

## **COLUMBUS STATE UNIVERSITY**

Policy Name:	<b>Residence Life Posting Policy</b>
Policy Owner:	Vice-President of Student Affairs
Responsible University Office:	Office of Student Affairs / Residence Life
Approval Date	February 26, 2019
Effective Date:	April 1, 2019
Revisions:	None
Policy Number:	TBD
Related Policies:	<i>CSU Non-Residential Posting Policy</i>

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### **I. PURPOSE AND SCOPE OF POLICY**

This policy establishes the conditions and guidelines for posting flyers or other printed materials in CSU residence halls for the purpose of advertising or promoting a particular event and is applicable to students, student organizations, university departments and organizations that posts, or desires to post, printed materials in residential halls.

Official signage of Columbus State University, including building designations, regulatory and traffic control, directional signage, special event signage, etc. are not governed by this policy.

### **II. POSTING ON BULLETIN BOARDS IN RESIDENCE HALLS**

1. Only students and student organizations are authorized to post flyers or other printed materials on bulletin boards or strips in residence halls.
2. Postings that advocate or encourage the violation of law, CSU policy, or the use and consumption of alcohol and other drugs are prohibited.

### **III. POSTING IN OTHER AREAS OF RESIDENCE HALLS**

1. Flyers and other printed material reviewed and authorized by Residence Life may be posted in a place other than a bulletin board inside a residence hall.
2. Students, student organizations, university departments and university organizations may submit flyers or other printed materials for posting in authorized places other than bulletin boards or strips.
3. Postings in places other than a bulletin board or strip in a residence hall must be reviewed and authorized by the Residence Life Coordinator (RLC) for the residence hall where the desired posting will be located *prior* to posting. Postings that violate this provision will be removed immediately and may result in future restrictions on an individual's ability to post in residence halls.

#### **IV. PROHIBITED AREAS FOR POSTED MATERIALS**

1. Exterior surfaces of residence hall buildings
2. Vending machines
3. Restrooms
4. Trash cans or dumpsters immediately adjacent to residence halls
5. Cars immediately adjacent to residence halls

#### **V. PROCEDURES TO IMPLEMENT RESIDENCE LIFE POSTING POLICY**

1. Bulletin Boards
  - a. Flyers and other printed materials on a bulletin board or strip that are posted in a residence hall may not exceed 11x17 inches in size, unless specific authorization has been provided by the RLC.
  - b. Postings will be removed at the end of each month.
2. For postings of flyers and other printed material in a place other than a Bulletin Board:

- a. Postings sponsored by a student organization and submitted for approval must state “Sponsored by [INSERT ORGANIZATION NAME], a registered student organization of Columbus State University.”
- b. Postings sponsored by a university organization or department submitted for approval must state, “Sponsored by [INSERT ORGANIZATION NAME].”
- c. Flyers and other printed materials posted in a residence hall may not exceed 11x17 inches in size, unless approved by the RLC.
- d. Flyers and other printed materials may be posted for a period of thirty (30) days or until the day following the event, whichever comes first. A date stamp will be affixed to each posting by the RLC prior to posting.
- e. Postings must be reviewed and authorized by the RLC of the residence hall where the desired posting is to be located *prior* to being posted. To determine the identity of an RLC for a particular residence hall, please go to [Life.ColumbusState.Edu](http://Life.ColumbusState.Edu).
- f. Proposed postings must be delivered to the RLC of each residence hall **at least fourteen (14) days** prior to the date in which the posting shall occur or the event being advertised or promoted.
- g. **Within two (2) business days** of the submission of a flyer or other printed material for posting in a residence hall, the RLC shall inform the requester whether the proposed posting is approved for display in the residence hall.
- h. RLCs shall determine, in their discretion, where the flyer or other printed material may be posted, taking into account the requester’s desired location for the posting. Postings may be affixed by RLC staff in areas of the residence hall where damage to wall surfaces are unlikely to occur.