



CALIFORNIA STATE UNIVERSITY, STANISLAUS

HOUSING AND RESIDENTIAL LIFE

CLUB AND ORGANIZATION POSTING GUIDELINES

University clubs and organizations are permitted to post informational materials within the Housing and Residential Life complex in accordance with University and Housing and Residential Life posting guidelines. These guidelines are intended to govern the daily posting of materials with the exception of designated advocacy dates. Designated advocacy dates are dates in which Housing and Residential Life agrees in advance to permit door-to-door solicitation, information dissemination, etc. Residents will receive advance notice of such dates in the event they choose not to participate. Referenced below are excerpts from the 2009-10 Housing and Residential Life Policies and Procedures, which relate to posting and solicitation. Please use these as a guideline.

Posting Policy

According to the University Posting Policy, materials may only be posted on approved kiosks and bulletin boards. Posting on trees, lamp posts, phones, benches, buildings, or any other permanent structure not specifically designated for posting is prohibited. The Director of Housing Residential Life or designee(s) must approve any posting within University Housing facilities.

Only University Housing staff or authorized housing organizations may post within University Housing facilities, unless approved in advance by the Director of Housing or her designee. Posting violations will be removed. Individuals or organizations found posting in violation of the policy may be sanctioned according to campus policy. Private gatherings in University Housing facilities MAY NOT be advertised to the public. Residents will be held responsible for posted information. A copy of the complete campus Posting Policy may be found at the CSU Stanislaus University Police Department.

Solicitation/Sales/Advertising/Deliveries

As part of the greater CSU Stanislaus community, the Housing Office encourages individuals or organizations wishing to sell, solicit, or advertise products or services to do so through the avenues outlined in the campus posting guidelines. As CSU Stanislaus students, all housing residents may take advantage of marketing opportunities while on campus. However, solicitation, sales, and advertising either verbal or printed is not permitted in the housing facilities, except by University Housing staff or as authorized by University Housing. This includes, but is not limited to, the residential areas, resident mailboxes, and University Housing grounds.

Authorized vendors must have written permission in hand from the Director of University Housing or designee. No door-to-door solicitation is permitted, although University Housing programs sponsored by University Housing staff or approved residential organizations may be promoted door-to-door. Any requests for exceptions must be submitted in writing to the University Housing Office.

Clubs and Organizations CAN do the following, subject to prior notification to the Housing Office:

1. Post one 8.5x11" flyer on the Resident Community Board located in the interior hall of the Community Center. The flyer may be submitted to the front desk and housing staff will post it.
2. Post no more than three posters on the exterior gates of the Village, as long as the poster faces outward on the gates.
3. Post the event on the Housing myspace calendar and facebook calendar. Organizations wishing to do this should provide the event title, date, location, and time to the Housing Office or to the myspace.com account. Housing staff will then post it.

Clubs and Organizations CANNOT do the following:

1. Post flyers or notices within Village grounds, including on resident doors.
2. Go door-to-door advertising events, soliciting donations, or recruiting for the organization.
3. Distribute flyers or notices through resident mailboxes.

Exception: ASI and UPB program announcements should be brought to the Housing Office for distribution. :JLH 9/09