

Housing, Dining & Residence Life Posting Policy

Housing & Dining Services and Residence Life control several physical and electronic modes of communication. The following guidelines seek to provide guidance for consistent posting requirements, award priority to messages most closely aligned with the core missions of these departments, while recognizing the practical limitations of each resource and allowing fair use to other groups when possible. Approved postings are distributed free of charge.

I.) General Posting Guidelines:

1. The following information is required on all postings:
 - a. **Full name of the sponsoring organization must be clearly stated** (no acronyms)
 - b. **Meeting or event name/title**
 - c. **Date, time, and event location**
 - d. **Contact information for sponsor** (UW phone number and/or email address)
 - e. **UW branding**, if a UW organization
2. Materials that promote or feature alcohol consumption are prohibited.
3. Events, surveys, or promotions that offer a cash or cash equivalent incentive are not allowed.
4. Requests may be denied for reasons that include but are not limited to: conflict with the mission of the University, Housing & Dining Services or Residence Life, unfeasible setup/turnaround time, and historic negligence or abuse.
5. Door-to-door or office-to-office solicitation & mailbox stuffing are prohibited within Housing facilities. Petitions, surveys, and physical distribution of printed materials are considered solicitation under this policy.
6. Certain spaces are reserved for Residence Life & Housing use only. This includes bulletin boards, and other spaces as determined by the departments.
7. Posting materials are permitted only on bulletin boards and not on doors, windows, elevators, or other locations throughout the buildings, unless prior approval is received from Residence Life
8. Housing & Dining Services and Residence Life Directors have the authority to approve posting in spaces not defined in this policy while following the general guidelines set forth herein.
9. Postings will be displayed up to 14 days or until the event is completed, whichever is first.
10. Materials to be displayed in the Housing facilities must be approved by the Housing & Dining main office.

II.) Posting Priority Groups:

Permission and priority for communication resources is determined by the posting party's classification in the following groups in priority order.

1. **Residence Life and Housing & Dining Services:** official department functions or services, residence hall programming, dining services events or promotions.
2. **Co-Sponsored by Residence Life or Housing & Dining Services:** events, messages or services from groups closely aligned with Residence Life or Housing and actively working with the department. These may include items from: Student Affairs Office, UWPD, UW Counseling Center, UW Student Health, the Wyoming Union, Campus Recreation, Transit and Parking Services, and other official campus entities working directly with Residence Life or Housing on a specific project.
3. **RSO's:** recognized student organizations working independently from our departments.

4. **UW Departments:** UW departments seeking to promote or communicate about items independent from Housing or Residence Life.
5. **Government Entities:** official items from federal, state, and local government.
6. **Off-Campus Groups/Other:** private businesses and organizations not affiliated with UW

In situations where space is limited, use of space is reserved on a first-come, first-served basis when reservations are made by two groups of equal priority. Higher priority group distributions will be prioritized over lower priority groups.

The table below demonstrates which modes of communication are available to the various priority groups. Resources are restricted based on the level to which they officially represent the department and the amount of staff resources they require.

	Lobby Bulletin Boards (including Washakie)	Floor Bulletin Boards	Hall Mailboxes	Giveaways, Room stuffers, Coupons
Housing/ResLife	X	X	O	X
RSOs	X		#	*
UW Depts.	X		#	*
Other	X		#	

* At Hall-Opening each year only (see below)
 O Through individually addressed campus mail only
 # Through paid US Postal Service Delivery only

III.) Approval and Deadlines

As listed below, each communication resource requires approval from the appropriate party and some resources require a specific amount of notice.

Lobby Bulletin Boards (incl. Washakie Commons):

1. Recognized student organizations, university departments, recognized university organizations, or individuals sponsored by one of these entities may display posters and signs on lobby bulletin boards. Floor bulletin boards are reserved for Residence Life and Housing & Dining Services sponsored or co-sponsored materials.
 - a. **Required Number of Posters for Lobby Boards: 7**
2. Activities and events that are local in nature or sponsored by a non-University entity, but are of general interest to the campus community, may be posted on lobby bulletin boards in the space(s) designated for community use.
3. Promotion exclusively for marketing of a non-University entity is prohibited.
4. Personal notes, messages, or advertisements (i.e. for sale board items) are not permitted.

5. Posters, signs, announcements, etc. hung on bulletin boards must be no larger than 11"x17" and no smaller than 8.5" x 11".
6. Posting should be submitted to the Housing & Dining Services Office in the lower Level of the Washakie Center for review and approval.
7. Notice Required: 1 week prior to the program/event
8. Material may be displayed on a bulletin board within the building for a maximum of fourteen (14) calendar days.
9. Housing & Dining Services reserves the right to limit the number of posters advertising a given event/program.

Bulletin Boards on Residence Hall Floors

1. These boards are reserved for floor and departmental information, activities, and educational information provided by the Residence Life or Housing departments.
 - a. **Required Number of Posters for Hall Floors: 32**
2. Co-Sponsored programs may have postings approved by the department advertised on floor bulletin boards.
3. Posting should be submitted to the Housing & Dining Services Office in the lower Level of the Washakie Center for review and approval.
4. Notice Required: Minimum 1 week prior to the program/event

Giveaways, Room Stuffers:

1. Advertisements or giveaways distributed directly to residence hall rooms are restricted to official Residence Life and Housing & Dining Services access only.
2. August Move-in: Solicitation for materials to be placed in student rooms prior to move in or inclusion in Move-in Welcome Packets must be approved through the Associate Director for Residence Life or a higher authority. The deadline for any materials to be submitted will be August 1. Contact the Housing Office for required number of handouts needed for distribution. Any materials failing to meet the deadline for distribution or the required number to reach every room will be either distributed in the lobby of the halls or refused.