

RESIDENCE HALL SOLICITATION POLICY

[Updated April 9, 2013]

RESIDENCE HALL AND APARTMENT POSTING POLICY FOR UW ORGANIZATIONS

Posting materials sponsored by UW-affiliated organizations/offices (outside of HFS) may be posted in designated nonresidential areas (i.e., building lobbies). Materials must include the name of the sponsoring organization or office. Materials should be no larger than 11" x 17"; materials for nonresidential areas should be no larger than 24" x 36".

Groups or individuals may submit materials for posting with the purpose of promoting a campus or UW community program, school, organization, activity or event. Posting materials should be submitted to the Resident Director/Residential Life Office in each residence hall for approval. It is recommended that postings are submitted to the appropriate Resident Director/Residential Life Office at least one week in advance. Upon approval, Residential Life 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 may post materials and any postings that are posted without prior approval will be removed. All materials must conform to state and local laws and the policies of the UW and HFS. An organization responsible for improper posting may subsequently lose the privilege of posting information or reserving rooms in the residence hall(s). An event improperly advertised, which utilizes residence hall space, may be canceled.

Materials should be counted, bundled and labeled for distribution based on the community information below:

- Alder Hall, Elm Hall, Hansee Hall, Poplar Hall, Terry Hall: 1 per hall
- Cedar Apartments, Haggett Hall, McCarty Hall, McMahan Hall: 2 per hall
- Stevens Court Apartments: 3 per hall

Campaign materials posted in individual residence hall and apartment **room windows is permitted** within Housing & Food Services policy. It is suggested that materials posted in windows use easily removable tape to avoid damage charges upon vacancy.

Campaign materials posted on **residence hall or apartment doors is permitted** within Housing & Food Services policy as long as it does not cover over 50% of the door. Additionally, decorative lighting, combustible items, and items that are hanging from the door frame are prohibited. The room/apartment number and peephole cannot be covered.

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RESIDENCE HALL/APARTMENT SOLICITATION & TABLING POLICY

Door-to-door solicitation or distribution of promotional materials by anyone who is not a resident of the residence hall, or by anyone for commercial or campaigning activities is prohibited. This includes RHSA, ASUW, and other student organizations during all regular or special elections.

A resident or organization wishing to reserve a **lobby table** must complete the [Tabling Request Form](#) and submit it to the Resident Director of the specific building in which you would like to table. Tabling opportunities are available beginning the first business day of the second week of classes. Tabling reservations must meet the following qualifications:

- The reservation is for the current quarter
- A copy of all publicity and information to be distributed/displayed at the table must be attached to the request form
- The reservation must be made at least two business days in advance
- The reservation must be between 11:00am- 2:00pm or 5:00pm-8:00pm
- The reservation is for no more than one three-hour period per week
- The reservation is for no more than three occurrences per quarter

State law prohibits the **distribution of unstamped campaign literature** through campus mail, including the residence hall system. Campaign material is considered stamped if mailed under a bulk rate permit issued by the U.S. Postal Service and is properly addressed to the resident of the room. Bulk campaign material that is mailed via the campus mailing service, without a stamp or bulk rate permit, will not be distributed in the residence halls.

CONTACT THE RESIDENTIAL LIFE OFFICES (MONDAY - FRIDAY 1-5PM)

Cedar Residential Life Office	221-1977
Haggett Residential Life Office	543-1034
Hanse/2104 House Residential Life Office	685-1738
McCarty Residential Life Office	543-5134
McMahon Residential Life Office	543-2744
Poplar/Alder/Elm Residential Life Office	543-3903
Stevens Court Residential Life Office	685-2540
Terry Residential Life Office	543-0104

For specific questions about this policy, contact the HFS Leadership & Programming Office at 206-616-6189.