TO: University Departments & Student Organizations
FROM: Office of Residential Life
DATE: September 16, 2016
SUBJECT: Residence Hall Posting Policy & Procedures

Any department or student organization looking to post flyers in the residence halls must follow the procedures outlined below:

1. Only University departments, faculty/staff members, or student organizations are permitted to request that flyers be posted in the residential facilities on campus. Outside organizations or businesses will not be permitted.

2. All flyers must be approved and posted by the Office of Residential Life. Non-residential life staff are not permitted to enter residential facilities to post flyers as flyers must be posted in approved locations using special tape.

3. To submit a request, please email an electronic copy of the flyer at least 10 business days prior to your scheduled event to csanders@hartford.edu. In this email include the following information:
   - First & Last Name
   - University of Hartford Email Address
   - Department Name or Student Organization
   - Description of event

   Note: All flyers MUST include the date of the event, time, location, who to contact, and the name of the department or student organization sponsoring the event.

4. After receiving the email posting request, a residential life professional staff member will contact you within 48 hours to inform you whether your request has been approved or denied. The decision of whether to approve or deny a posting request is at the discretion of the Office of Residential Life based on university and department policies.

5. Residential Life will not post any flyers that:
   - Contain offensive words or images
   - Are not sponsored by a university department or student organization
   - Solicit students to purchase goods unrelated to a fundraiser or student event
   - Go against the mission, values, and policies of the University of Hartford, Division of Student Affairs, and the Office of Residential Life.
6. If your posting request has been approved, you must drop off no more than 42 copies of the approved flyer(s) to the Office of Residential Life AT LEAST 5 business days (Monday through Friday) before the day you would like the item(s) posted. The Office of Residential Life is located on the ground floor of F Complex. The Office of Residential Life is open from 8:30am to 4:30pm Monday through Friday.

7. When dropping off the document(s) you MUST adhere to the following requirements:

- **NO MORE than** 42 printed documents will be accepted for posting.
  
  i. If you are planning an event for first-year students only submit **NO MORE THAN 26** printed documents to the Office of Residential Life. When submitting the printed documents divide the documents into the following 5 groups listed below. Each group **MUST** be paper clipped together with a post it or piece of paper signifying the name of each of the groups. The list of groups and number of flyers are listed below:
    - A & B Complexes (No more than 8 flyers for this group)
    - C & D Complexes (No more than 8 flyers for this group)
    - E Complex (No more than 4 flyers for this group)
    - Hawk Hall (No more than 5 flyers for this group)
    - ORL (No more than 1 flyer for this group)

  ii. If you are planning an event for sophomores, juniors, and seniors please submit **NO MORE THAN 17** printed documents to the Office of Residential Life. When submitting the printed documents divide the documents into the following 4 groups listed below. Each group **MUST** be paper clipped together with a post it or piece of paper signifying the name of each of the groups. The list of groups and number of flyers are listed below:
    - F Complexes (No more than 4 flyers for this group)
    - Village (No more than 8 flyers for this group)
    - Regents Park & Park River (No more than 4 flyers for this group)
    - ORL (No more than 1 flyer for this group)

- **When submitting documents you want posted you MUST divide the documents into the 7 groups listed below. Each grouping MUST be paper clipped together with a post it or piece of paper signifying the name of each group. The list of groups and number of flyers are listed below:**
  - A & B Complexes (No more than 8 flyers for this group)
  - C & D Complexes (No more than 8 flyers for this group)
  - E & F Complexes (No more than 8 flyers for this group)
  - Hawk Hall (No more than 5 flyers for this group)
  - Village (No more than 8 flyers for this group)
  - Regents Park & Park River (No more than 4 flyers for this group)
  - ORL (No more than 1 flyer for this group)

8. All flyers will be removed at the conclusion of your event or at a time deemed appropriate by the Office of Residential Life.