

Housing and Residential Life Posting Policies

GENERAL POSTING GUIDELINES AND PHILOSOPHY

The office of Housing & Residential Life is proud to support the efforts of campus related events and community members who wish to post updates in the residence halls. In general NO postings will be allowed with the following information:

- Display or promotion of alcohol (even legal age drinking), bars, or events where alcohol is used as a promotion tool.
- Display or promotion of sexual behavior or acts
- Display or promotion of violent behavior or acts
- Display or promotion of oppression or culturally insensitive or non-tolerant expression

The office of Housing & Residential Life will post fliers based on the following criteria:

- *MSUB Related Events or Promotions: One per bulletin board at each elevator stop in both halls (12 Total, Letter or Legal Size)*
- *Non-MSUB or Community Events or Promotions: One per bulletin board in each res hall lobby elevator stop (2 Total, Letter or Legal Size)*

ALL POSTINGS MUST be approved by the office of Housing & Residential Life prior to posting. Any unapproved postings will be taken down and parties are subject to losing posting privileges in the future.

ALL POSTINGS MUST be on Letter or Legal Size paper. No signs will be posted in the bathroom or shower area without permission from the Housing & Residential Life office.

LARGE EVENT POSTERS/SIGNS IN MAIN LOBBY

- One poster per event is permitted in the main lobby of Petro & Rimrock Halls and will be hung after receiving permission and approved by the Housing Office.
 - Posting Restrictions:
 - Rimrock: No posting on the glass windows near the lobby computer looking into the elevator area as it restricts surveillance camera views
- No banners are allowed in the main lobbies of Petro and Rimrock Halls.
- All posters must be stamped with approval from the office of Housing & Residential Life.

DIGITAL SCREEN POSTINGS

- The Office of Housing & Residential Life is happy to provide digital screen service in both residence hall lobbies to promote events or programs. MSUB events and promotions are ONLY permitted to use the digital screen as a form of advertising. Off campus entities are only permitted to utilizing elevator posting areas.
- Digital Screen promotions must be submitted to the Assistant Director Housing (jrosenberry@msubillings.edu) for consideration and proper uploading to the screens. Promotions must be submitted via email as a PowerPoint and designed appropriately:
 - Must be saved as a PowerPoint and pages set up in “On-Screen Show (16:9)” format
 - Go to Design on the tool bar
 - Select Page Set Up
 - Go to On-Screen Show (16:9) on the “Slides Sized for:” drop down box
- Postings will be rotated out after their date of expiration and may only be posted up to 2 weeks prior to the event.

INDIVIDUAL ROOM DOORS

- No materials may be placed on doors, door knobs or in the door holders unless the individual owner of the room chooses to hang a sign on his/her door.

SIGNS OR BANNERS HUNG OFF BALCONIES

- Nothing may be hung off of balcony floors without the express written permission of the Assistant Director for Housing & Student Life.

DOOR-TO-DOOR SOLICITATION

- No solicitation door to door in the Residence Halls or in the main lobbies is permitted. Anyone found in violation of this policy may be charged with criminal trespassing and removed from campus. Students in violation of this policy will be subject to the student conduct code process.

NO FORMAL ORGANIZED PRESENTATIONS, MEETINGS OR DEBATES ARE PERMITTED IN THE HALLS UNLESS BY THE HALL DIRECTOR OR HOUSING OFFICE.

THE HOUSING OFFICE HAS FINAL APPROVAL ON ALL MATERIALS IN THE RESIDENCE HALLS. IF THERE ARE ANY OTHER QUESTIONS OR CONCERNS REGARDING MATERIALS, PLEASE CONTACT THE OFFICE OF HOUSING AND RESIDENTIAL LIFE, SUB 221, 406-657-2333, or email at housing@msubillings.edu.