DEPARTMENT OF RESIDENCE FACILITIES ADVERTISING POLICY

UNI departments and recognized student organizations are given the privilege to advertise within the Department of Residence (DOR) facilities. These facilities are high traffic areas for UNI students, therefore are prime opportunities to display messaging regarding campus activities. Exercise of this privilege requires adherence to specific guidelines. Failure to follow these guidelines may result in forfeiture of the privilege.

There are two distinct areas of which a UNI group can advertise with the DOR: within our residence halls, as well as our dining centers. Solicitation is not permitted in DOR facilities outside of these two areas. The Department of Residence reserves the right to advertise within any DOR facilities.

DINING CENTERS
Guidelines for advertising in UNI dining centers.

TABLE TENTS
TABLE TENTS ARE NOT ALLOWED ON TABLES OUTSIDE OF THE DINING CENTERS. LIMIT OF ONLY ONE RESERVATION PER MONTH FOR AN ORGANIZATION OR DEPARTMENT.

Limit: One Tent for Two Weekdays or for Three Weekend Days
No more than one tent per table will be allowed during any of the publicity periods. Department of Residence (DOR) will reserve the right to post an additional department-specific table tent so that up to two table tents may be posted during each publicity period on each table. These periods go from 2 PM to 2 PM on the following days: Monday-Wednesday (two days), Wednesday – Friday (two days) and Friday– Monday (three days). Therefore, it is imperative that reservations be made to ensure availability.

Guidelines:
1. Contact the receptionist in the Department of Residence (Redeker Center 273­2333) or e-mail the Assistant Director of Residence for Marketing at annie.karr@uni.edu to reserve dates for one of the following time periods:
   a. Monday 2 PM to Wednesday 2 PM
   b. Wednesday 2 PM to Friday 2 PM
   c. Friday 2 PM to Monday 2 PM
2. At least 3 days prior to the reservation date, an electronic version of your table tent must be submitted to Annie Karr for approval at annie.karr@uni.edu. It is recommended that you do not print your table tents until approval has been received by DOR, should a revision need to be made.
3. Create table tents according to the following criteria:
   a. Max quantity 130 for Rialto and 175 for Piazza, for a total of 305 (you may print and post less if desired).
   b. Print on recycled paper, 80# weight (strongly recommended, it holds up better).
   c. Not to exceed half of an 8.5” x 11” sheet of paper (template provided below/attached).
   d. The primary focus must be on the message or event of the sponsoring UNI group.
   e. The message must reflect respect for the educational mission of the University.
   f. May not advertise goods or services that compete with those provided by the University (i.e.: housing, dining).
   g. No more than 1/3 of the tent may contain information referencing off-campus sponsors. May not list sponsors that offer goods or services that compete with those provided by the University (i.e.: housing, dining).
   h. Not to include racist, sexist or libelous words or pictures.
   i. Not to promote the consumption of alcoholic beverages or events at local drinking establishments.
   j. Not to include campaign messaging for political candidates outside of UNI student government. (see http://www.uni.edu/policies/1009 for further information related to political campaigning on campus)
   k. Includes name of sponsoring NISA-recognized organization or UNI office/department.
   l. Attractive layout and composition.
   m. Must come folded and either taped or stapled so it easily stays upright on the table.
4. Take the appropriate number of DOR-approved table tents to each dining center between 2 PM and 4 PM on the scheduled Monday, Wednesday or Friday. You must check in with a manager before placing table tents on tables.
5. The group is responsible for placing the table tents on the tables and has access to tables seating 4 or more people. Smaller tables and counter areas will not be used for table tent display. DOR reserves the right to use smaller tables and counter areas for their own department-specific table tent.
6. Table tents will be removed from tables by the dining center staff on the appropriate date. If the table tents become torn or smudged before the reserved time is up, they will be removed from the table.
SOLICITATION
Informational/Promotional Tables
Groups and organizations are not permitted to set up tables within or outside of UNI Dining Centers.

RESIDENCE HALLS
Guidelines for advertising in UNI residence halls.

