

Residential Posting Regulations

Housing and Residence Life

Paper Poster Regulations:

- Requests for residence hall postings must be made to Housing & Residence Life at least 10 business days in advance of the desired beginning posting date. Flyers may be brought up to the second floor reception desk in North Hall. Housing & Residence Life will accept, stamp as approved for posting, and distribute posters via RHD mailboxes. If there are questions, please contact ask.reslife@nau.edu.
- Posters may not exceed 14 inches by 22 inches in size. (*Current Student Life Policy*).
- All postings must have the sponsor and contact information (e.g. website, email, phone, etc.) visible on the posting.
- Informational posters without specified end date will be approved for a three week posting period. If there is an event date, the flyer will be removed the day after the event or sooner if the poster becomes worn or vandalized.
- Professional-quality posters created to promote a series, calendar, or major event may be accepted for a longer posting period. Any duplicative or successive flyers or posters for an event will replace the former flyer so that only one flyer per event will be posted at a time.
- No one may place posters or any advertisements or notices in any residential community, without the permission of the Residence Hall Director.
- Campus organizations and offices may have more than one flyer posted at a time as long as the content of the flyer is for distinctively different purposes or activities.
- Advertisements, posters, flyers, etc. shall be in good taste and not depict portrayals that are demeaning or discriminatory to any individual or group(s) of persons. (*Current Student Life Policy*)
- All posters and electronic displays must conform to current Copyright Laws.
- The poster quantity is limited to either 175 or 22 (see below for details) based on the organization type requesting to post.

One Flyer per Resident Assistant (N = 175 for the 2018-2019 academic year)

- Residential student organizations (Community Councils, RHA, NRHH)
- Housing & Residence Life (includes Resident Assistant and hall staff activities, activities sponsored by other residence halls, and activities planned by the Central Office)
- Student clubs or organizations currently registered with the Office of Student Life
- Elections informational posters will be accepted, but individual candidate posters will not (candidates can give flyers to friends to post on their doors)
- Academic departments
- Non-academic university departments

One Flyer per Building (N =22)

- All of the above
- All off-campus agencies and events

Electronic Bulletin Board Advertisements:

- Electronic bulletin board display requests may be accepted from the following groups:
 - Residential student organizations (Community Councils, RHA, NRHH)
 - Housing & Residence Life (includes Resident Assistant and hall staff activities, activities sponsored by other residence halls, and activities planned by the Central Office)
 - Student clubs or organizations currently registered with the Office of Student Life
 - Elections informational posters will be accepted, but individual candidate posters will not
 - University academic, administrative, and service departmentsCommercial speech/postings is limited to paper flyers (central bulletin board)
- Requests for electronic posting must be made at least 10 business days in advance of the desired beginning posting date. Housing and Residence Life will review, approve and format requests for electronic bulletin board displays for ALL halls that have electronic bulletin board displays. Submit electronic display for approval in PowerPoint or PDF format to Ask.ResLife@nau.edu.
 - These are the buildings that currently have electronic bulletin board displays in their lobbies.

Allen	McConnell	Reilly
Ernest Calderón	McKay Village	Roseberry
Cowden	Morton	Sechrist
Gabaldon	Mountain View	Taylor
Gillenwater	Pine Ridge Village	Tinsley
Honors College	Raymond	Wilson
- Individual building RHD's may review, approve, and post requests for electronic bulletin board displays specific to their building.
- Specify a poster/flyer start date and removal date at the time of submission for approval. Electronic displays are typically allowed a three week posting period.
- Professional-quality electronic displays created to promote a series, calendar, or major event may be accepted for a longer posting period. Any duplicative or successive posters for an event will replace the former flyer so that only one flyer per event will be posted at a time.
- Advertisements shall be in good taste and not depict portrayals that are demeaning or discriminatory to any individual or group(s) of persons. (*Current Student Life Policy*)
- All electronic displays must conform to current Copyright Laws.