Residence Life 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 Residence Life Office. Once approved, Residence Life staff will post and remove the postings. Any postings not approved or posted by Residence Life will be removed.

Posting Policy:

All postings must meet the following requirements:
- Any posting or distribution of written or visual materials in Residence Life facilities for commercial purposes is prohibited.
- All postings must be approved by the Residence Life Office in Turner Hall. Approved postings will be date stamped with an expiration.
- Postings of approved materials will be posted by Residence Life 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 Residence Life 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: