



Residence Life & Housing

Posting Policy: Academic Year 2023-2024

RLH supports campus activities and works to connect residential students with campus opportunities. Campus organizations are able to post flyers in the residence halls, through the following process.

Any University of Delaware student, faculty member, staff member, department, Registered Student Organization, Fraternity or Sorority, Residence Hall Government, or Special Interest Housing Group may submit materials to be posted on RLH bulletin boards. Flyers to be posted in the residence halls must be authorized by the Office of Residence Life & Housing in advance.

Bulletin boards in University buildings are intended for notices and other materials related to the program and goals of the University. Commercial advertisements, promotions, items for sale, etc., are not to be displayed on these bulletin boards. Materials advertising events that offer alcohol will not be authorized.

Submit your flyer for approval and distribution to residence halls:

- Ensure your flyer indicates the event is sponsored by a University of Delaware Registered Student Organization, academic department, or other campus office or department. This organization must be named and represented on the flyer for it to be approved.
- Bring one copy of your flyer to Residence Life & Housing at 112 Gilbert Hall to be stamped for approval. Our office hours are Monday – Friday, 9am – 4pm. We recommend making copies of the stamped, approved flyer in case the flyer must be changed before it can be approved.
- If you elect to bring your all flyers and stamp them individually, please account for time to stamp each flyer. Sponsoring organizations will be asked to stamp their own flyers in our office after they have been approved.
- When all stamped copies are available, sponsoring organizations will be shown where the mailboxes are, and will be asked to sort the flyers into the staff mailboxes.
- It generally takes 3-4 business days for a flyer to move from RLH to the eventual destination on a building's bulletin board. Please account for time between drop off and your event date by dropping off flyers at least 1 week in advance of your event.
- We are only able to accommodate 1 flyer per building. We are unable to post flyers on every residential floor. The number of flyers required for each hall is listed below and a copy of this guide is posted next to the building mailboxes.

Residence Hall	Number of Flyers
Independence East/West	2
James Smith/Thomas McKean	2
George Read North	1
George Read South	1
Ray St.	3
Caesar Rodney	1
South Central (Kent/Sussex/Squire/Cannon/New Castle)	5
North Central (Brown/Sypherd/Harter/Sharp)	4
South Academy	2
Lane/Thompson/Smyth	3
Russell	5
Harrington	5
Redding	2
Gilbert	2
University Courtyard Apartments	4
Total	42