

## **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

All campus organizations or businesses must work through the Housing & Residential main office located in Tobey-Kendel Hall, Room 199, to have flyers approved for posting within our residence hall communities. The posters are brought to the main office for distribution to the halls. The following guidelines better explain the policies regarding hall posting and solicitation:

- Only designated Housing & Residential Education staff members may post flyers or distribute information within the UNC residence halls.
- Advertisements that include alcohol or information that conflicts with the University mission will not be posted.
- Mailbox stuffers will not be accepted.
- Materials meant for the sale/rental of residences will not be accepted or posted.
- No political flyers will be accepted.
- All dated flyers must be submitted at least five business days before the event occurs. Staff will post fliers within 48 hours of approval.
- Generally, materials will be posted for no longer than two weeks, and will be removed after the events occur.
- Vandalized/worn materials will be removed.
- Promotional/Advertisement tables must receive prior approval from the in-hall staff a minimum of two weeks in advance of the event by speaking directly to the Hall Director.
- Door to door solicitation is not allowed within the Residence Halls for any reason without prior approval from Housing & Residential Education.
- Residence hall areas may not be used for any unapproved commercial enterprise. The Department of Housing & Residential Education 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. No commercial advertising or solicitation of any kind may be distributed through student mailboxes.
- All flyers must have the name of the sponsoring department.
- Public posting areas are available on-campus by visiting the University Center.
- General questions regarding this policy may be directed to the Department of Housing & Residential Education at 351-2721.

**Flyers that are not counted out and labeled will not be accepted.** Flyers must be counted out and labeled as follows:

#### West Campus

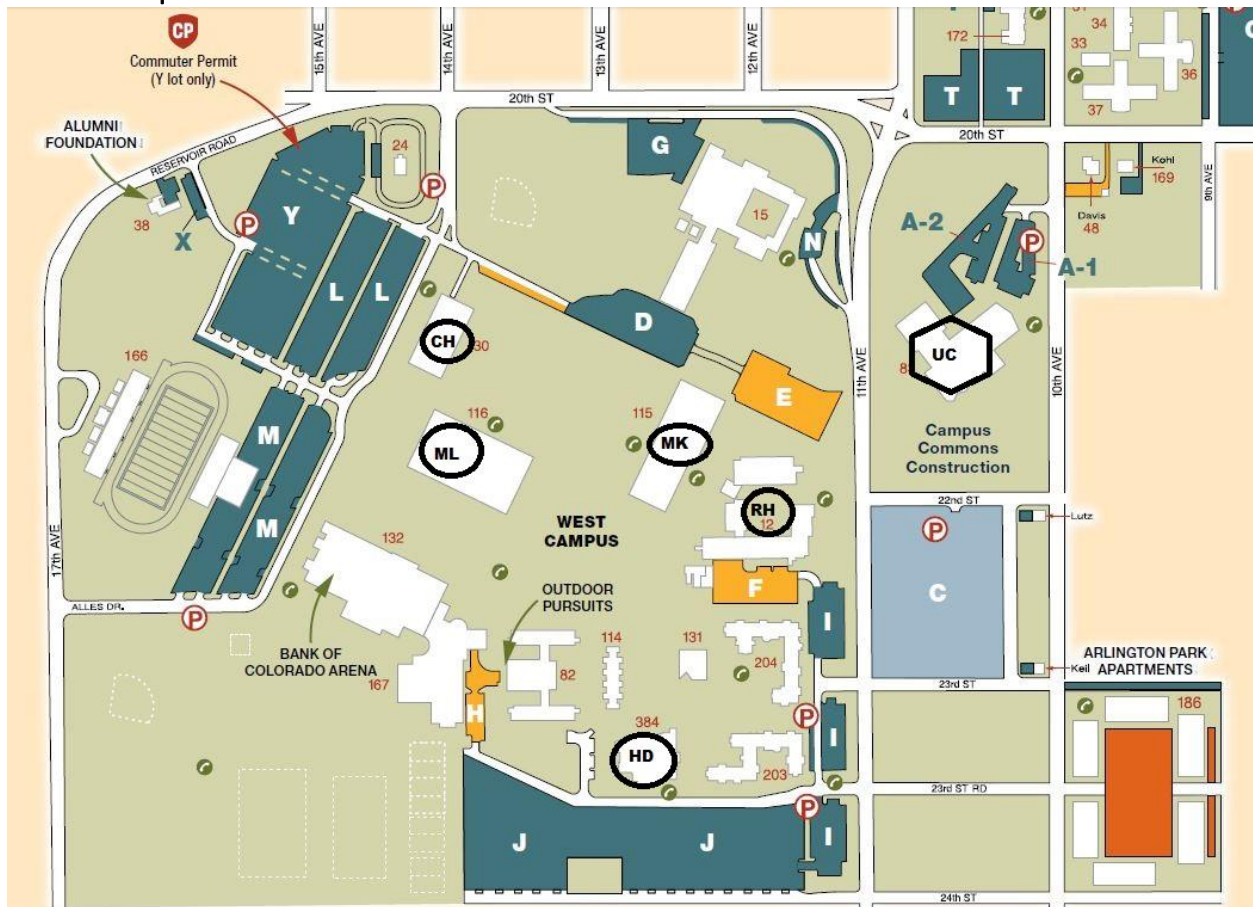
Harrison	11
Lawrenson	16
North	11
South	11
Turner	12
Arlington Park	11

