Residence Life & Housing
Posting, Solicitation, and Distribution Policies

Residence Life & Housing policies for posting, solicitation and distribution are effective year round and cover all residence halls, apartment communities, Residence Life & Housing offices, and all outside areas surrounding the residential communities (all areas between University Boulevard and Zink Road and around Hamilton Hall). Posting in all other areas of campus require advance approval from the Office of Student Activities.

Posting Approval Process for Residence Life Staff and Residential Student Organizations:
1. Anything posted or used for advertising events sponsored by Residence Life & Housing or residential student organizations will need advance approval by the advisor/supervisor for their position. Approval can be obtained by bringing a copy of the publicity to their office or by sending an email attachment depicting the item prior to copying or ordering the publication, posting or item.
2. After being approved, the flyers or other documents must be pre-counted and bundled (by RA, floor, or community) by the submitting entity and given to the advisor/supervisor for posting at least 10 working days prior to the event (or expected dissemination of materials). Exact numbers are included at the end of this document.
3. The advisor/supervisor will notify the organization/individual if there is a problem with approval of the publicity.
4. Once received, reviewed and approved, the advisor/supervisor will distribute the items to the Community Director for the specified community within 1 business day, the Community Director will pick them up within 1 business day and will distribute them to their Resident Assistants within 1 additional business day. Once distributed, the Resident Assistants will have 1 business day to post or distribute the items. As such, it could take up to one full week for items to be posted in a community once received. Some items may take longer if the event or publicity is received further in advance.
5. Residence Life & Housing staff members or residential student organizations desiring to post information must provide all copies or products and must use the appropriate account to pay for the materials to be produced.

Posting Approval Process for Non-Residential Organizations/Groups:
1. Students and student organizations that are non-residential, members of the university faculty and staff, and all non-University constituents will need advance approval by the Residence Life & Housing office. Approval can be obtained by bringing a copy of the publicity to the Residence Life & Housing office or by sending an email attachment depicting the item prior to copying or ordering the publication, posting, or item.
2. After being approved, the flyers or other documents must be pre-counted and bundled (by RA, floor, or community) by the submitting entity and given to Residence Life & Housing for posting at least 10 working days prior to the event (or expected dissemination of materials). Exact numbers are included at the end of this document.
3. Residence Life & Housing will notify the organization/individual if there is a problem with approval of the publicity.
4. Once received, reviewed and approved, Residence Life & Housing will distribute the items to the Community Director for the specified community within 1 business day, the Community Director will pick them up within 1 business day and will distribute them to their Resident Assistants within 1 additional business day. Once distributed, the Resident Assistants will have 1 business day to post or distribute the items. As such, it could take up to one full week for items to be posted in a community once received. Some items may take longer if the event or publicity is received further in advance.
5. Residence Life & Housing will not pay to have materials produced. Organizations and/or individuals desiring to post information must provide all copies or products.

