

Posting Policy (External Use)

Office of Housing and Residence Life

This policy provides guidelines for the posting of written and printed materials including, but not limited to posters, fliers, notices, signs and banners used to advertise events, services, information, or items in the residence halls. Please note this policy addresses posting of materials only; at no time should groups or departments slide printed materials under student room doors and solicitation is strictly prohibited in the residence halls.

Policy:

UNCG students, faculty, staff, student groups, college departments, academic units, and college-affiliated organizations may post signs, publicize and advertise their activities, services, and ideas to the residence hall community in accordance with the following guidelines.

Approval and General Guidelines:

1. Groups wishing to post fliers in all residence halls should bring the fliers to the Office of Housing and Residence Life (HRL) for distribution. The fliers will be given to an Assistant Director for Residence Life or the Director for review and approval. Those wishing to post fliers in specific halls only should contact the building supervisor(s) directly for approval. Please provide a contact name and email address for all advertisements submitted.
2. Requests for posting and materials to be posted by HRL must be done at least 2 weeks in advance of the event to be posted. Last minute requests may not be considered. Submitted materials will be reviewed and either approved or denied within 2 business days. Should the advertisements be denied, a HRL representative will contact the individual who submitted the advertisement via email. Accepted materials will be distributed to building supervisors to post.
3. The advertisement, posters, fliers, notices, signs or banner must be appropriate for its intended purpose. Housing and Residence Life reserves the right to remove any posting that violates federal, state or local law or University policy, or advocates the deliberate violation of such laws and policies. Groups may request prior approval of any proposed advertising materials by contacting the Central Office of HRL. It is strongly encouraged that groups receive prior approval by HRL to avoid conflicts.
4. Materials advertising or promoting the use of alcohol and/or illegal substances are prohibited.
5. All materials to be posted must clearly indicate the name of the sponsoring UNCG group or department.
6. Advertising for commercial (i.e., profit-making) purposes by businesses, groups, entities, or individuals is prohibited.
7. Advertisements should be no larger than 11"x17" unless previously approved by the Office of Housing and Residence Life.
8. The Office of Housing and Residence Life will post fliers when provided and approved, but will not make copies of fliers or individually pass out information.
9. The Office of Housing and Residence Life will not publicize information from groups electronically via resident student email distribution lists unless special permission is granted by the Associate Director for Residence Life or Director of Housing and Residence Life.

Enforcement of Policy:

1. Failure to comply with these policies may subject the responsible group and/or individuals to fines for property damage and/or clean-up costs. Individuals who fail to comply with this policy may be judicially referred.
2. Student groups may have their privilege to post advertisement in the residence halls revoked.
3. Groups, businesses, and other entities not affiliated with UNCG will not be approved to post information or be allowed to solicit in any way.
4. Any postings or fliers not approved by HRL or building supervisors will be immediately removed by HRL staff and the group or individual responsible will be contacted for follow up.

Questions regarding the Residence Hall Posting Policy should be directed to the Office of Housing and Residence Life at hrl@uncg.edu or 336-334-5636.

Approved Posting Numbers:

Below are general numbers for publicity in the halls. It takes into account floors with multiple wings, as well as extra long hallways and one for the lobby area. Housing and Residence Life reserves the right to restrict the number of postings; limiting certain postings to one per lobby area of each hall.

2019 Printing Distribution List: Fliers and Posters		
Residence Hall	FLIERS: Letter Size (8.5x11) & Tabloid Size (11x17)	LARGE Posters (24"x36")
Cone	10	1
Grogan	9	1
Guilford + Mary Foust	12	2
Jefferson Suites	11	3
Moore/Strong	10	2
North + South Spencer	18	3
Phillips/Hawkins	11	2
Ragsdale/Mendenhall	12	2
Reynolds	9	1
Spring Garden	10	2
Tower Village	5	2
Weil/Winfield	15	3
Quad	TOTAL for all Quad (30 fliers/7 posters)	
Bailey	4	1
Coit	4	1
Cotten	4	1
Gray	4	1
Hinshaw	4	1
Jamison	4	1
Shaw	6	1
Spartan Village 1	TOTAL SV1 (13 fliers/5 posters)	
Lee	5	3
Union	8	2
Spartan Village 2	TOTAL SV2 (19 fliers/6 posters)	
Haywood	5	2
Highland	8	3
Lofts on Lee	6	1
Spartan Village Phase 2	TOTAL Phase 2 (28 fliers/6 posters)	
Lexington	13	3
McCormick	15	3
TOTALS	222	48