

## RESIDENTIAL POSTING POLICY AND PROCEDURES

### Academic Year 2018-19

The Office of Residential Life and Learning (ORLL) is responsible for the oversight and management of 59 residential buildings and supporting the over 3,600 residents within our residence halls, small houses, and apartment complexes. Only ORLL staff are authorized to hang posters, in order 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 20 Professors Row.** *Note that it may take up to one week for posters to be distributed to the residence halls, so the earlier items are submitted the better.*

- **Posters and flyers may only be hung by ORLL student staff members.** Any posters that were not posted by an FYA, CDA, House Manager, or another ORLL staff member may 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                   | Population          | # Posters |
|----------------------------|---------------------|-----------|
| Beacon St, 1023            | First Year Students | 2         |
| Beacon St, 1047            | First Year Students | 3         |
| Bush Hall                  | First Year Students | 5         |
| Harleston Hall             | First Year Students | 16        |
| Houston Hall*              | First Year Students | 9         |
| Hill Hall                  | First Year Students | 10        |
| Metcalf Hall               | First Year Students | 5         |
| Miller Hall*               | First Year Students | 5         |
| Richardson House           | First Year Students | 3         |
| Tilton Hall                | First Year Students | 6         |
| Wilson House               | First Year Students | 3         |
| <b>Total for FY Halls:</b> |                     | <b>67</b> |

| Building                                   | Population          | # Posters |
|--|---------------------|-----------|
| Beacon St, 1025                            | Continuing Students | 2         |
| Carmichael Hall                            | Continuing Students | 9         |
| Carpenter House                            | Continuing Students | 1         |
| Haskell Hall                               | Continuing Students | 5         |
| Hillside Apartments                        | Continuing Students | 4         |
| Latin Way                                  | Continuing Students | 4         |
| Lewis Hall                                 | Continuing Students | 8         |
| Sophia Gordon Hall                         | Continuing Students | 2         |
| Stratton Hall                              | Continuing Students | 4         |
| West Hall                                  | Continuing Students | 2         |
| Wren Hall                                  | Continuing Students | 6         |
| Theme Houses (14 woodframe houses)         | Continuing Students | 14        |
| <b>Total for Continuing Student Halls:</b> |                     | <b>61</b> |

#### 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.)
- 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.
- 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 Director of Residential Life and Learning.

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