Distribution to Individual Students:
1. Coupons, flyers, or giveaways not related to University organizations or offices will not be placed in student rooms but will be put in community offices or floor lounges or will be given out at events at the discretion of the Community Director following approval by the Residence Life & Housing office.
2. Coupons, flyers, or giveaways related to University organizations and offices will only be placed in student rooms in the fall before students return to campus. All items must be approved by the Residence Life & Housing office and received by Residence Life & Housing office no later than August 1st to be placed in students’ rooms. Items will only be placed on the desk in each student room. Nothing can be hung or affixed to the door. Items given after the August 1st deadline will be put in community offices or floor lounges or will be given out at events at the discretion of the Community Director following approval by the Residence Life & Housing office.
3. University and non-University related organizations and offices wishing to have items put in student mailboxes must mail their items through the United States Postal Service and must include a specific student’s name and complete mailing address in order for the item to be placed in their mailbox.
4. Individuals and/or organizations may not go door to door passing out publicity. Nothing is to be slid under individual student or apartment doors, affixed to the door or put in the door handle.
5. Approval will not be granted for any publicity promoting alcohol, drugs, weapons, illegal activities, sexual insensitivity, or items deemed to be offensive in nature.
**Solicitation Policy:**
1. Because the safety and privacy of the students is paramount, no solicitation or canvassing of any kind, may be conducted in residential areas, nor may articles, goods and services be offered for sale by anyone in residential areas without prior permission of the Residence Life & Housing office. Solicitation in residential areas is limited to the exterior entrance and/or the main lobby. Solicitation in residential areas may only be conducted for events sponsored by campus-affiliated groups.
2. The door-to-door distribution of information (verbal or tangible) must be approved by the Residence Life & Housing office, and is limited to a group of five (5) students in a residential hallway at one time. One of the members of the group must be a resident of the community in which they are distributing information. This individual must serve as a host to the guests. Guests are expected to abide by all regulations which apply to their hosts. Hosts must escort their guests at all times within the residential area and are responsible for the actions of their guests within the residential area. If a guest violates a university policy, it will be adjudicated in accordance with the appropriate judicial procedures. Since the host is responsible for their guest(s), the host may be held responsible for the actions of their guest(s).
3. Approved solicitation is limited to those residents whose doors are open at the time of solicitation. Solicitation may only occur on days and at times agreed upon by the groups and the Residence Life & Housing office at least one week before the solicitation is to take place. Flyers may not be distributed to residents unsolicited, and may not be posted on any residence hall door, nor may any messages be left on a resident's door regarding the purpose of the soliciting group.
4. Residents will be contacted prior to the group’s solicitation via email so that they can decide whether to open or close their doors.
5. Resident Assistants may, on occasion, knock on residents’ doors to notify them of events sponsored by the Residence Life & Housing staff or residential student groups.
6. Students should be aware of solicitors who traditionally target college campuses and often fail to deliver their promised goods or services. These individuals include some vendors of perfume and cosmetics, magazines, and telephone calling services. If you are approached by one of these individuals, please report the individual(s) to the Wright State University Police Department and a Resident Assistant or Community Director immediately.

**Miscellaneous Information:**
1. Designated areas for posting information in residence halls and apartments are determined by the Community Director for each community.
2. Residence Life & Housing professional staff members reserve the right to remove unauthorized, defaced, damaged or postings without notice. Residence Life & Housing professional staff members reserve the right to decide the length of time for individual postings to remain posted within a given community once posted.
3. Space for hanging outdoor banners in the residential communities is limited. Individuals desiring to hang a banner in the residential communities must receive advance approval from the Residence Life & Housing office. Only university departments and WSU student organizations will receive approval. Residence Life & Housing events will receive priority. Banner size is limited to a maximum of 6 feet high and 12 feet wide.
4. Sandwich boards will be permitted in limited areas with advance approval from the Residence Life & Housing office. Only university departments and WSU student organizations will receive approval. Residence Life & Housing events will receive priority. Display of sandwich boards will be limited to two weeks. Locations are limited to areas near the Woods and Hamilton Hall, and should be placed in grassy areas when possible. Sandwich boards will not be placed in obstruction of walking paths. Any sandwich board obstructing a walking path will be removed. Residence Life & Housing is not responsible for theft or damage of sandwich boards displayed in residential areas.
5. The kiosks will be maintained by the Residence Life & Housing office. Individuals wishing to post items on this board must provide one flyer to be posted on the board. The board will be cleared on the 15th and the last day of each month regardless of when items were posted on the board.
6. Advertisements, coupons, or other materials may not be affixed to cars or placed under their windshield wipers except in extreme circumstances. Permission to distribute materials in this manner must be approved the Residence Life & Housing office.
7. No more than 2 of the same flyers will be posted on a single floor.
8. Posting of flyers will not be allowed in the stairwells or elevators of any residence hall.
9. Posting of flyers will not be allowed on the glass entry doors to any residence hall (except by Residence Life & Housing staff members or residential student organizations so long as the view of the hallway is not obstructed).
10. Masking tape or standard staples should be used to affix items in designated areas for posting. Staple guns are not to be used.
11. A formal, written complaint may be lodged against any individual, organization or office if an individual is offended by a posting. The result of a written complaint will be shared between the two parties.
12. The Director of Residence Life & Housing or his/her designee reserves the right to make final judgment regarding any document denied.
13. Failure to follow the policies outlined in this document by individuals, organizations, or offices could result in disciplinary action through Community Standards and Student Conduct, administration processes, and/or the Wright State University Police Department.
Residence Life & Housing  
Posting, Solicitation, and Distribution Policies  

