

## OUTDOOR RECRUITMENT

Groups and their representatives can engage in their activities on sidewalks of the major streets that surround residence halls. This activity must allow for the smooth flow of traffic along the sidewalk. Allowable areas include the sidewalks along Shields, Laurel, North/Plum, Loomis/Meridian, University, South, Pitkin, Lake, and Prospect. Groups are not allowed to engage in activities in areas closer to the residence halls such as internal courtyards, etc.

## DONATIONS/COLLECTIONS

Student organizations collecting items on behalf of an outside organization for a service opportunity must get permission prior to setting up a collection site. For more information, contact the Assistant Director of Student Leadership in Residence Life at (970) 491-4769, or email [residencelife@colostate.edu](mailto:residencelife@colostate.edu).

## INFORMATION TABLES IN THE RESIDENCE HALLS

Recognized University student organizations, and University departments and offices are permitted to set up tables in residence halls to provide information to interested students. These tables are for informational purposes, not for recruiting or soliciting to students.

The Residence Director of each hall will work with the hall staff and management team to select the appropriate location for the placement of the table. Placement of the table may only be in public spaces within the building and should be visible to student traffic patterns, but should not interfere with or impede traffic, students, residence hall staff, or dining operations in any way. Setting up outside dining centers is recommended because of the high volume of foot traffic during meal times.

Tables can be set up between 7:00 a.m. and 7:00 p.m. daily beginning the second week of classes and running through the next-to-last week of classes each semester. Reservations are made on a first-come, first-served basis: no more than one group may be at a location at one time. Please see guidelines on the back panel.

### The following guidelines must be followed in order to set up tables in the residence halls:

- Permits to set up a table must be secured in person at the Residence Life Office, 111 Palmer Center, at least 48 hours in advance.
- The permit has a one day per month limit. The requesting group may only have one date reserved at a time, but may reserve an additional date once the current table usage has been completed.
- The signed authorization/permit must be shown at the front desk of each hall when arriving at the hall to set up. If table is set up outside the dining center entrance, the permit must be shown to the manager of the dining center.
- Each residence hall should be contacted to determine if the hall has a table for use or if the requesting group will need to provide their own table. With 72 hours advance notice, Dining Services may provide one six-foot long table and up to three chairs (in applicable halls). Tablecloths and skirting are not provided.
- Information given out must conform to all Residence Life posting policies in appropriateness of material.
- Groups may not ask passing students to stop and speak with them, complete surveys, accept printed materials, giveaways, etc. Information may be relayed/distributed if and only if a student approaches the table on their own accord.
- Raffles, drawings, etc. cannot be conducted from tables.
- Groups are responsible for returning the room or space to its original condition.
- Table reservations may be canceled at any time if any policies are violated.

### Housing & Dining Services Residence Life

111 Palmer Center  
1005 West Laurel Street  
Fort Collins, Colorado 80523-8032  
Phone: (970) 491-4719  
Fax: (970) 491-4728  
E-mail: [residencelife@colostate.edu](mailto:residencelife@colostate.edu)  
[www.housing.colostate.edu/halls](http://www.housing.colostate.edu/halls)

<b>ADVERTISING POLICIES</b> <b>FOR THE RESIDENCE HALLS</b>	Sales and Solicitation
	Posting/Advertising/ Community Display Areas
	Newspapers
	Use of Residence Hall Rooms
	Use of Student Mailboxes
	Food Distribution
	Chalking
	Dining Services Table Card Program
	Outdoor Recruitment
Donations/Collections	
Information Tables in the Residence Halls	

**Colorado State University**

HOUSING & DINING SERVICES

*Residence Life*

## SALES AND SOLICITATION

No direct or indirect sales or solicitations by commercial enterprises are allowed in the residence halls. Groups who wish to advertise their products to students may utilize the following procedures:

- Federal mail service with appropriate postage
- Posters placed in designated areas in each hall
- Phone solicitations
- Campus newspapers

Door-to-door solicitation, distribution, and advertising by non-Housing & Dining Services staff is prohibited. Phone numbers and addresses for residents will not be released by the Department of Housing & Dining Services.

