
MEMORANDUM

TO: STUDENT LEADERS AND UNIVERSITY ORGANIZATIONS
FROM: CO-CHAIRS OF RESIDENT STAFF
SUBJECT: UNIVERSITY OF VIRGINIA HOUSING DIVISION POLICY ON FLIERS, SOLICITATION

We would like to explain and clarify the policies that govern University residence halls regarding the posting and distribution of fliers. We recognize that CIOs and other student organizations rely heavily on advertising in the residence halls to disseminate information regarding their groups. However, in light of the restrictions on posting fliers in all of the University residential areas, particularly due to fire policies, we would like to inform groups about the policies so that they can subsequently use their time and resources most effectively. We will work to the best of our ability in assisting students in publicizing information on their groups within the parameters of these guidelines.

The University of Virginia Housing Division's **Terms & Conditions** set forth regulations within University housing areas. Under **Item 25(f)**, entitled "Prohibited Activities," the Terms stipulate the following restriction regarding the posting of fliers in housing areas: **"The following activities are not permitted in residence areas: (f) Posting leaflets, etc. on locations other than designated bulletin boards."** Thus, fliers cannot be posted in hallways, stairwells, outdoor lampposts, doors to residence halls, on the ground, on outside suite doors, or in any area outside. Individuals or groups who post fliers in these areas are considered trespassers, and thus they are in violation of an additional Housing policy.

Any fliers posted inside residence halls must be fire resistant – either printed on fire resistant paper or behind glass. Bulletin boards in the Tuttle and Emmet mailrooms will be enclosed by glass, to allow for flier posting. Any fliers hung on bulletin boards in suites or halls must be fire resistant and must be approved and hung by Resident Staff members. For information about fire resistant paper and approval for posting, please contact us.

We hope that we can work with student groups and University organizations to be proactive regarding this policy. In doing so, we can ensure the safety of our residence halls and continue to be compliant with the Housing policies & Virginia fire code regulations. This also saves organizations the cost of printing and distributing fliers, as Resident Staff members and Housing Division employees have been instructed to immediately remove posted signs that are not fire resistant or those that are located outside of designated areas, due to the violations.

A great alternative method of disseminating information to residents (first years and upperclass students living On-Grounds) is to send an email to either of us. We will send this information via email to all members of Resident Staff, who will in turn pass it along to their residents. If you have any questions or concerns regarding this policy, please call us at the Residence Life Office at 924-3736.