TO: UW-Platteville campus departments, organizations, clubs, etc.
FROM: UW-Platteville Student Housing Office
DATE: August 1, 2011
RE: Residence Hall Posting / Advertising Procedures

Hello,
This packet of information is being provided to you as a resource regarding posting and advertising procedures related to the UWP residence halls. Your awareness of our procedures and policies related to posting / fliers / mailings / etc. is important.

The UWP Student Housing Posting / Advertising Procedure (enclosed) prescribes locations and formats within the residence halls for the promotion and advertising of activities, programs and services of interest to UWP students, faculty and staff. It was developed with regard for effective and available space utilization, demonstration of support for campus-related programs and services, and an understanding that the halls are living environments.

This procedure explains who, how, what, when and where items may be posted and/or advertised. It provides consistency from hall to hall, is more readily explained, lessens fire code concerns, and addresses overuse of fliers.

Some highlights include:
A. We will accept one or two postings for each lobby area.
B. All postings must be stamped and physically posted by Student Housing personnel.
C. Fliers / posters / items that are not in compliance will be removed.
D. Residence hall mailboxes may not be used for distribution of fliers, posters, advertisements, brochures, etc., except for those arriving via the U.S. Mail system that are individually addressed and stamped.
E. No door-to-door solicitation of any kind is allowed (this includes sales, political campaigning, etc.)
F. Groups, individuals, businesses, etc., may not place materials (fliers, coupons, magnets, etc.) on / under /around residence hall doors, doorknobs (door hangers) or door frames.

Business / Vendor coupons or publications may be placed on a table in each main lobby where students may freely take them. Examples include pizza coupons, Shopping News, The Weekender, etc.

Exceptions to the posting procedures will be considered on a case-by-case basis and must be approved by the Student Housing Office prior to printing. Thank you for your cooperation.

If you have questions, please contact the Student Housing Office at 342-1845.