

### Definitions

**Unauthorized Solicitation** is defined as the act of promoting, recruiting, fundraising, or selling of a product, service, or program, without the expressed written permission of University Housing.

**University Housing Staff** is defined as full-time staff working in the residence halls (Residence Hall Director (RHD), Assistant Residence Hall Director (AHD), or Assistant Director (AC) for that area) or full-time staff.

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1. The Residence Hall Association (RHA), the National Residence Hall Honorary (NRHH), Student Staff (RAs, PAs, FYRE Mentors), and University Housing Staff are considered agents of University Housing, and are therefore approved to solicit with their supervisor's or advisor's permission.
2. Solicitation is limited to specific areas in and around Residence Halls. Approved places to solicit will vary from hall to hall, but must be approved fourteen (14) days in advance by the Residence Hall Director (RHD), Assistant Residence Hall Director (AHD), or Area Coordinator (AC) for that area. Space reservations can be made after receiving approval, not beforehand. Please contact the residence hall staff for the designated areas in each hall.
3. To be approved to solicit in and around Residence Halls, a written request must be submitted to the University Housing Staff member connected to the event or the Residence Hall Director (RHD), Assistant Residence Hall Director (AHD), or Area Coordinator (AC) in charge of the location where the solicitation is to occur.
4. Door-to-Door solicitation is limited to University Staff only.
5. Here are specific rules and conditions regarding solicitation in and around the residence halls:
  - a. No more than two (2) people are allowed to solicit at one time, under an approved request
  - b. No solicitation may occur before 9:00 a.m. nor after 8:00 p.m., unless otherwise approved
  - c. Solicitation is limited to four (4) hours per day under an approved request, unless otherwise approved
  - d. Solicitation may not occur directly in front of building entrances or room/office doors
  - e. Solicitation must not interfere with students' safety, security, or personal living space
  - f. If a student or staff member objects to being personally solicited, then the solicitor must comply with the request
  - g. Failure to comply with a University Staff member request will result in removal from the residence hall (or possible future requests being denied)
  - h. All advertising must comply with the University Housing posting policy (see Posting Policy)
  - i. Length of time and explanation must be provided with the written request
6. University Housing encourages individuals and organizations wishing to sell, solicit, or advertise products and services through the Student/University Center Office. As Georgia State University students, all residents may take advantage of such opportunities while on campus.

7. Residents are not permitted to operate a private business in any area of University Housing property or use the University Housing mailing address, Ethernet connection, or telephone for that purpose.

## POSTING

In an effort to assist student organizations and departments in making residents aware of events and services on campus, University Housing staff will post approved posters and flyers. All flyers/posters must be pre-approved by University Housing. To obtain approval, please submit advertisements to the University Housing office, located in 75 Piedmont NE, Suite 110.

1. In order to post flyers/posters in the Residence Halls you must be a recognized club, organization, academic or administrative department, Residence Hall Association, National Residence Hall Honorary, Student Staff (RAs, PAs, FYRE Mentors), and University Housing Staff at Georgia State University.
2. Here are specific rules and conditions regarding posting in and around the residence halls:
  - a. Flyers/Posters should clearly state the name of the responsible organization/department.
  - b. We will not approve posters that concern selling and/or solicitation, with the exception of University sanctioned events (e.g., GSU Night at the Aquarium).
  - c. We will not approve flyers/posters that violate or encourage violating the law or any University policies or procedures.
  - d. We will not approve flyers/posters that encourage possession or consumption of alcohol and other drugs.
  - e. We will not approve flyers/posters that contain images or language that is vulgar, obscene, sexually explicit, or potentially discriminatory/objectifying.
  - f. We will not approve flyers/posters for off campus events that are not sanctioned by Georgia State University.
  - g. We may choose not to approve flyers/posters that have no end date and/or are meant to be posted on a standing basis.
  - h. Flyers/posters may be placed on bulletin boards, elevator doors, lobby areas, and other designated areas in the residence halls. Flyers/posters may not be placed on walls in hallways or stairwells.
  - i. We reserve the right not to approve items that fall outside the parameters of typical flyers/posters, such as three-dimensional objects, posters that are larger than the standard size, posters that are made of non-paper products, etc.
  - j. Please note that we do not guarantee that each flyer/poster will be posted. Posting is subject to space availability at the time of submission.
3. Flyers/posters meeting the above guidelines should be delivered to the University Housing office. The following conditions will promote proper delivery and distribution:
  - a. Flyers/Posters should be delivered to our office at 75 Piedmont NE, Suite 110, **no later** than 14 working days prior to the event being advertised. (If you would like your posters up for some time before the event, please get them to us earlier.)
  - b. Flyers/Posters must be arranged in packets before delivery.

- c. If you want flyers/posters displayed only in general areas of the residence halls, please submit no more than 10 flyers.
  - d. If you want a flyer/posters posted on every floor, you will need 88 total posters. Please note that space is limited; therefore, **posting on every floor is subject to availability.**
    - Please assemble them in separate, labeled packets (specific numbers for each residence hall as follows):
      - Residence Hall A – 16
      - Residence Hall B – 13
      - Residence Hall C – 9
      - Residence Hall D – 9
      - University Lofts – 15
      - Patton Hall – 11
      - Greek Housing – 1
      - Piedmont North A- 6
      - Piedmont North B – 8
4. University Housing will not provide copy and/or printing services for those organizations or departments wishing to post materials.
  5. Large poster boards (for easels) may be posted in hall lobbies. University Housing has 4 halls/complexes with lobbies.
    - a. Any organization wishing to advertise using large poster boards on easels must provide one for each hall (total of 4) in order to advertise equally to all of our residents.
    - b. Organizations will not be able to choose specific halls in which to post the large poster boards.
    - c. Boards must be submitted to 75 Piedmont NE, Suite 110 for approval at least 14 working days prior to the event.
    - d. The use of easels is subject to availability.
  6. Student organizations and academic or administrative departments may request to advertise on our TVs located in the lobbies of each hall.
    - a. Advertisements must be submitted electronically to Shannon Corey at [scorey@gsu.edu](mailto:scorey@gsu.edu).
    - b. The ad must be in pdf format and the orientation must be landscape (not portrait).
    - c. Advertisements for the TVs must be received at least 5 business days in advance of the advertised event.
  7. University Housing has two marquee signs (University Commons and Piedmont North). If University organizations or departments are interested in advertising on this medium, inquiries should be directed to [housingsupport@gsu.edu](mailto:housingsupport@gsu.edu). There will be a charge associated with the use of marquee signs.