

## Materials Distribution, Advertising, and Campaigning

### Solicitations and Distribution

Organizations not affiliated with NDSU and individuals (regardless of affiliation with NDSU) may not advertise, sell, conduct a business, or raise funds on campus or in a university residence without first registering and receiving written permission from the Director of Residence Life or their designee.

Commercial activities in public areas of residence halls will not be allowed.

The reservation request form for Residence Life's indoor facilities (Cater, MLLC , Reed-Johnson, Weible Spaces, & Niskanen Community Center) and outdoor facilities (RJ/Weible Volleyball Courts, RJ/Weible Courtyard, Pavek Volleyball Courts) can be found at [ndsuhousing.com/reslife/forms](https://ndsuhousing.com/reslife/forms).

### Mailbox Stuffers

Mailbox stuffers cannot be distributed in NDSU residence halls. Alternative methods of advertisement, such as posters in halls may be more cost-effective choices to consider.

### Posters

#### *Policy and Procedures*

- Organizations and departments may receive permission to have a maximum of one (1) poster hung on the main bulletin board in each hall, as space allows. Exceptions may be granted through the Department of Residence Life, and will be granted only for materials which contain new information.
- Maximum size for posters is 11 x 17.
- Posters must be delivered to the Department of Residence Life. Upon approval, Residence Life staff will distribute and post them in the residence halls. Qty allowed: 16 for halls; 18 for apartments.
- Posters will be initialed, dated and hung by the residence hall staff.
- All posters must be in English or have an English translation.
- All posters shall have no promotion of alcohol, tobacco or illegal substances and/or acts.
- Posters will be removed by hall staff immediately after the date of the event being publicized.
- Posters containing non-dated material will be removed 2 weeks after being hung.
- Failure to receive proper permission will result in posters being removed.

### Personal Advertisements

- Personal ads (selling books or other possessions) may only be posted by residents on their own doors, as space allows. Entire use of door cannot exceed 25%.
- All personal ads must be on 8.5 x 11 or less in size.
- The Department of Residence Life, NDSU, and the State of North Dakota are waived of any and all liability of claims arising from postings on the general bulletin board.

### **Flyers for Common Areas**

Flyers cannot be placed in the common areas of NDSU residence halls.

### **Campaigning**

Every election year, the College Democrats and the College Republicans meet with the Residence Life designee to set up guidelines. The Residence Life Staff designee will give notice to Department of Residence Life staff informing them of the outcome of this meeting.

### **Student Government Campaigning**

Each year, the Chief Justice of Student Government will receive campaigning procedures for Student Government elections. These procedures will be distributed to candidates and the residence hall staff.

---

*This policy is reviewed by Residence Life and the Residence Hall Association.*