollment Management.
11. All documents must go through the approval process outlined below. Any item posted or distributed improperly will be removed and the individual(s) or group(s) responsible is subject to sanctions by the Department of Residential Life. Also, the Office of Student Activities will be notified.
12. *Resident Assistants and Hall Councils must also follow these guidelines if publicizing outside of their designated residence hall.*



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Material Dissemination Procedures

- Bring your flyers to the Department of Residential Life G-06 for approval. Approved postings will be stamped.
- Make copies of your approved flyer w/ stamp. See table below for quantities of flyers you'll need.
- Count and sort the flyers out by community as noted below and give them to the on-site Residential Life representative for distribution to the mailboxes.

Quantities of Flyers Needed:

Annie Day Shepard Hall	9
Baynes Hall	10
Chidley North	8
Eagle Landing Hall	10
Eagleson Hall	10
George St. Apartments	2
Martha St. Apartments	2
McLean Hall	4
New Residence Hall	7
Richmond Hall	7
Ruffin Hall	8
Rush Hall	6
Department of Residential Life	1
TOTAL	84