

## **POSTERS/FLYERS**

**Section:** Residence Halls: All halls

**Policy:** The Board of Regents policy prohibits the advertising and operation of privately operated enterprises on campus. Business enterprises are defined as any undertaking of any individual or group that encompasses activities associated with the production, sale or distribution of products and services. University Housing supports this policy and permits the posting of approved signs by approved housing staff, community and hall councils, Residence Hall Association, and departments and student organizations registered with the Center for Student Activities and Involvement.

**Purpose:** The purpose of this policy is to provide information regarding the posting of student organization signs/posters on residence hall bulletin boards.

**Scope:** This policy applies to all University Housing staff, residents, campus and community partners.

**Procedure:**

- I. University offices and departments may submit signs for posting in each resident assistant's and C.L.A.S.S. advocate's living unit. Student organizations may submit signs for posting in the primary posting area in each building. All signs must be presented for approval at the Residential and Programs and Services (RPS) office in University Housing. It is recommended that all fliers be brought to the RPS office no later than ten business days prior to the program or activity date.
- II. Residence hall staff members should remove unapproved signs found posted in residence halls and an associate director for residential programs and services will contact the organization or business's leadership to notify them of the postings.
- III. Posters or fliers with no scheduled end date will be approved to be posted for 21 days.
- IV. Housing staff members are responsible for removal of outdated posters/flyers.

Revised and approved by management team: March 19, 2019

Revised: February 27, 2019

Revised: November 3, 2016