

# POSTINGS

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**Approved by:** Department of Residence Life

**History:** N/A

**Related Policies:** Students Rights and Responsibilities (<http://catalog.stkate.edu/policies/stu-non-acad/stu-rights-resp/>)

**Related Forms, Procedures and References:** Residence Life website (<https://www.stkate.edu/life/housing/>)

**For Questions Contact:** Department of Residence Life | 651.690.6617 | [residencelife@stkate.edu](mailto:residencelife@stkate.edu)

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It is expected that all postings in student rooms and in and around building common areas will be consistent with university policy. Postings must not include hateful or derogatory messages or symbols. If elements of the posting represent a message(s) which violate university policy (e.g., negatively targeting individuals or groups of people with or without the appearance of intending to inflict physical or psychological harm) the posting will be immediately removed by the university. Formal action may be taken by the university through the Student Code of Conduct.

## Approval to Post in Residence Hall Common Spaces

Posting in the residence halls is limited to official university communication. Clubs, organizations, and individuals wishing to post flyers, banners, and other information in the residence halls must get approval from the Campus Life Office. To obtain permission, students should stop by the Information Desk in the Coeur de Catherine with an original copy of the posting. After approved, students will receive their original publication with an approval stamp. The Campus Life staff will assist students in determining how many copies are needed, but in general 27 copies are needed if posting in all residence halls. Campus Life staff will distribute postings at their earliest convenience, but it can take up to three business days before flyers are posted.

All unapproved publicity will be removed.

Posters must include a date, time, location, the official university group who is sponsoring the event, and must be open to all students to participate. Information about how to access the event should there be a need for an accommodation must also be included.

Signs advertising businesses (i.e. cosmetic sales, sale parties) may not be posted internally. There are posting areas in the vestibules of each residence hall as an informal posting area. Decorations, policy postings, and other displays by hall staff in public areas must remain in public areas. Students should not write on or remove postings without the approval of hall staff.