

RESIDENTIAL POSTING POLICY AND PROCEDURES

Academic Year 2021-22

The Office of Residential Life and Learning (ORLL) is responsible for the oversight and management of over 75 residential buildings and supporting the 4,000 residents within our residence halls, small houses, and apartment complexes. **Only ORLL staff are authorized to hang posters anywhere within or on our residential facilities.** This is an effort to support student organizations and departments and ensure adherence to the posting guidelines. Our office is committed to helping you and your organization advertise your programs and events, and as such, we will happily distribute flyers/posters for you!

All posters must be submitted to and approved by ORLL to our main office located at 120 Packard Ave. It may take up to one week for posters to be distributed to the residence halls - the earlier items are submitted the better.

- **Posters and flyers may only be hung by ORLL staff members.** Any posters that were not posted by an RA, House Manager, or another ORLL staff member will be removed.
- When flyers are dropped off, they should be collated by building for wherever the posters should be distributed. The poster distribution numbers are below:

Building (RLC)	Population	#	Building (RLC)	Population	#
Beacon Street (Sarah Kazmierczak)	First Year	4	CoHo (TBD)	Jr/Sr	6
Bush Hall (Matt Denison)	First Year	7	Harleston Hall (Victoria Medeiros)	Continuing	17
Carmichael Hall (Matt Denison)	First Year	15	Haskell Hall (Victoria Medeiros)	Soph	8
Hill Hall (Sarah Kazmierczak)	First Year	9	Hillside Apts (TBD)	Continuing	8
Hodgdon Hall (Candice Belluscio)	First Year	9	Latin Way Apts (TBD)	Continuing	8
Houston Hall (Christina Behr)	First Year	10	Lewis Hall (Victoria Medeiros)	Soph	13
Hyatt (Phil Brown)	First Year	4	Sophia Gordon (TBD)	Jr/Sr	3
Metcalf Hall (Candice Belluscio)	First Year	6	Stratton Hall (Victoria Medeiros)	Soph	5
Miller Hall (Christina Behr)	First Year	11	Wren Hall (Victoria Medeiros)	Soph	6
Richardson House (Candice Belluscio)	First Year	2	Woodframe (non theme) Houses (TBD)	Continuing	5
Tilton Hall (Matt Denison)	First Year	9	Theme Houses (Erin Durigan)	Continuing	20
West Hall (Sarah Kazmierczak)	First Year	6	Fraternity/Sorority Houses (Erin Durigan)	Continuing	5
Wilson House (Candice Belluscio)	First Year	2			
TOTAL FOR FIRST YEAR STUDENTS:		94	TOTAL FOR CONTINUING STUDENTS:		104

POSTING GUIDELINES

- Items may not be affixed to walls, windows, or doors (with the exception of individual resident room doors, with the permission of all residents of the room). Only bulletin boards should be used for posting. Posting on walls and other areas can cause damage (peeling paint, tape residue, etc.)
- Door signs/nametags or other items may not be affixed to individual student room doors except by the resident of the specific room themselves or by ORLL staff. If you or your organization have welcome/name signs to put on student doors, please be in touch with joshua.hartman@tufts.edu with your specific request. ORLL staff will hang these for you, if approved. Individuals or organizations may not post them themselves.
- **Posters and flyers may not be affixed to the exterior of any residential building, door, emergency item (i.e. fire extinguisher, pull station, etc) or building access point. This includes temporary signage for events taking place in the residence hall.**
- Solicitation or posters advertising paid services will generally not be approved.
- Items may not be hung on student doors or placed under their doors without express written permission from the Senior Director of Residential Life and Learning.
- The sponsoring organization and individual contact information must be included clearly on the poster. Only Tufts organizations are permitted to submit items for posting.
- Violations of this policy may result in student/organizational conduct action & loss of posting privileges.

Please contact Josh Hartman, Senior Director of Residential Life and Learning, with any additional questions by email (joshua.hartman@tufts.edu) or by phone (617-627-3248).