

## Promotional Materials

In order to promote UH campus activities, events and organizations, Student Housing & Residential Life has set forth the following guidelines to monitor the distribution of information to residents. The purpose of this posting/advertising community expectation is to ensure the wise use of available space, balancing the need for effective and orderly promotion, maintenance of facilities, and prevention of littering. Student Housing & Residential Life reserves the right to deny any request that is deemed to contain material inconsistent with the educational mission of the University and/or Student Housing & Residential Life. This may include, but is not limited to, material or posting/advertising containing references (explicit or implied) to alcohol or other drugs. For questions regarding this expectation, please contact the coordinator for First and Second Year Programming at [zwortzel@central.uh.edu](mailto:zwortzel@central.uh.edu) or 713.743.6087.

### **General Advertising Expectations:**

1. Materials may not include advertising for personal or commercial benefit. Any sort of advertising or soliciting of a service or product is also prohibited.
2. Individuals, residential communities, and/or student organizations may be held financially responsible for repairing damages, painting costs, and general maintenance related to improper posting or the removal of posted materials.
3. Any materials from outside organizations or community groups that are co-sponsored with a student organization must have that co-sponsorship listed on the advertising for approval.
4. Distribution of handbills or leaving unapproved handbills in the halls is prohibited.
5. Materials may not be posted in any unauthorized location, including doors, light posts, trees, building windows, car windshields, etc.; or over previously posted materials.
6. All materials not conforming to these guidelines shall be removed and all material shall be removed upon its outdating. Failure by a student organization to comply with items listed within this standard may result in suspension of posting privileges for one semester (15 school weeks). Continuing to post while privileges are revoked may result in referral to the Dean of Students office.

### **Types of Advertising:**

1. Paper Flyers/Posters
  - a. Posting is permitted in designated areas only and will be done so by Student Housing & Residential Life staff members. All items posted in residence halls must be approved by the coordinator for First and Second Year Programming either in-person in Cougar Village II Office N-139 or via email at [zwortzel@central.uh.edu](mailto:zwortzel@central.uh.edu).
  - b. Approved materials given to Student Housing & Residential Life via the main Housing Office in Cougar Village II, a minimum of 10 days prior to the event, will be distributed to resident advisors, who will post the information in a timely manner. Materials may be accepted closer to the event date with the knowledge that the posting process takes up to three days.

c. All flyers and posters will be removed within 24 hours of the advertised event.

d. Flyer Quantities —

i. One per RA

1. Cougar Village I — 38

2. Cougar Village II — 38

3. Moody Towers — 28

4. Quads — 8

5. Bayou Oaks — 10

6. Calhoun Lofts — 15

7. Cougar Place — 17

## 2. Digital Displays

a. Flat screen TVs located in and around the residence halls can display information about resources and events from other departments within the Division of Student Affairs and Enrollment Services. Advertising materials for this medium must be given to the coordinator of First and Second Year programming at minimum of 7 days prior to an event to ensure timely posting and must be a single PowerPoint slide (.ppt file) or a 1920x1440 JPEG file.

## 3. Banners

a. Banners will be approved in the same fashion as flyers as listed above through the coordinator of First and Second Year Programming.

b. In case of shortage of banner space, the coordinator of First and Second Year Programming will assign priority and a removal date.

c. Student Housing & Residential Life assumes no responsibility for the removal of, or damage to, any banners posted on Student Housing & Residential Life property.

d. The University may remove and discard any unapproved or past-due banners.