

# University Housing Posting

Revised August 2024

## Policies & Information

- To poster in the 21 Residence Halls, the following must be followed:
  - Registered Student Organizations (RSOs) and University Departments are allowed to post information in Residence Hall about programs or events.
  - The name and contact information of the RSO or Department must be on all posters.
  - Postings need to advertise a program or an event.
  - No commercial solicitation is allowed in the advertisement.
  - Advertisements which openly endorse a particular commercial interest or product are prohibited.
  - Agencies or individuals unrelated to the university are not permitted to post in the residence halls.
  - Candidates for public office or Registered Student Organizations, supporting the candidate, can request campaign fliers in the residence halls related to their campaign.
  - Ideal poster size is 8.5 by 11, anything larger will be folded.
  - Posters should not include events that are more than a month out.
  - All Res Hall Posters will be taken down at semester breaks (December, May, and August)
  - A copy of the poster must be submitted to Desk Services via email prior to approval—  
[deskservices@housing.wisc.edu](mailto:deskservices@housing.wisc.edu)
  - Upon receiving approval, the front desks will be notified.
  - Deliver to each of the front desks at least 10 days before the event. Anything less than 7 days might not be posted.

## Poster Numbers

- **For Main Shared Spaces** in the Residence Halls, deliver the following number of posters to the appropriate desks:
  - Smith Hall: Smith Hall Desk, 35 N. Park Street
    - 1 poster
  - Ogg Hall and Merit Hall: Ogg Hall Desk, 835 W. Dayton Street
    - 5 posters
  - Sellery Hall: Sellery Hall Desk, 821 W. Johnson Street
    - 4 posters
  - Witte Hall: Witte Hall Desk, 615 W. Johnson Street
    - 4 posters
  - Chadbourne Hall and Barnard Hall: Chadbourne Hall Desk, 420 N. Park Street
    - 2 posters
  - Lowell Center: Lowell Desk, 620 Langdon Street
    - 3 posters
  - Waters Hall: Waters Hall Desk, 1200 Observatory Drive
    - 1 poster
  - Tripp, Adams, & Slichter Hall: Carson Information Desk, 1515 Tripp Circle
    - 3 posters
  - Lakeshore Halls: Frank Holt Center Desk, 1650 Kronshage Drive
    - 15 posters (3 posters for Cole & Leopold, 3 posters for Bradley & Sullivan, 9 posters for Kronshage, Jorns & Humphrey Halls)
  - Dejope Hall and Phillips Hall: Dejope Desk, 640 Elm Dr
    - 2 posters
  - Total Posters: 40 posters
- **For on Residence Floors and in Main Shared Spaces** in the Residence Halls, deliver the following number of posters to the appropriate desks:
  - Smith Hall: Smith Hall Desk, 35 N. Park Street

- 16 posters
  - Ogg Hall and Merit Hall: Ogg Hall Desk, 835 W. Dayton Street
    - 24 posters
  - Sellery Hall: Sellery Hall Desk, 821 W. Johnson Street
    - 34 posters
  - Witte Hall: Witte Hall Desk, 615 W. Johnson Street
    - 34 posters
  - Chadbourne Hall and Barnard Hall: Chadbourne Hall Desk, 420 N. Park Street
    - 17 posters
  - Lowell Center: Lowell Desk, 620 Langdon Street
    - 13 posters
  - Waters Hall: Waters Hall Desk, 1200 Observatory Drive
    - 22 posters
  - Tripp, Adams, & Slichter Hall: Carson Information Desk, 1515 Tripp Circle
    - 23 posters
  - Lakeshore Halls: Frank Holt Center Desk, 1650 Kronshage Drive
    - 63 posters (16 posters for Cole & Leopold, 18 posters for Bradley & Sullivan, 29 posters for Kronshage, Jorns & Humphrey Halls)
  - Dejope Hall and Phillips Hall: Dejope Desk, 640 Elm Dr
    - 19 posters
  - Total Posters: 265 posters
- Any posters found that have not gone through the approval process may be denied future approvals. Any organization with posters found in the halls that have not gone through the approval process may be denied future poster approval. **If posters are delivered to the desk before receiving approval, they will be recycled.** Contact Desk Services at [deskservices@housing.wisc.edu](mailto:deskservices@housing.wisc.edu) with any other questions.