Posting Policy:

All postings must meet the following requirements:

- Any posting or distribution of written or visual materials in UM Housing facilities for commercial purposes is prohibited.
- All postings must be approved by the UM Housing Office in Turner Hall. Approved postings will be date stamped with an expiration.
- Postings of approved materials will be posted by UM Housing staff and must be confined to designated posting areas.
- Postings must be sponsored by an ASUM group or UM Department. The sponsorship must be clearly indicated on the posting.
- Postings must not promote the use, sale, or consumption of alcohol.
- Posted events must not have age restrictions and must be held in locations that do not sell alcohol.
- Events must be free and open to the public. Any fees should be clearly stated on the posting and include where proceeds are going.
- Approved materials may be posted for a maximum of 2 weeks. Postings will be removed once the event has occurred or once the two weeks have passed whichever occurs first.
- Specific events may only have one type of posting up at a time. Once the two week period has passed, a new posting for the same event may be submitted, but must be a new, distinguishably different poster from the previous one.
- Posting request forms and posters must be submitted at least three (3) business days prior to the desired posting start date.
- The Director of UM Housing has the right to approve or deny postings meeting or not meeting the above requirements.

Contact Information if Viewers Have Questions/Concerns:

First Name: __________________________ Last Name: _______________________

ASUM Sponsor Group/UM Dept: ________________________________

Contact Phone #: (__________) _______ -

Poster/Event Title: ____________________________________________

Description of Event: ___________________________________________

______________________________________________________________

Date(s) of Event: __________________________

Is there a fee associated with the event? No Yes - Amount: $________

Where do the proceeds go? __________________________

Number of Posters Allowed by Size:

☐ 13 - Posters larger than 8 1/2 inches x 11 inches:
   8 - Residence Hall Poster Areas
   4 - University Village Laundry Rooms
   1 - Lewis and Clark Village Office/Community Center

☐ 23 - Posters 8 1/2 inches x 11 inches or smaller:
   8 - Residence Hall Poster Areas
   4 - University Village Laundry Rooms
   11 - Lewis and Clark Village Laundry Rooms

Office Use Only

Date Received: _______________________

Staff: ______________________________

Stamp Approved Expiration Below: