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## Residence Life Office Residence Hall 2018-2019 Posting Guidelines

### **\*All signs must be approved by a Central Office Staff Member\***

- ◆ The Residence Life staff will assist in the distribution of fliers up to one per floor or section in a building; for a total of 34 fliers.
- ◆ All fliers must be approved by the Residence Life Office between 8:00 AM and 4:00 PM, Monday through Friday.
- ◆ Fliers must be brought to the Residence Life Office at minimum three (3) days prior to the event and before noon on Fridays to ensure timely posting by hall staff.
- ◆ The name of the organization or department sponsoring the event must be legibly printed on the flier.
- ◆ Before an approved flier can be distributed, it must be approved and **stamped at RLO with a “Valid Through” date, up to the day after the event or a maximum of three weeks**. This helps to ensure students will continue to view posting areas for new information. Any organizations requesting approval are responsible for stamping all fliers and placing them in the hall supervisor mailboxes in RLO.
- ◆ If an organization is sponsoring more than one activity per week, RLO asks that your group create one flier listing all activities for residence hall staff to post. This again assists in keeping informational boards orderly and the staff from being over inundated with fliers.
- ◆ There will be one bulletin board designated strictly for informational postings in each hall and within the student mailroom.
- ◆ Only fliers from recognized student organizations and University departments will be distributed and posted by residence hall staff.
- ◆ Any postings not following the above guidelines will be removed and discarded.

### **Fliers that will NOT be approved for posting:**

- ◆ Advertisements for alcohol (except for an approved on-campus event).
- ◆ Advertisements of any illegal substance.
- ◆ Fliers containing content that would be considered offensive to a reasonable person (e.g. nudity, obscenities, etc.)
- ◆ Any posting by an organization that is not recognized by Frostburg State University.
- ◆ Posters that are larger than 11x17, without prior approval.