

Residence Life Office Residence Hall Posting Guidelines

- ◆ 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 51 fliers.
- ◆ All fliers must be delivered to the Residence Life Office between 8:00 AM and 4:00 PM, Monday through Friday, at minimum three (3) days prior to the event and before noon on Fridays to ensure timely posting by hall staff. 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 and contact information (email or phone number) of the organization or department sponsoring the event must be legibly printed on the flier.
- ◆ Before a flier can be distributed, it must be **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 to hang flyers in the residence halls are responsible for stamping all fliers and placing them in the hall 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.
- ◆ 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.
- ◆ Any posting by an organization that is not recognized by Frostburg State University.
- ◆ Posters that are larger than 11x17, without prior approval.

Public Use Bulletin Boards

- ◆ Bulletin Boards for public use and do not require approval for posting can be found:
 - o Student Mailroom
 - o Academic Buildings