#### Central Campus

CC/Hansen-Willis	10
Wiebking	5
Wilson	5
Presidents Row	4

# 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

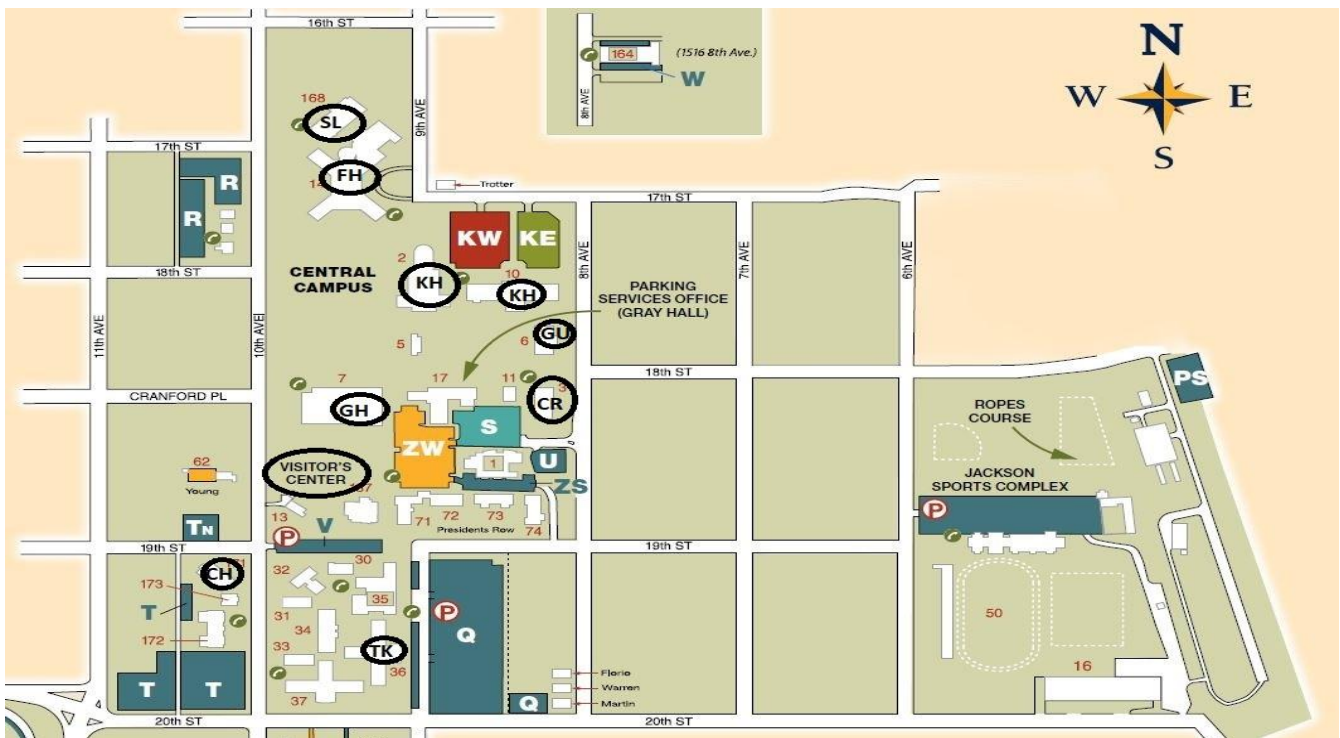
### (HD)-Holmes Dining Hall

- 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