

Guidelines for Distribution, Sales, & Solicitation in University of Iowa Residence Halls

The following guidelines govern the use of residence halls facilities for the sale of goods, distribution of materials, posting and the solicitation toward students. The commercial sale of goods or services or any conduct of a commercial business in the residence halls is prohibited by University Housing & Dining. (See section "Other, #3" on next page.)

Bulletin Boards

1. Materials representing groups listed (below) in section 9 for posting in residence halls must be brought to the University Housing & Dining Administration Office (4141 Burge Hall) for approval, stamping, and distribution. The deadline for submitting flyers is 12:00 noon on Wednesdays. Flyers will be posted by 5:00 p.m. on Sunday of each week.
2. Flyers advertising specific events will be displayed until the day after the event occurs (or two weeks, whichever comes first), at which time they will be removed.
3. General informational flyers will be displayed for a maximum of two weeks, after which they will be removed.
4. Each flyer will be stamped with a date, which indicates the last day for display.
5. Flyers must be no larger than 8 1/2" by 11" for floor bulletin boards and 11" by 17" for main boards (exceptions can be made by the assistant to the director).
6. The name of the sponsoring organization must be clearly identified on the face of each flyer.
7. Flyers encouraging public participation in programs at the University must include the following statement: "Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact (the sponsoring department or contact person) in advance at (telephone number)."
8. A total of 154 flyers are needed for all the halls including the main boards. Only 15 flyers are needed to post on the main floor bulletin boards.
9. Posting approval will be granted to flyers advertising:
 - a. University activities and organizations;
 - b. Residence Life Programs,
 - c. University Housing & Dining deadlines, programs and events;
 - d. public information of interest to a broad spectrum of residents;
 - e. charitable activities and organizations;
 - f. political election activities, as detailed in the "Guidelines for Political Activities in The University of Iowa Residence Halls."
10. Approval will **not** be granted to post material that:
 - a. advertises a commercial business;
 - b. directly or indirectly encourages the consumption of alcoholic beverages, tobacco, and/or drugs;
 - c. that does not conform with the University of Iowa's Human Rights and Sexual Harassment policies;
 - d. does not conform to guidelines 5, 6, 7, & 9.
11. Approval will be granted to post materials, which include commercial logos, and meet these guidelines:
 - a. the company the logo represents is not the primary focus of the general information or event advertised on the flyer;
 - b. the logo is smaller than 2 inches in diameter, and
 - c. logos representing beverages other than Coca-Cola products are prohibited.
12. Any questions regarding posting should be directed to University Housing & Dining at 319-335-3000.

Physical Distribution

1. No door-to-door distribution is allowed in the residence halls.
2. Commercial businesses may not leave leaflets anywhere in the residence halls.
3. Distribution is not permitted anywhere in the residence halls except as detailed in the Room Reservation Policy.
4. Distribution outside the front entrances of buildings must be made in a manner that does not restrict the movement of people into, out of, or within the building.

Distribution Centers

1. Within most residence halls, an information rack is designated as the distribution center for approved printed materials. Distribution of materials may be limited in duration of time and by the size and volume of the materials.
2. Requests for permission to place materials in these areas and approval for the material must be made to the appropriate hall coordinator. The delivery of the approved materials is the responsibility of the person making the original request.

Table Tents in Dining Areas

1. Table tents in food service dining rooms may be used by individuals or organizations associated with University Housing, by a governmental unit of ARH as a method of promoting residence hall programs, or for educational purposes on a limited basis by a division of Student Services.
2. Table tents will be placed for six consecutive meals on a first come, first served basis (see #7 in this section). No more than two table tents will be displayed at a time in addition to food service table tents.
3. The maximum size for a folded table tent is 4 ¼" x 5 ½" (folded half-sheet of standard-sized cardstock). All table tents must be printed on cardstock paper.
4. Table tents for administrative units (Dining, Contracts & Assignments, etc.) within University Housing & Dining cannot be larger than 5 ½" x 8 ½" (folded full-sheet of standard-sized cardstock).
5. Table tents must be received at least two working days in advance of requested display time.
6. The name of the sponsoring organization must be identified on at least one side of the table tent.
7. Table tents encouraging public participation in a program at the University must include the University of Iowa disability accommodations statement (see Bulletin Boards, #7).
8. Approval for table tent distribution (either system-wide or in an individual market place) and scheduling should be arranged through the Asst. to the Director of University Housing & Dining (4141 Burge Hall, 319-335-3000).

Mailboxes

1. Residence hall mailboxes may only be used for U.S. mail and for campus mail that is properly addressed and sent by individuals or organizations authorized to use the campus mail system,
2. Candidates for public office and political organizations campaigning on behalf of issues on the public ballot may make a general distribution of printed campaign material through the mailboxes once prior to each public election. Materials for mailing must be approved by the Assistant to the Director, scheduled in advance, and delivered to locations designated by University Housing & Dining four (4) working days prior to placement in mailboxes. This material does not have to be personally addressed nor be delivered via United States Postal Service.
3. Any residence hall student group, any residence hall group affiliate (ARH/NRHH) and any officially recognized learning community may distribute through the mailboxes (unaddressed) as detailed in University Housing's Mass Mailing Information Policy.

Other

1. Material not considered University Housing & Dining official business will not be placed under the doors or on doorknobs of residents' rooms.
2. Door-to-door solicitation or campaigning by any organization or individual is prohibited in the residential living areas of residence halls.
3. The commercial sale of goods or services or the conduct of a commercial business in the residence halls is prohibited except under contract with the University or as provided in the guidelines above.

**Any questions may be directed to the Assistant to the Director,
University Housing & Dining, 4141 Burge Hall, 319-335-3000.**