## POSTING/ADVERTISING/COMMUNITY DISPLAY AREA

Each residence hall has a designated community display area that includes a bulletin board and table where advertising materials may be placed. Anyone wishing to use the community display area should contact the hall's front desk to find the location of that area. Bring your own push pins/staplers to post materials.

Advertising should avoid the use of obscene language and may not promote illegal behavior including the underage use of alcohol or illegal drugs. Advertisements that do not follow these guidelines or are posted in areas not designated by hall staff will be taken down and recycled.

## NEWSPAPERS

### Subscription Newspapers:

- Each newspaper is permitted to distribute through the residence hall front desk to an updated list of subscribers.
- Desk staff are responsible for ensuring the proper distribution of papers from the desk. Shortages and other problems must be handled directly between the subscriber and newspaper.

### Newspapers/Publications:

- Wooden newspaper stands/bins are located in each residence hall lobby.
- Stands/bins can be used on a first-come, first-served basis.
- Stands/bins are not assigned and cannot be reserved.
- Outdated newspapers/publications must be removed in a timely manner.
- Publications must fit in these stands/bins.

## USE OF RESIDENCE HALL ROOMS

As stated in the Residence Hall Contract, the residence halls and adjacent grounds are for the use of student residents and University guests only. Residence hall rooms may not be used for commercial or business purposes.

## USE OF STUDENT MAILBOXES

The use of residence hall student mailboxes is limited to federal mail, campus mail, and information regarding residence hall concerns, programs, or events. Recognized student organizations not directly affiliated with the residence halls may distribute fliers or other advertisements through student mailboxes if the items are individually addressed to the occupants of the room with correct student names and room numbers.

Off-campus businesses and individuals may not mass distribute fliers or other advertisements through student mailboxes unless the items are delivered through the U.S. Post Office, and labeled to individual rooms.

## FOOD DISTRIBUTION

Any group wishing to distribute food samples MUST be invited on campus by hall staff and contact Environmental Health Services at 491-6121 to complete necessary paperwork at least two weeks in advance.

## CHALKING

Chalking by student organizations and non-CSU groups in front of the residence halls is not allowed. Residence hall staff may use chalking to promote residence hall events as approved by the hall's residence director.

## DINING SERVICES TABLE CARD PROGRAM

To enhance communication with students, the Department of Housing & Dining Services has made table caddies available on all the dining center tables with a slot that permits the distribution of notices and announcements. The primary purpose of the Table Card Program is for Housing & Dining Services to communicate with its customers. Non-CSU groups are not permitted to utilize the program. CSU affiliated groups who wish to use this program are required to follow the guidelines that follow:

- 1.** Table cards must be printed on quarter sheet (4.25" x 5.5") recyclable CARD STOCK paper; (standard weight copy paper is not rigid enough). Table card announcements may be printed on both sides. (Be sure to include the sponsoring organization's name somewhere on the card.)
- 2.** Obtain a permit at the Residence Life Office in Palmer Center Room 111. Bring your proof in before printing to avoid the cost of reprints, and leave one copy to keep on file in Residence Life.
- 3.** To distribute your table cards: take your permit to the Dining Services Manager at each unit in which you would like to advertise. You must put each card into the caddies yourself as staff is not available to aid in distribution. Distribution early in the week is recommended to ensure maximum exposure of your table cards. Please do not distribute cards between 11:30 a.m. and noon.
- 4.** All Table Card announcements will be removed for recycling every Sunday.

\* Notices that have been distributed without the required approval and found in the caddies will be immediately removed and recycled!

### Table Card Quantities & Contact Numbers

**Total: 623** (Numbers subject to change)

Allison Hall	60	491-5952
Braiden Hall	90	491-7988
Corbett Hall	122	491-7342
Durrell Center	120	491-6619
Parmelee Hall	66	491-7342
Ram's Horn	120	491-8039
Sports Grill	45	491-8039