



Residence Hall Posting Procedure

Residence Hall posting areas are provided to share information on University news and events from Framingham State University (FSU) organizations and departments with resident students. Postings in residence halls are limited to designated bulletin boards/posting areas. Posting space is limited. Postings must be registered with Residence Life and must be sponsored by authorized members of recognized student organizations or University departments. A general posting area may also be designated in each hall for postings made by residents of the hall, on their own behalf if space allows. The following procedures apply to residence hall postings:

1. Registration: FSU organizations/departments requesting a residence hall posting should complete a Posting Registration Application (page 3) and leave copies of the posting with Residence Life main office. Authorized parties' ID must be present when the application is submitted. Allow 5 business days for processing. Incomplete registration applications will not be approved for registration.
2. Number of Postings: Each RA may post one posting on his or her area for the time allowed. The maximum number of postings for coverage of all residence halls is outlined on the Posting Registration Application form. **Residence Life will not make copies.**
3. Duration of Postings: Postings will not be displayed longer than ten days.
4. Processing Applications: Applications will be processed on a first come, first serve basis. Applications not submitted five business days in advance, not related to FSU news or events, not in compliance with the FSU Code of Conduct, or that are soliciting or advertising commercial/for profit endeavors, will not be registered.
5. Available posting space: Postings will be put up by a member of the Residence Life staff and on a space available basis. Questions or concerns related to RA staff maintaining their assigned posting area may be directed to the Residence Director of the hall in question, or to the Associate Director of Residence Life.
6. Size Limits: Because of limited posting space postings are to be made on paper, size of 8 ½" x 11." Oversized posters (not to exceed 3' x 2') are allowed (1 poster each for Corinne Hall Towers, West Hall, Miles Bibb Hall, Larned Hall, and Linsley Hall).
7. White space: There must be a 2" x 2" square of white space located on the flier for Residence Life stamping.
8. Sponsoring Organization: The name of the sponsoring FSU organization/department office must be included on the posting, along with the sponsoring FSU organization/department contact information (email, telephone number).

9. Alternative Formats: Sponsoring organizations or offices must provide the posting in alternative format for those residents with a need through Disability Services at the Center for Academic Success and Achievement (CASA).

10. Failure to Abide by Residence Hall Posting Procedures: Sponsoring organizations or offices who do not abide by residence hall posting procedures may lose posting privileges for a specified period of time, will have postings removed, and will be responsible for damage, if any, caused by the postings. Involved individuals may also face student conduct disciplinary action.

Residence Hall Posting Registration Application

Complete this document and return to the Residence Life main office.
Located on the 1st floor of Corinne Hall Towers

1.) Name of sponsoring recognized student organization or FSU Department: _____

2.) Sponsoring authorized representative:

Name: _____ Phone: _____

ID: _____ FSU E-Mail: _____

3.) **Recommended:** Provide a proof of the posting to Residence Life for approval prior to copying postings. Doing this step will decrease unnecessary waste of copied fliers that are not approved for posting. Proofs may be emailed to ResidenceLife@framingham.edu or brought to the Residence Life main office. Required information on all postings can be found in the Posting Procedure guidelines on page 1 and 2 of this application.

4.) Postings Required:

A. Please post attached flyers in designated areas beginning on ___/___/___.

(*postings cannot be displayed longer than 10 business days)

___ Corinne Hall Towers (12 max)

___ Horace Mann Hall (3 max)

___ Larned Hall (11 max)

___ Linsley Hall (5 max)

___ Miles Bibb Hall (10 max)

___ Peirce Hall (3 max)

___ West Hall (10 max)

1 REQUIRED copy for Residence Life file

Total _____ (55 max)

B. There is a 10-day maximum on postings.

C. Please post provided oversize poster (not to exceed 3'x 2') in designated areas:

Note: There is a two day posting maximum on oversize posters

___ Corinne Hall Towers (1 max)

___ Larned Hall (1 max)

___ Linsley Hall (1 max)

___ Miles Bibb Hall (1 max)

___ West Hall (1 max)

Total _____ (5 max)

5.) Form Submission Date: ___/___/___

For Office Use Only –

Posting Registration: _____ Approved _____ Not Approved

Authorized By: _____ Removal Date: ___/___/___