Instructions for distribution of information, goods, and services in the Wright State University residential communities:  
1. Review the policies listed on the attached sheet and maintain a copy of the sheet for your records. 
2. Get approval of your original document by the Residence Life & Housing office prior to copying or ordering the publication, posting or item. 
3. Make the appropriate number of copies (as listed below) for distribution. 
4. Return this form and copies (divided by community and appropriately labeled) for distribution to Community Offices. 
5. Allow up to one full week for posting throughout residential communities.  

Name of requestor: _________________________________________________________________  
Phone Number: ______________________ E-mail address: ______________________________  
Company/Department: _______________________________________________________________  

Community Options (please select all that apply):  

<table>
<thead>
<tr>
<th>Check which communities to distribute to:</th>
<th>Community</th>
<th>Posting in Hallways</th>
<th>1 per RA</th>
<th>1 per Unit</th>
<th>1 per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL Communities</td>
<td>154</td>
<td>73</td>
<td>1304</td>
<td>2714</td>
<td></td>
</tr>
<tr>
<td>ALL Residence Halls</td>
<td>113</td>
<td>54</td>
<td>977</td>
<td>1699</td>
<td></td>
</tr>
<tr>
<td>ALL Apartments</td>
<td>41</td>
<td>19</td>
<td>327</td>
<td>1015</td>
<td></td>
</tr>
<tr>
<td>Boston, Cedar, and Hawthorn Halls</td>
<td>24</td>
<td>11</td>
<td>215</td>
<td>392</td>
<td></td>
</tr>
<tr>
<td>Oak, Maple, and Pine Halls</td>
<td>24</td>
<td>12</td>
<td>211</td>
<td>327</td>
<td></td>
</tr>
<tr>
<td>Laurel, Jacob, and Hickory Halls</td>
<td>24</td>
<td>11</td>
<td>186</td>
<td>302</td>
<td></td>
</tr>
<tr>
<td>Honors Hall</td>
<td>24</td>
<td>11</td>
<td>205</td>
<td>395</td>
<td></td>
</tr>
<tr>
<td>Hamilton Hall</td>
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<td>8</td>
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<td></td>
</tr>
<tr>
<td>College Park Apartments</td>
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<td>8</td>
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<td></td>
</tr>
<tr>
<td>Village/University Park Apartments</td>
<td>21</td>
<td>7</td>
<td>195</td>
<td>373</td>
<td></td>
</tr>
<tr>
<td>Forest Lane Apartments</td>
<td>4</td>
<td>4</td>
<td>72</td>
<td>162</td>
<td></td>
</tr>
</tbody>
</table>

Distribution (please select which option you would like to utilize):  
___ Posting in Hallways  
___ 1 Per RA  
___ 1 Per Unit  
___ 1 Per Person (only applicable before the start of the Fall semester or by distribution at the Community Director’s discretion)  

Signature:__________________________________________  Date:____________________  

By signing this document, I agree and accept the Residence Life & Housing Posting, Solicitation, and Distribution Policies on behalf of the organization, department, or company that I represent. I understand that failure to adhere to these guidelines may result in the loss of privileges within the residential communities could result in disciplinary action through Community Standards and Student Conduct, administration processes, and/or the Wright State University Police Department.  

Office Use Only:  
Residence Life Office Recipient: ___________________________ Date Received: ___________________________  
Date Reviewed: ______________________ Approved: ________ Not Approved: _________