FLYERS
Guidelines:
1. Create flyers according to the following criteria:
   a. Max quantity of 1 flyer per residence hall.
   b. Not to exceed 8.5”x11” sheet of paper.
   c. The primary focus must be on the message or event of the sponsoring UNI group.
   d. The message must reflect respect for the educational mission of the University.
   e. May not advertise goods or services that compete with those provided by the University (i.e., housing, dining).
   f. No more than 1/3 of the flyer may contain information referencing off-campus sponsors. May not list sponsors that offer goods or services that compete with those provided by the University (i.e., housing, dining).
   g. Not to include racist, sexist, or libelous words or pictures.
   h. Not to promote the consumption of alcoholic beverages or events at local drinking establishments.
   i. Not to include campaign messaging for political candidates outside of UNI student government. (see http://www.uni.edu/policies/1009 for further information related to political campaigning on campus)
   j. Includes name of sponsoring NISG-recognized organization or UNI office/department and contact information.
   k. Attractive layout and composition.
2. Bring a printed copy of the requested flyer to the receptionist in the Department of Residence (Redeker Center) to review for approval. It is recommended that you do not print the full quantity until approval has been received by DOR, should a revision need to be made.
3. Once approved, each flyer must be stamped with the DOR logo prior to being distributed to the residence hall(s).
4. Take the appropriate number of DOR-approved flyers to the respective residence hall office during office hours.
5. Flyers will be posted for no more than two weeks and will be removed by hall staff.

COLLECTIONS
Student organizations interested in having charitable collection drives in the residence halls are welcome to do so. In order to make the collection process as likely as possible to succeed, below are guidelines for a cooperative effort.

Guidelines:
1. The organizing group must email the Department of Residence (residence@uni.edu) at least 14 days prior to the beginning of the drive in order to receive permission and identify dates of the collection period.
2. Collection periods run for a period of one week, from noon on Monday to noon the following Monday.
3. Once approval is obtained, the DOR will notify hall secretaries as to what dates the containers are to be in the lobby areas.
4. One container is allowed per residence hall and should be dropped off to the respective residence hall office during office hours. An accompanying contact sheet must also be dropped off to include the name and number of the person to call should the container become full prior to the end of the collection period.
5. Containers will be secured in the hall office at the end of each day.
6. The size of the containers need to be small enough so a desk staff person could comfortably move it to and from the office, after the office opens and again when it closes.
7. The containers must be clearly labeled as to the sponsoring organization and with what the donations will be used for.
8. If donated items are not picked up on the agreed upon date, they will be given to a local charity.

MAILBOX STUFFERS
The distribution of promotional pieces via residence hall mailboxes is not permitted. If you wish to have materials delivered to students’ mailboxes, you will need to do so through the postal service.

PLEASE NOTE: We have found that mailbox stuffers are no longer an effective or cost-worthy method of communicating with students. The Department of Residence is supportive of the campus community’s efforts in getting the word out to our residents and we are happy to explore other means of reaching this audience.
EMAIL
The distribution of promotional pieces via email through the Residence Life Coordinator (RLC) or Resident Assistant (RA) is not permitted. Student organizations and departments should ONLY send information about resources that hall staff might be able to use in their roles (e.g. Counseling Center classes).

HALL SENATE
Organizations that wish to promote their events through hall senates must contact the hall senate president to request permission to get on their agenda. The request should be made at least one week in advance. A maximum of five minutes will be allocated during the meeting.

For a listing of hall senate presidents, visit [www.uni.edu/involvement > Student Organizations > Find an Organization > Government. From here, hall senates are listed alphabetically by hall name.]

SOLICITATION
Informational/Promotional Tables
Groups and organizations are not permitted to set up tables within or outside of UNI Residence Halls.

Door-to-Door
Door-to-door selling or soliciting of any kind is prohibited, except by residence governments who have received prior approval from the Residence Life Coordinator (RLC).

Selling From Your Room
Students selling legal items from their rooms may do so with prior approval from their roommate(s). Advertising may be done ONLY on that room’s door. No other residence facilities (other than bulletin boards outside of the dining centers) may be used by individuals to advertise, display or sell products. (RAs are not permitted to sell items from their rooms.)

Product Parties
Product parties and demonstrations may occur in student rooms, though no sales may occur at the time of the party. Those who wish to purchase goods must do so at a time outside of the event.

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