

Approval for Posting and Solicitation in Residence Halls and Dining Commons

Posting in Residence Halls

The only posters/flyers authorized to be posted on in-House bulletin boards or elsewhere within a House (other than those posted for House or Hall business) are those approved by a Registered Student Organization (RSO), provided they state clearly the organization's or department's name and event date, time & location (if applicable). A maximum of one posting is allowed per bulletin board and should not cover current postings belonging to another organization. Each House has at least one bulletin board that is reserved for the Resident Staff of the House and RSOs may not post their posters/flyers on those boards. There are additional areas where posters/flyers may not be posted in the residence halls/Houses: inside stairwells, inside elevators or on elevator doors, or on student room doors unless approved by the residents of that room. Posters/flyers may not be hung using duct tape, nails, tacks, glue or any semi-permanent or permanent adhesive. Damages that result from the posting of posters/flyers will be billed to the organization that sponsored the event. RSOs are asked to remove their posters/flyers from the residence halls/Houses after their event has occurred. Flyers and announcements may neither advertise nor refer to the availability of alcohol at a specified event. If a poster contains obscene language and/or pictures, or if a poster is deemed to be offensive to a particular group or individual, the poster may be removed.

Since many residents wish to be informed of fraternity and sorority events, these organizations may post one flyer/announcement per event, per House. Resident Staff are authorized to remove fraternity/sorority posters that are used to "wallpaper" House bulletin boards and walls, or are distributed directly to student rooms. Resident Staff will use their best judgment in determining which fraternity/sorority posters are suitable for posting in their House.

Solicitation in Residence Halls

Door-to-door solicitation in the residence halls is prohibited unless prior approval has been given by the Director of the House System. This includes but is not limited to distribution of information, electioneering or campaigning, solicitation of funds, or sales of products or services by residents or non-residents. If staff members become aware of anyone going door to door to solicit students or to push commercial or other advertising materials under students' doors, they will ask the individual(s) to leave, escort any non-residents out of the building, and report the incident to the Office of Undergraduate Student Housing. Activity related to dorm-sponsored events such as signing up for House trips or Masters events, collecting dining account information, or House fund-raisers are not prohibited if conducted by residents or housing staff.

Posting and Solicitation in Residential Dining Commons

Approval for public communications made in the House System dining halls including but not limited to handbills and flyers, banners, table tents, oral announcements and performances is made by the Office of Undergraduate Student Housing.

Approval process for Table Tents in Hutchinson Commons or the C-Shop:

The Office of the Reynolds Club and Student Activities approves table tents for RSOs for these locations. Please contact them at 773-702-8787 for additional information.

Unapproved table tents will be removed.

Approval process for Table Tents in Bartlett, Pierce or Burton-Judson:

Students with a University of Chicago affiliated RSO need to request approval at least 1 week in advance of their requested start date. Only one table tent is allowed per table and are approved for display for a maximum of five (5) days. Student organizations are responsible for printing, cutting, assembling and delivering all APPROVED table tents. Table tent advertisement must be for campus events ONLY. All table tents must have the name of the sponsoring student group. A member of the RSO should email the Office of Undergraduate Student Housing at housesystem@uchicago.edu and include the following information:

- Name of RSO
- Name of student and position/role with RSO
- Dates requested for table tents
- Attach a sample of the table tent to the message for approval
- Statement of which locations seeking approval for posting (Bartlett, Pierce, Burton-Judson or all three)

The requesting student should receive a response within 3 days of submitting the above requested information. If the request is approved, further instructions will be included in that response. Unapproved table tents will be removed.

Approval process for reserving a table outside of Bartlett, Hutchinson Commons or the C-Shop:

The Office of the Reynolds Club and Student Activities approves tables for RSOs on the ground level of Bartlett, and outside of Hutchinson Commons and the C-Shop. Please contact them at 773-702-8787 for additional information.

Approval process for reserving a table outside of the Pierce of Burton-Judson Dining Commons entrance:

A member of an RSO should email the Office of Undergraduate Student Housing at housesystem@uchicago.edu at least 1 week in advance of their requested date. The email should include:

- Name of RSO
- Name of student and position/role with RSO
- Date wish to reserve a table outside of Pierce or Burton-Judson dining entrance
- Attach a sample of any flyers, or the wording of the banner for approval
- Statement of which locations seeking approval for (Pierce, Burton-Judson or both)

The requesting student should receive a response within 3 days of submitting the above requested information. If the request is approved, further instructions will be included in that response.

Approval process for all other posting and solicitation in residential dining commons:

The residential dining commons are intended to provide students a break from classes and work and allow them the opportunity to visit with their Housemates and friends. Person to person solicitation, oral announcements, the distribution of handbills, and the like are rarely permitted as they are disruptive to students' ability to carry on normal activities in the dining commons.

Students with a University of Chicago affiliated RSO need to request approval at least 1 week in advance of their requested start date. A member of the RSO should email the Office of Undergraduate Student Housing at housesystem@uchicago.edu and include the following information:

- Name of RSO
- Name of student and position/role with RSO
- Date wish to post other items or solicit in the dining commons
- Attach a sample of any flyers, the wording of the banner, or purpose/reason for the request for approval
- Statement of which locations seeking approval for (Bartlett, Pierce, Burton-Judson or all three)

The requesting student should receive a response within 3 days of submitting the above requested information. If the request is approved, further instructions will be included in that response.