Housing & Dining Posting Policy

Housing and Dining recognizes that university residential and dining facilities provide high visibility locations for posting information, promoting events and activities, and that they serve as important venues for the sharing of information with our student population. We also recognize our responsibilities to safeguard our resident’s privacy, attend to the upkeep of our facilities, and to promote responsible use of resources. To that end, we have developed the following posting guidelines. These guidelines serve as a supplement to the Code of Student Life, See Regulations Regarding Signs, Posters, Handbills, and Other Promotional Material in Section 5.

Housing and Dining supports responsible use of resources and encourages individuals or groups to limit the number of flyers or posters. Unfortunately, information sent in bulk (per resident or per room) often ends up in waste receptacles or is discarded throughout the area, creating additional clean-up work for our building service technicians and staff.

The Executive Director of Housing and Dining (or designee) approves items to be posted on exterior surfaces or the surrounding property, and in all common areas within university housing residence halls, apartments, and faculty/staff guest housing including (but not limited to) lounges, stairwells, study areas, individual unit doors, entry ways and hallways. Posting will be allowed only in designated areas within each residential facility. Posting in Housing areas will be accomplished by Housing and Dining staff members.

The Director of Dining Services is the designated contact point for posting in university dining locations operated by the Housing & Dining. (Please see the Table Tent Policy.)

In addition to guidelines outlined in Section 5 of the Code of Student Life, promotional materials may not contain references to alcohol as part of the promotion, event, sponsorship, theme, etc. References include (but are not limited to): pictures, graphics, product logos, slogans, etc. Promotional material with the intent of educating or raising awareness on the responsible use or associated problems of alcohol may be considered for display.

**Promotional materials must include a legible contact name (first and last name for individuals), full name of the sponsoring organization or department, and a complete phone number displayed on the item.** Promotional material will also be date stamped by the approving Housing and Dining representative.

University Housing and Dining determines and designates the locations within the facilities where promotional material may be displayed or placed for distribution. Items will be removed by Housing and Dining staff upon expiration of the event or
after a period of time not to exceed 14 days. In the event that requests for posting exceeds the available space, the approving Housing and Dining staff member may exercise discretion in adding or removing older postings as needed. Priority consideration will be given to university departments, offices and student organizations.

Promotional material will not be posted on exterior doors. Exceptions include informational materials relating to housing and dining facility operations (i.e., hours of operation, etc.) or urgent or emergency information at the discretion of the designated approver.

Housing and Dining determines and approves the location of all floor mounted displays. This applies to displays brought into the facility from other organizations or departments.

Housing and Dining is not responsible for any damage to posted material while they are on display or when the material is taken down by Housing and Dining staff.

Promotional material that is found displayed without proper approval will be removed by the Housing and Dining staff. The staff will not be responsible for any damage to promotional material during removal as a result of unauthorized posting. Student Organizations, departments or individuals may be held responsible for damages that occur to surfaces when unauthorized promotional material is removed.

Promotional material posted within Housing and Dining areas does not necessarily reflect the official views of, or constitute endorsement by the University of North Dakota or the department of Housing and Dining.

Inquiries about posting information in the residence halls or university operated apartments should be directed to the Housing office at 701-777-4251 or housing@und.edu