American University Housing & Residence Life
Residence Hall Posting Policy
Revised September 2017

WHAT CAN BE POSTED:
- Flyers (8½ X 11") or posters (no larger than 11X17") providing information about events. Items larger than these dimensions must have prior approval.
- Only AU-recognized student organizations and university offices may post in residence halls.
- All postings must specify in English (in addition to other languages) the date, time, and location of the event and the name and contact information of the AU sponsoring organization or department (if applicable).
- Posters about events/activities should not be posted earlier than 3 weeks from the date of the event, and will be removed the day after the event occurs.
- Materials may not advertise alcohol, drugs, gambling, or anything that would be a violation of university policies, found here: http://www.american.edu/loader.cfm?csModule=security/getfile&pageid=3929206

WHERE CAN ITEMS BE POSTED:
- All materials posted directly by student organizations can only be posted on general posting bulletin boards as determined by Housing & Residence Life professional staff.
- All materials posted by Resident Assistants, Hall Councils, and the Residence Hall Association may be posted throughout the hall.
- No materials should be posted directly on walls, glass surfaces or elevators.

SELF-POSTING PROCESS NOTE:
- University-recognized student organizations must receive an approval stamp from Student Activities, Intramural and Club Sports, or Fraternity/Sorority Life prior to copying their posters/flyers.
- The Residence Hall Association and Hall Councils must receive approval from their organization advisers prior to copying their posters/flyers.
- University departments do not need prior approval to post within the residence halls, but must list the department name and contact on the flyer/poster.

IF YOU ARE HAVING HOUSING & RESIDENCE LIFE POST FOR YOU:
- Printed materials should be brought to Housing & Residence Life main office located in Anderson Hall Suite #135. Please allow five business days for flyers to post in each community. Copies will be distributed to the Resident Assistants of each building for posting.
- Copies should be divided accordingly by the following building groups:
  - Anderson Hall: 13
  - Centennial Hall: 12
  - Letts Hall/Clark Hall/Roper Hall: 18
  - Hughes/McDowell Hall: 14
  - Leonard Hall: 7
  - Cassell Hall/Nebraska Hall: 15
  - Federal/Congressional/Constitution: 15

Special Note:
Please e-mail special request or questions to Vashae Dixon at housing@american.edu. Items not posted in accordance with this policy will be removed and judicial charges may be pursued. Outdated materials will be promptly removed by the residence hall staff.