

POLICY & GUIDELINES FOR ADVERTISING WITHIN UNIVERSITY RESIDENCE HALLS

The following guidelines contain FSU Residential Student Experience's policy on distribution of promotional fliers and the solicitation to students in the residence halls. Upon approval, these fliers will be placed in common areas of residence halls by University Housing staff. **Commercial solicitation, sale of goods, sale of services, or any material that can be considered promotion of a commercial business is prohibited by Residential Student Experience.**

General Communications Policy

Residential Student Experience retains the right to enforce the following policies.

1. Door-to-door solicitation, distribution, and/or handbill posting is prohibited at all times within residence halls.
2. All fliers, bills, and materials that are distributed through residence halls must be approved by Residential Student Experience Office.
3. Approved materials will be distributed by residence hall staff employed by Residential Student Experience.

Violations are subject to immediate removal.

Approval Policy

Materials must be submitted to the Residential Student Experience Office for approval at least 10-14 days prior to the desired distribution date. The Residential Student Experience Office is not responsible for the timely posting of materials received less than one week prior to the intended posting date. The Residential Student Experience Office is open between 8am and 5pm Monday-Friday, except for University holidays or closures.

1. Events must be sponsored by Recognized Student Organizations (RSOs), and/or University academic units or Division of Student Affairs departments.
2. RSOs may promote their organization. The flier must contain information such as meeting dates and times or contact information for organization executives.
3. Fliers **will not** be considered for posting within the residence halls if:
 - a. The flier(s) contain:
 - i. Off-campus commercial events or business establishments that promote, sell, or serve alcohol.
 - ii. Direct or passive rhetoric and/or images indicating the consumption of alcohol or other illegal substances.
 - iii. Sexually suggestive rhetoric and/or images.
 - iv. Direct or passive rhetoric and/or images violating FSU's Sexual Harassment or Human Rights Policy.
4. The size of the flier(s) must not exceed 11"x17" (legal-sized). The recommended size is 8.5"x11" (US letter).
5. Fliers must be approved by Residential Student Experience prior to distribution. Residential Student Experience is not responsible for the manufacturing or duplication expenses of approved or unapproved materials.

Distribution Policy

1. Fliers that meet the above guidelines will be cleared for distribution, unless otherwise noted.
2. Listed below are guidelines for distribution of fliers approved by Residential Student Experience.
 - a. **Copies of the approved flier must be submitted to the Residential Student Experience office within 48-hours of approval to ensure timely distribution to each floor or wing of every residence hall on campus. For the specific number of fliers requested, please contact the Residential Student Experience Office at 850-644-2863. Additional fliers (over the limit) will be discarded.**



- i. Residential Student Experience staff are the end distributors of fliers and are ultimately responsible for posting materials.
- b. Upon receipt of fliers, the Residential Student Experience Office will distribute fliers to residence halls for posting.
- c. Fliers will be posted near the residence hall's front desk and/or on each wing or floor, depending on specific hall staffing structure. Fliers will not be posted in other locations or on individual room doors.