

Posting Policy 2017-18

Posting is defined as public display of any informational or promotional materials. Residential Life has designated space in the residential areas for the purpose of providing a place for groups and organizations to market their activities, events, information, programs, and services. Posting materials may include, but are not limited to: banners, flyers, leaflets, notices, posters, or signs placed or affixed in public space for the purpose of advertising activities, programs or services. University departments, faculty, recognized student organizations, and candidates for student government office and current UCONN students are eligible to post materials in the residential areas.

Please Note: *We highly encourage the use social media (i.e. Facebook, Instagram, Twitter, etc.) as a primary source of advertisement for an event or organization. Promotional materials will be approved on a first come basis, volume of requests and available space. Not all promotion request will be approved.*

How to Submit a Request:

To request to post in the residence halls, all applications and application materials must be completed and received at least fifteen (15) business days (Monday-Friday) prior to the event, so that applications can be reviewed. Applications can be downloaded [here](http://reslife.uconn.edu/housing-contract-forms/) (<http://reslife.uconn.edu/housing-contract-forms/>) and submitted to livingoncampus@uconn.edu.

- Please complete and submit the application with a digital copy of the promotional material to the email above. (Please do not make copies of the promotional materials until it is approved).
- **The posted material must clearly identify the name of the sponsor or student organization, date(s) of the events, and contact information. The promotional material must meet posting requirements listed below.**

Once the application and sample are approved, you will receive a stamped digital copy of the promotional material via email. Departments and organizations requesting permission to post materials must print and separate the posting materials based on the distribution list provided to ensure a timely delivery to the residential areas. **The materials must be delivered to the Residential Life Office in Holcomb Hall 10 business days prior to the event.**

- A distribution list outlining the residential areas may be obtained from the Residential Life Office in Holcomb Hall (860-486-0353). Please note: The Residential Life Stamp must be visible on all copies of promotional material.

Furthermore;

- Promotional materials will only be posted by Residential Life staff members in designated areas approved by the Department of Residential Life.
- Posting is not permitted on the walls, windows, or doors in any residential area.
- Posting is not permitted on buildings, lampposts, blue lights or sidewalks surrounding the residence halls.

- Chalking is not permitted in any areas inaccessible to rain, or on any vertical surface.
- Only one flyer per activity is allowed on a bulletin board or in a designated area and no posting may infringe upon another previously posted sign.
- Only tacks or staples (for bulletin boards) and masking tape (for other designated areas) may be used.
- Recommended sizes for flyers are 8.5" x 11", 8.5" x 14" or 11" x 17". Due to limited posting space, any posting material exceeding 11" x 17" will not be approved.
- Flyers with expired event dates will be removed. Signs posted for longer than four weeks may be removed.
- Promotional materials will be removed and appropriate actions may be taken in the event that an individual or organization fails to adhere to the aforementioned policy guidelines. Residential Life reserves the right to not approve any posting due to space or time limitation, or inappropriate content.
- If you wish to post flyers in the Dining Halls, please contact Dining Services at (860) 486-3128.
- All matters for posting not covered under this policy must be approved in advance. Please contact livingoncampus@uconn.edu for more information.