



Residence Life & Housing

Posting Policy: Fall 2022

RLH supports campus activities and works to connect residential students with campus opportunities. Campus organizations are able to post fliers in the residence halls, through the following process.

Any University of Delaware student, faculty member, staff member, department, Registered Student Organization, Fraternity or Sorority, Residence Hall Government, or Special Interest Housing Group may submit materials to be posted on RLH bulletin boards. Fliers to be posted in the residence halls must be authorized by the Office of Residence Life & Housing in advance.

Bulletin boards in University buildings are intended for notices and other materials related to the program and goals of the University. Commercial advertisements, promotions, items for sale, etc., are not to be displayed on these bulletin boards. Materials advertising events that offer alcohol will not be authorized.

Submit your flier for approval and distribution to residence halls:

- Call Residence Life and Housing prior to bringing over your flier to be stamped to ensure the office has staff available to meet you. (Office hours are M-F, 8:30am-4pm; phone number is 302-831-4663)
- Bring your flier to Residence Life and Housing (located in 116 Gilbert Hall) to be approved and stamped. We recommend printing one flier, stamping it, then making copies in the event the flier must be changed before it is approved.
- If you elect to bring your all fliers and stamp them individually, please account for time to stamp each flier. Sponsoring organizations will be asked to stamp their own fliers in our office after they have been approved.
- When all stamped copies are available, sponsoring organizations will be shown where the mailboxes are, and will be asked to sort the fliers into the staff mailboxes.
- It generally takes 3-4 business days for a flier to move from RLH to the eventual destination on a building's bulletin board. Please account for time between drop off and your event date by dropping off fliers at least 1 week in advance of your event.
- We are only able to accommodate 1 flier per building. We are unable to post fliers on every residential floor. The number of fliers required for each hall is listed on the tab of the mailbox. Please see the allocation information below.

Residence Hall	Number of Fliers
Independence East/West	2
James Smith/Thomas McKean	2
George Read North/South	2
Ray St.	2
Kent/Sussex/Squire/CR/Cannon/New Castle	6
Brown/Sypherd/Harter/Sharp	4
South Academy	2
Smyth/Lane/Thompson	3
Russell	5
Harrington	5
Redding	2
Gilbert	2
University Courtyard Apartments	2
Total	39