



Posting Information

1. Requires the permission of the residence hall director or his or her designee. You may request posting by giving a copy of the flyer, sign, or poster to the residence hall offices. Each hall has a designated senior staff member who will review the piece and make a decision on posting. Generally, if the item is acceptable, it will be stamped and dated and then posted on the designated lobby advertising bulletin board. Each residence hall and dining commons has designated bulletin board(s) (this does not include bulletin boards on resident floors (living units). Signs must be stamped and dated with approval before being posted.
2. Signs may not be posted on residence hall or dining commons exterior doors, walls, or other unauthorized areas.
3. Signs may not advertise the availability or sale of or promote the use of alcoholic beverages.
4. Information or advertisements posted should be conducive to a just, open, and caring community. Signs or advertisements should reflect respect for and promote the dignity of individuals.
5. All posters, flyers, pamphlets, brochures, calendars, and similar items must be clearly labeled with the name of sponsoring organization or office. University guidelines regarding publications and printed materials should be followed. Materials will be removed if incorrectly labeled or not identified in any way.

Mailbox Distribution

1. Generally, mailbox stuffing is prohibited.
2. Consideration of requests for distribution of material through resident mailboxes is limited to:
 - a. Residence hall student organizations.
 - b. Residence and Dining Halls administrative units.
 - c. University academic and administrative units (for example, the Master Schedule or relevant information for members of a living-learning center distributed by the academic or administrative unit co-sponsoring the living-learning center program).
3. Residence hall student government publications and minutes may be distributed in the house/hall/complex or area as appropriate without special permission. This

authority is not extended to authorizing such distribution by other groups sponsored by or in communication with a residence hall governing body.

4. University offices requesting mailbox distribution must contact the Office of Residence Life for approval. Because mailboxes are shared by a number of residents in a given room “stuffing” tends not to be as effective as might be assumed. For this reason, we discourage mailbox stuffing by administrative units. The mailing must be specifically addressed to the individual resident(s) by name and room number. Exceptions are generally made for special announcements or bulletins from University offices or service units (such as the Master Schedule)
5. In the event that an exception is granted, a signed and dated Sales and Solicitation Approval form will be provided. In addition, information related to occupancy and number of mailboxes will be provided upon request and approval.
6. Arrangements must be made at least seven days before the proposed distribution.

Table Tents

In addition to the information provided in the Sales and Solicitation Chart, attached, the following are suggested guidelines and criteria for table tents to be displayed in the dining commons. If you would like further information, please contact the Office of Residence Life, 620 Lincoln, 292-3930

1. Consideration of requests for display of table tents in the dining commons or residence hall public areas is limited to:
 - a. Residence and Dining Halls Food Services
 - b. Residence hall student organizations, including but not limited to hall governments, area governments, the Residence hall Advisory Council, and black student associations (BANCS, SABSA, OBSA).
 - c. Other administrative units within Residence and Dining Halls.
 - d. Academic and administrative units programming in cooperation with or in conjunction with Residence and Dining Halls.
2. In addition, a mock-up of the table tent must be provided for consideration of approval. Once approval is granted, you must contact each dining hall manager, five days in advance, to arrange delivery and distribution.
3. Dimensions: Maximum dimensions of table tents are 8 ½” x 11” unfolded size which is standard size for printing. Table tents may be smaller if desired: 4 ½” x 5 ½” which is exactly one half of the standard 8 ½” x 11” size.
4. Material: Table tents must be printed on heavy stock paper. Cover stock provides for greater stability of the table tents, while light paper will not stand up on the tables.

5. Content of Table Tents: Table tents may not include the advertising or promotion of alcohol use. Information or advertisements should be conducive to a just, open, and caring community. Signs or advertisements should reflect respect for and promote the dignity of individuals.
6. Table tents may remain on the tables for two days. (Exceptions are sometimes granted for administrative units). The sponsoring organization may be asked, by the dining hall manager, to set-up and take down the table tents. In other dining halls, the manager may choose to arrange this.

