



UNIVERSITY OF NORTHERN COLORADO

Housing & Residential Education

Housing and Residential Education (HRE) Posting/Solicitation Policy and Procedures

All campus organizations or businesses must work through the Housing and Residential Education and Dining Services Administrative Service Center (ASC) located in Tobey-Kendel Hall 199 (Located at 1901 9th Ave Greeley, CO 80639), to have flyers approved for posting within our residence hall and apartment communities. Please see below for policies and procedures related to posting in Housing and Residential Education (HRE) Areas. Other questions regarding this policy may be directed to us at 970-351-2721. Public posting areas are available on-campus by contacting the Office of Student Organizations.

Policies

- University Regulations 3-7-128 Posting and Distribution of Handbills - Posting or affixing materials such as pamphlets, handbills, posters, or flyers on bulletin boards or elsewhere on property and grounds is prohibited, except as authorized by the University on approved bulletin boards on bulletin turnstiles. Distribution of materials such as pamphlets, handbills, or flyers, except in those areas of the property open to the public such as entrances, lobbies, and open corridors, is prohibited unless conducted as part of authorized University activities. University Police shall be advised in advance of the proposed distribution in public areas and may regulate the time and manner but shall not exercise control over the content of the material. All pamphlets, handbills, posters or flyers should clearly identify the author or sponsoring group.
- Housing & Residential Education Student Handbook Standards of Conduct (xii.) Solicitation - Residential facilities may not be used for any unapproved commercial enterprise. No commercial advertising or solicitation of any kind may be distributed in Housing facilities without approval from HRE.
- HRE reserves the right to limit commercial sales and solicitations in order to prevent disruption of the community, to protect the safety and security of our residents, to protect students from commercial exploitation, and for any other reason.
- Postings that conflict with the University and HRE Office mission will not be posted (including but not limited to references to alcohol, drugs, or postings sale/rental of residences, etc.)
- Door to door solicitation is not allowed within the Housing areas for any reason without prior approval from HRE.
- Only designated Housing and Residential Education staff members may post flyers or distribute materials. Anything distrusted or hung by organizations members will be removed.
- Mailbox stuffers will not be accepted.

(See Reverse for Procedures and other information)



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Posting Procedures

1. Postings must be printed and delivered to the Housing & Residential Education office.
2. All postings must have the name of the sponsoring UNC department, office, or organization.
3. All postings must have a visible UNC logo located anywhere on the flyer.
4. Postings must be counted out by **Total of 23** and labeled as follows, one flier per residential facility will be posted:
 - The Mesa – **Total 10**
 - Belford Hall, Bond Hall, Brown Hall, Dickeson Hall, Gordon Hall, Hansen-Willis Hall, Luján Hall, Snyder Hall, Wiebking Hall, Wilson Hall
 - Arlington Park Apartments and Houses – **Total of 8**
 - Harrison Hall – **Total 1**
 - Lawrenson Hall – **Total 1**
 - North Hall – **Total 1**
 - South Hall – **Total 1**
 - Turner Hall – **Total 1**
 - a. Postings that are not counted out and labeled as shown above will not be accepted.
 - b. More postings than shown above will not be accepted without prior approval from HRE.
5. All dated postings must be submitted a minimum of five business days before the event occurs.
6. Approved HRE Staff will display one posting per large HRE Facility within 48 hours of approval.
7. Generally, materials will be posted for no longer than two weeks, and will be removed after the events occur.
8. Vandalized/worn postings will be removed.
9. If your organization's publication is approved, HRE will stamp and distribute the posters to our residential facilities for posting.

Social Media Posting

1. If an organization, office, or department would like to have something shared via HRE's social media, they would need to connect with them via Instagram (unco_hre) or Facebook (UNCO.HRE) and direct message to request to share across the HRE platforms.
2. Social media posts still need to have the name of the sponsoring department, office, or organization.
3. Social media posts should have UNC logo on them.

Up to Date Location

The most up-to-date version of this policy and procedure may be updated at the below locations or by reaching out to these UNC offices:

- Housing & Residential Education: <https://www.unco.edu/living-on-campus/housing/>
- Office of Student Organizations: <https://www.unco.edu/clubs-organizations/>