



UNIVERSITY HOUSING SERVICES
SAN JOSÉ STATE UNIVERSITY

UHS Posting Guidelines for Housing

Please fill out a request form at the Housing Front Desk (CVB Second Floor) or email a flyer copy to jaclyn.gordienko@sjsu.edu for possible approval.

- Requests must be submitted 2 weeks prior to the event.
- Your SJSU Department or Registered Student Organization must show on the flyer.
- The activity must be **on-campus**.
- The activity must be accessible.

Due to safety and security policies, only UHS staff may put up flyers in the Housing areas.

Off-campus events, recruitment, outside retailers
are not allowed.

You may check with the Student Union about posting elsewhere on campus.

Any unauthorized flyers, posters, or cards will be removed.

Posting Policy

According to S12-6, Policy Recommendation, Advertising Campus Events: Flyers, Banners, Chalking, etc. members of the SJSU community (faculty, staff, and recognized student organizations) can advertise campus and broader community events and activities in University controlled spaces. This policy applies to postings in University controlled spaces, not individual, department, or College controlled spaces. Posting in residential dining halls is not governed by this policy. Posting in these locations is regulated by University Housing. The complete Advertising Campus Events: Flyers, Banners, Chalking, etc. document may be found at <https://www.sjsu.edu/senate/docs/S12-6.pdf>.

Residential Life Staff of University Housing Services must approve any postings found within University Housing facilities. This policy does not apply to University Housing staff, hall government, or RHA postings.

Only University Housing staff, hall government, or the RHA may post on the floors of UHS facilities. Any posting violations will be removed, and people found posting illegally may be sanctioned.

UHS Posting Procedures:

1. Only SJSU Departments and Registered Student Organizations may request to post items in the Resident Halls.
2. All event advertising must include an accessibility statement with contact information.
3. To request items to be posted, flyers/posters must be brought to the UHS Housing main office located in the Campus Village Building B 2nd Floor **at least 2 weeks prior to the event date** and receive approval by Residential Life. SJSU departments and Registered Student Organizations whose flyers and posters are approved will be posted. Those who are not approved will be contacted and the items returned if desired.
4. Due to limited posting space, as determined by the State Fire Marshal, Housing can only post 1 poster per residence hall in the lobby of each building, for a total of 8 posters submitted.