

# **Housing & Residence Life**

## **Posting Policies and Procedures**

### **Policies**

1. All posted materials must be in compliance with all University Policies and Guidelines.
2. Materials may not be posted by anyone other than Housing & Residence Life Staff. See procedures below.
3. Only materials from recognized University organizations or University departments will be accepted. The sponsoring organization's name must be listed on the material.
4. Generally, the materials submitted should be no larger than 8 ½" x 11" in size. Materials exceeding this size may not be posted depending on the availability of space.
5. No items may be hung or displayed outside of a window or anywhere on a building or its adjacent structures (porch, rails, etc.).
6. Distributing items door-to-door is prohibited within all residence halls except when written permission has been specifically granted by the Assistant Vice President for Student Affairs, Housing & Residence Life or designee. Note: when a written exception is granted, only the Housing & Residence Life staff will be allowed to go door-to-door with the approved material.
7. Any item posted or distributed improperly will be removed and the individual(s) or groups responsible are subject to sanctions by Housing & Residence Life and/or the appropriate department/office.

### **Procedures**

1. All items submitted must clearly state the sponsoring organization or department.
2. All materials must be submitted to Housing & Residence Life (the office entrance is directly across from the West Village Garage at the west corner of Marshall Hall, phone 410-704-2516) during regular business hours, 8:00 a.m. – 5:00 p.m. Monday – Friday.
3. Housing and Residence Life will only accept materials for specific dates/times only. No on-going club or organization meeting materials will be accepted as their posting duration would be considered excessive and likely ignored.
4. The maximum number of flyers to submit for posting and distribution will be 20; one per building lobby and departmental distribution. Any additional copies given may be available in the Housing & Residence Life office.

5. In order to be posted in a timely manner, all materials should be submitted at least five (5) business days of the event or activity.
6. Housing & Residence Life staff will post in authorized areas approved materials for a limited amount of time. Flyers/posters will be removed within a few days after the event has been completed.

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