



Policy, Procedures, and Guidelines Manual
RESIDENCE HALL SIGN POLICY UPDATE:

D. Residence Halls

1. All signs belonging to anyone other than Residence Life Staff, the Residence Hall Organizations, or Hall Councils therein, must have their signage pre-approved by the Residence Hall Association before having it placed within the residence halls.
2. Anything posted must be sponsored by a registered student organization of the university.
3. Inside signage locations, excluding glass and painted surfaces, for the residence halls will be determined by the Residence Hall Staff.
 - a. The minimum size of all inside signs is 8.5 x 11 inches
 - b. Tattered and torn signs that have become “roughed” to the extent that they are no longer legible will be removed by the Residence Hall Staff.
 - c. Signs will be posted by the Residence Hall Staff and will be removed within 24 hours of the advertised event.
 - d. Students and student organizations may register up to two inside signage requests per week per hall.
 - e. Once the signage is approved by the Residence Hall Association, the organization may begin printing the signage and may return it to the RHA Center to be dispersed to the Residence Hall Staff for posting.
4. Student organizations may not place signage on the outside of residence halls for any reason.
5. Student organizations that place signage inside the residence halls without prior consent from the Residence Hall Association will be subject to suspension of posting signage in the future, which will be determined by the Residence Hall Association.
6. Departments of the university should contact Sabrina Johnson in the Department of Residence Life in an effort to post signage inside the residence halls.