



UM Housing Posting Request

101 Turner Hall • (406) 243-2611 www.umt.edu/housing housing@mso.umt.edu

UM Housing has designated posting areas in each of the Residence Halls as well as University Villages and Lewis and Clark Village. All postings must be approved by the UM Housing Office. Once approved, UM Housing staff will post and remove the postings. Any postings not approved or posted by UM Housing will be removed.

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: _____