

## Literature and Postings in the Residence Halls

### **Distribution of Literature via Residence Hall Mailboxes:**

- A. Drake students, faculty and/or staff may distribute literature via the residence hall mailbox system on campus, however;
- B. All literature must have the name of the sponsor and an email contact clearly displayed on the front of the document as well as the date and time of the event.
- C. All literature must comply with the Drake University policy concerning Community, Diversity, Freedom of Expression and Harassment.
- D. Literature advertising the use of or consumption of alcohol or other drugs are not to be distributed in the residence halls.
- E. All literature will need the approval of the Residence Hall Association and/or the Office of Residence Life prior to distribution in the mailboxes.

### **Posting by Individuals, Groups or Organizations, non-Drake Affiliated**

Each residence hall will designate a specific area(s) for the posting of information from individuals, groups or organizations not associated with or recognized by the University. All postings from such individuals, groups or organizations should be given to the Office of Residence Life in lower level Olmsted to be distributed to the residence hall staff for posting. All rules for campus organizations and offices shall apply to non-Drake affiliated individuals, groups or organizations. Approved postings may be posted in the main lobby areas in the designated areas only. Should items be posted without the proper approval the items may be removed without notice to the individual, group or organization.

### **Posting by Campus Individuals, Groups or Organizations, Drake Affiliated**

Each residence hall will designate a specific area(s) for the posting of information from individuals, groups or organizations associated with or recognized by the University. All postings from such individuals, groups or organizations may be posted in the lobby area of each residence hall. All University posting policies shall apply to affiliated individuals, groups or organizations recognized by the University.

Should individuals, groups or organizations associated with or recognized by the University desire to post on residence hall floors where residents and Resident Assistants reside – the individuals, groups or organizations associated with or recognized by the University will need to seek the approval of the Office of Residence Life and/or the Residence Hall Association prior to posting.

*Individuals seeking assistance and/or approval for literature or postings should contact the Office of Residence and/or the Residence Hall Association Publicity Chair at (rhapublicity@drake.edu). The approval process will involve a vote and approval of the current Residence Hall Association Executive Board, which meets every Monday night at 9:00pm during the school year. Outside of the school year – the Office of Residence Life may grant approvals when the Residence Hall Association is not in active session. The Office of Residence Life has final approval and oversight of the posting approvals in the residence halls.*

### **Postings - Lobby Bulletin Boards: for Official University Notices and General Notices**

- A. Each residence hall will designate one bulletin board or area in the main lobby to be reserved for official University notices that are necessary for the general welfare of the residents.
- B. There will be one general bulletin board designated solely for general posting of notices and announcements.
- C. The designated bulletin boards or areas will be under the jurisdiction of the Hall Coordinator/Office of Residence Life.
- D. No postings should occur in non-designated areas such; exterior doors, mirrors, stairwells, hall lobby desks, etc.
- E. Flyers may not exceed 93.5 square inch area (8.5"x11") or a poster should not exceed 3'x3' in size.
- F. All postings must comply with the Drake University policy concerning Community, Diversity, Freedom of Expression and Harassment.
- G. Individuals and campus organizations have and assume full responsibility and liability for the signs that they post, and should realize that legal actions against persons for members of groups who participate in offensive action, intentional harm of emotional distress, or such other causes recognized and allowed by law may be possible.

- H. **All postings must have the name of the sponsor and an email contact clearly displayed on the front of the document as well as the date and time of the event and/or the date on which the sign is to be taken down and may not exceed one month from posting.**
- I. Postings advertising the use of or the consumption of alcohol or other drugs are not to be posted in the residence halls.
- J. Duct tape, scotch tape, packing tape, etc. should not be used to post signs in the residence halls as it may create damage. Painters tape (blue or green) are the preferred adhesive tools. The use of anything else will result in the posting being removed.
- K. Any posting not meeting the noted requirements above will be removed without notice to the individual, group or organization.

### **Postings - Resident/Resident Assistant Floors: for Official University Notices**

- A. The posting area on floors where residents and Resident Assistants reside are only reserved for Official University Notices and notices that are for the general welfare of residents.
- B. The posting area shall be under the jurisdiction of the Residence Hall Association and/or the Office of Residence Life and its designee.
- C. Flyers may not exceed 93.5 square inch area (8.5"x11") or a poster should not exceed 3'x3' in size.
- D. All postings must comply with the Drake University policy concerning Community, Diversity, Freedom of Expression and Harassment.
- E. All postings will need the approval of the Residence Hall Association and/or the Office of Residence Hall Association prior to being posted on floors. Signs that are not approved will be removed without notice to the individual/group or organization.
- L. All postings must have the name of the sponsor and an email contact clearly displayed on the front of the document as well as the date and time of the event and/or the date on which the sign is to be taken down and may not exceed one month from posting.
- M. Postings advertising the use of or consumption of alcohol or other drugs are not be posted in the residence halls.
- N. Duct tape, scotch tape, packing tape, etc. should not be used to post signs in the residence halls as it may create damage. Painters tape (blue or green) are the preferred adhesive tools. The use of anything else will result in the posting being removed.
- O. Any posting not meeting the noted requirements above will be removed without notice to the individual, group or organization.

### **Literature, Postings, and Other at the Front Desks:**

- A. Literature may not be left/deposited at any residence hall desk as a distribution method.
- B. There should be no signs, postings, or banners posted "on the hall desk" of any residence hall by any individual, group or organization. *This would include Resident Assistants, Executive Councils, and Residence Hall Association.*
- C. The only exception to the desk postings "on the hall desk" would be an officially sanctioned program, event or University Notice recognized by the Office of Residence Life or Hall Coordinator (seeking prior approval). Signs placed in "plexi-frames" would be allowed at the discretion of the Hall Coordinator or Director of Residence Life.
- D. There should be no containers or jars left at the front desk for programs (such as change wars, or fundraising). The only exemption to this would be those approved by the Residence Hall Association and the Office of Residence Life prior to an event.
- E. The Residence Hall Association nor the Office of Residence Life is responsible for any items lost, stolen or missing items pertaining to any approved event by the Residence Hall Association or the Office of Residence Life (including any monies collected as a fundraising endeavor). Fundraising is held at the risk of the sponsoring individual, group or organization.
- F. Any non-approved items at a residence hall desk will be removed without notice to the individual, group or organization.

### **Outside of the Residence Halls:**

The use of paint, spray chalk on sidewalks immediately outside of the residence halls or on building surfaces is strictly prohibited. Individuals, groups or organizations will use painters tape and/or other adhesives that may be removed without resulting in damage to the building surfaces. Any damage caused to buildings or sidewalks will be handled through Drake University.

Postings *may not* occur on the exterior of any residence hall building/walls with the exception of Ross Hall. At Ross Hall, postings may be placed ONLY where the Residence Life staff have designated a posting area(s). Any posting not meeting the noted requirements will be removed without notice to the individual, group or organization.