RESIDENCE HALL POSTING, SALES, AND SOLICITATION PROCEDURES
2016-2017 ACADEMIC YEAR

The University of South Dakota views residential facilities as a home to students. As such, it is the desire of the University Housing Office to ensure advertising, posting, sales, solicitation, and campaigning in residential facilities will support the student’s educational endeavors while respecting their personal residential space. To that end, the following policies are enforced for all posting, sales, and solicitation within the residence halls:

A. GENERAL POSTING GUIDELINES
Groups or individuals may submit materials for posting with the purpose of promoting a campus, department, or organization, or community program/commercial advertisements in paper or electronic format. In order to maintain clean welcoming environments and decrease our overall carbon footprint while minimizing cost for those desiring to advertise, groups are encouraged to take advantage of digital posting opportunities. Posters/Advertisements must be appropriate for public areas. At no time will a sign/poster promoting the sale, use, or advertisement of alcohol/alcohol products or any illegal activity be approved. Upon approval, University Housing Staff will display these postings in designated residence hall locations. Postings will be displayed for up to two weeks or until 24 hours after an event date, whichever occurs first. Only residence hall staff in their capacity as a staff member may post materials and items found posted that are not approved will be removed immediately and could result in conduct proceedings.

B. POSTING APPROVAL REQUIREMENTS (DIGITAL AND PAPER)
To obtain approval by University Housing for distribution and posting at designated locations in the residence halls, posters/advertisements must contain the following:
- Description of event/activity/service as well as date/time/location of the event
- Identification of the sponsoring organization or department via logo or statement of sponsorship
- Whether there is any charge for the event
- Contact person's name and phone number or e-mail address
- The poster should be no larger than 24” X 36”

C. DIGITAL POSTING
Digital, 55” kiosks are located behind the front desk locations in the North Complex that are available for digital posting. These kiosks will accept advertisement in PDF and JPEG formats. Small screens located in each of the laundry rooms across campus are also available and can accept advertisement in JPEG format. In order to submit an advertisement for digital posting, please complete THIS FORM 24 hours in advance of the desired posting start date. [http://tinyurl.com/digitalposting](http://tinyurl.com/digitalposting)

D. PAPER POSTER/FLIERs
Paper posters/fliers should be submitted to the University Housing Office located in the Center for Continuing Education/Temporary Student Center Suite 101. Posting materials must be submitted no later than 3 days prior to the desired posting date for distribution and posting. A sample of the proposed poster/flier should be submitted to the University Housing Office before posters are made in the event that changes must be made. University Housing approved postings will receive a stamp with signature and valid posting date. It is recommended that an approximately 1”x3” space be left blank for this stamp. If a space is not available, staff will attempt to mark postings in a way that is minimally intrusive on the poster. A digital version of this stamp may be obtained by request to Housing@usd.edu.
E. **POSTING NUMBERS**

The following counts outline the maximum number of posters that will be accepted for each facility. Please visit with the University Housing front desk to discuss targeted efforts for advertising. Should less posters be received than listed below, University Housing will attempt to divide the posters equally amongst all locations and will place them in higher visibility areas.

- McFadden Commons: 2 Floors: 2
- Coyote Village Commons: 2 Floors: 12
- North Complex Front Desks Commons: 2
- Brookman Commons: 1 Floors: 3
- Burgess/Norton Commons: 1 Floors: 6

F. **MAILERS/MAILBOX STUFFERS**

Advertisements to be placed in residence hall mail boxes must be individually addressed. Mailbox advertisements that are not individually addressed to each resident will be made available at front desk locations for 48 hours and will then be recycled. For more information on posting numbers or addresses, please contact University Housing at Housing@usd.edu.

G. **OTHER PAPER ADVERTISEMENT/ALTERNATIVE ADVERTISEMENT**

In an effort to decrease our paper usage, other forms of paper advertising such as door hangers, handbills, banners, etc. are discouraged. Alternative forms of advertisement not expressly described above must receive approval from the Director of University Housing. Please contact Housing@usd.edu to request a review of alternate advertising options.

H. **SALES/SOLICITATION/CAMPAIGNING**

The sales/solicitation/campaigning policy exists to protect the rights of community members to privacy and personal security. Please contact the complex desk or Resident Assistant immediately if there is someone who is violating the following solicitation guidelines:

- Sales may not be conducted in public areas of the residence.
- Student organizations may receive permission from the Director of University Housing to use tables and chairs in designated public areas for the purpose of campaigning or to solicit support for their organization/cause. Tabling will not be allowed by any group during any hall opening or closing period.
- Some groups raising funds, selling services, or sharing information that is of benefit to the residence hall community and are done in connection with a residence hall program/activity may be permitted with prior approval. The University Housing Office shall review and approve these activities.
- Individual/groups may not campaign/solicit by placing advertisements under residents’ doors or in student mailboxes, except as previously stated (Mailers/Mailbox Stufflers).
- Door-to-door campaigning for on-campus elected offices is permitted for the duration of the two school days immediately preceding the first day of elections from 10:00AM to 8:00PM. **ONLY the candidates themselves**, not campaign workers, will be allowed to campaign door-to-door, and they will be escorted by a member of that hall if they are not a member of that hall.