



UNIVERSITY OF WISCONSIN PLATTEVILLE

DEPARTMENT OF RESIDENCE LIFE

RESIDENCE HALL POSTING / ADVERTISING PROCEDURES

This information is provided as a resource regarding posting and advertising procedures related to the UW-Platteville residence halls. Your awareness of our procedures and policies related to posting / fliers / mailings / etc. is important.

The UW-Platteville Department of Residence Life Posting / Advertising Procedure prescribes locations and formats within the residence halls for the promotion and advertising of activities, programs and services of interest to UW-Platteville 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 (signs, posters, fliers, etc.) must be delivered directly to the Residence Life Office, Royce Hall. Postings that are not in compliance will be removed.
- C. 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.
- D. No door-to-door solicitation of any kind is allowed (this includes sales, political campaigning, etc.)
- E. Groups, individuals, businesses, etc., may not place materials (fliers, coupons, magnets, etc.) on / under /around residence hall doors, doorknobs (door hangers) or door frames.
- F. Fliers / posters must be in compliance with the university alcohol policy and all other university policies. On-campus advertising for social events may not include specific reference to alcohol as part of the event. References to alcohol are prohibited (either printed word or graphic image).

Business / Vendor coupons or publications may be placed on a table in each main lobby where students may freely take them. Items must be taken to the main desk of each residence hall during desk hours. Examples include pizza coupons, menus, Shopping News, etc.

Exceptions to the posting procedures will be considered on a case-by-case basis and must be approved by the Department of Residence Life prior to printing. Thank you for your cooperation.

If you have questions, please contact the Residence Life Office at 608-342-1845.

June 2016