Food Sales

1. Considerations of requests for food sales, other than those administered by Residence and Dining Halls Food Service or as contracted by the University or Residence and Dining Halls, is limited to:
 - a. Residence hall student government organizations (including RHAC and the BSAs) for the purpose of fundraising.
 - b. Residence hall staff groups or administrative units, by exception, for fundraising activities.
2. Residence hall staff groups or administrative units, by exception, for fundraising activities.
3. Food sales must not be in conflict with vendors or suppliers with whom the University or Residence and Dining Halls has contractual agreement.
4. Food items sold must be commercially prepackaged by a reliable vendor and the organization or vendor handling the food must comply with all city, state, and University codes, rules and regulations governing the preparation and sale of food. (Refer to “fundraising for Student Organizations,” available from the Office of Student Life).
5. At no point will Residence and Dining Halls, through approval of a food sale by a student organization, intend for a permanent food distribution point to be established. In this case, permanent is intended to mean on-going (more than one week in a given quarter).

Surveys and Questionnaires:

1. All questionnaires and research surveys distributed by registered student groups or University offices which involve use of residence hall students must be reviewed and approved by the Associate Director of Residence and Dining Halls, and may require approval of the University Human Subjects Review Committee. At least two weeks before a proposed survey, the questionnaire must be submitted

to 620 Lincoln Tower, for approval, with a description of the project and the proposed use of data collected. Confirmation of approval must be received before the project begins. The Office of Residence Life will inform the residence life staff of the approval of the specific project. Residence hall and area governing groups and committees must also submit for review copies of proposed surveys and must adhere to the two-week time period.

Sales and Solicitation Activities in the lobbies of the dining commons

1. Consideration for requests to solicit in the foyer(s) of the dining commons is limited to:
 - a. Residence hall student organizations
 - b. Registered student organizations
 - c. Residence and Dining Halls administrative units
2. A request for use of a dining hall lobby or foyer for a solicitation activity must be made to the Office of Residence Life. This office maintains a master schedule of approved solicitation activities and dates. The sponsoring organization will need to contact the Office of Residence Life to reserve dates in any dining hall or commons (including Stadium cafeteria).
3. Sales activities are generally prohibited in dining commons foyers or lobbies.
4. Food sales are prohibited in dining commons foyers or lobbies.
5. Solicitations in the lobbies of the commons or dining halls may not include audio, video, or electronic displays.
6. Organizations whose activities create disruption to the normal flow of traffic into the commons or food service or ability of food service staff to do their work or are involved in the harassment of patrons will be asked to leave the commons and be prohibited from future use of Residence and Dining Halls facilities.

Use of residence hall facility lobby space

1. Consideration for requests for the use of lobby space for sales or solicitation is limited to:
 - a. Residence hall student organizations
 - b. Residence and Dining Halls administrative units
 - c. Polling locations for USG elections
2. This activity requires the permission of the residence hall director (or area coordinator for Royer) or his or her designee. It is within the prerogative of the hall director or designee to assign the hours and locations (within the lobby or

public are recreational space) of the event. Equipment (i.e., tables, chairs, electricity, etc.) must be negotiated with the hall director of designee.

Ohio State University
Housing and Residence Education
Posting Policy
Up-dated 10-28-04

The Ohio State University supports and encourages campus events. In order to assist with information dissemination, we agree to the following:

1. We will accept, distribute, and post all information from University offices and student organizations sanctioned by Student Activities with the following exceptions
 - a. We do not approve fliers that seek to sell goods and services to students.
 - b. We do not approve any alcohol related sales or solicitation.
 - c. We do not approve any cult or multi-level-marketing sales or solicitation.
 - d. We do not advertise for private industry.
2. We reserve the right to refuse any posting.
3. We post equitably in each residence hall (e.g. if we post a flier from one church that is a member of the Interfaith Association, we will post something for every member of that group).
4. We encourage any sponsor of approved posting to recognize that information once posted may be taken down by residents. We are not responsible for the length of time information remains posted.

Agencies may distribute information through the main office of Housing and Residence Education located at 190 W. Woodruff Avenue, or may distribute fliers to each residence hall front desk.