

## **Student Clubs and Organizations Postings**

All student clubs and organizations who post or distribute pamphlets, handbills, posters, or flyers on campus must abide by all UNC policies relating to these activities. There are two policies student clubs/organizations should be aware of. The first, listed below, pertains to groups wishing to distribute materials on campus in all areas EXCEPT residence halls. If you wish to distribute materials in residence halls, please see the Hall Posting/Solicitation Policy on the second page of this document.

### **3-7-128 Posting and Distribution of Handbills.** (University of Northern Colorado, University Regulations adopted 11/14/17)

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.



## HALL POSTING/SOLICITATION POLICY

# UNIVERSITY OF NORTHERN COLORADO

## Housing & Residential Education

### **2021-2022 Posting/Solicitation Policy and Procedures**

All campus organizations or businesses must work through the Housing & 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 & 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 Residential 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 department 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 & 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)**



UNIVERSITY OF  
**NORTHERN COLORADO**

**Housing & Residential Education**

**2021-2022 Posting/Solicitation Policy and Procedures**

**Posting Procedures**

1. Postings must be printed and delivered to Housing & Residential Education office.
2. All postings must have the name of the sponsoring UNC department, office, or registered student organization.
3. Postings must be counted out and labeled as follows, one flier per large residential facility will be posted:

<b>Arlington Park Apartments</b>	<b>The Basin Neighborhood</b>	<b>The Mesa Neighborhood</b>	<b>The Ridge Neighborhood</b>	<b>Total</b>
6	2	9	3	<b>20</b>

- 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.
4. All dated postings must be submitted a minimum of five business days before the event occurs.
5. Approved HRE Staff will display one posting per large HRE Facility within 48 hours of approval.
6. Generally, materials will be posted for no longer than two weeks, and will be removed after the events occur.
7. Vandalized/worn postings will be removed.

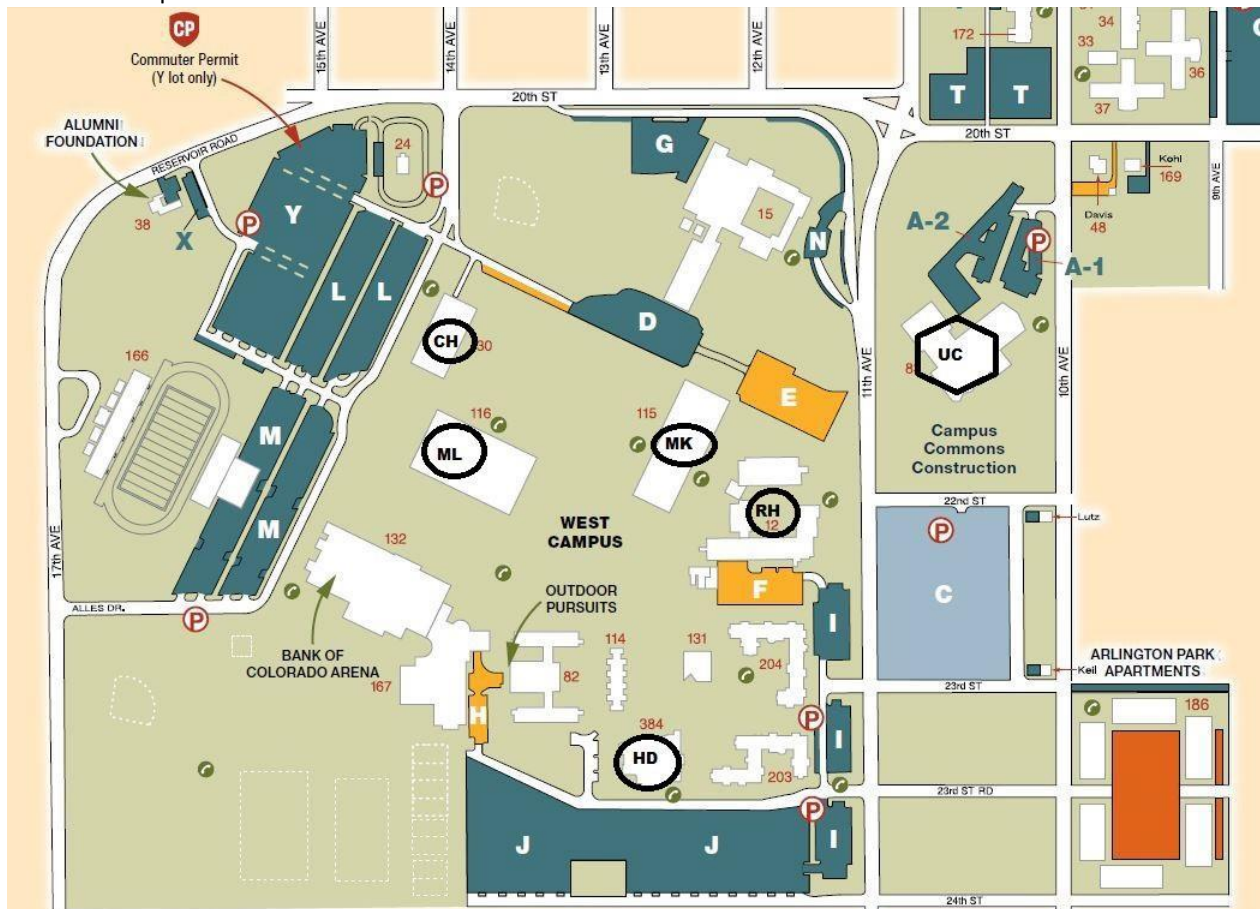
**Up to Date Location**

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/>

# Bulletin Boards

West Campus:



## (CH)- Candelaria Hall

- 0100 (bottom floor)
- 1200 (main floor)
- 2000 (top floor)

## (RH)- Ross Hall

- C1300 corridor (English department)
- C0200 corridor
- C2200 corridor

## (ML)- Michener Library

- Main Entrance

## (MK)-McKee Hall

- 1<sup>st</sup> floor staircase
- outside computer lab 101
- 220-230 hallway
- 2<sup>nd</sup> floor staircase

## (HD)-Holmes Dining Hall

- Main Entrance

## (UC)- University Center

- Atrium
- Office of Student Life
- Office of Student Clubs and Orgs

Central Campus:



**(CH)-Cassidy Hall**

-First hallway to the left of main entrance

**(GH)- Gunter Hall**

-Hallway of Gunter gym

**(TK)- Tobey Kendall**

-Downstairs hallway

**(CR)- Crabbe Hall**

-Posters hung throughout building

**(GU)- Guggenheim Hall**

-Poster clips on the walls

**(KH)- Kepner Hall**

-Next to Coffee Corner

-Next to computer lab

**(FH)- Frasier Hall**

-Several boards throughout building

**(SL) Skinner Music Library**

-At the building entrance