

Residence Life Posting Policy

Any UH affiliated office or group may submit postings to be put up in the common areas and/or floors of each residence hall or apartment complex. **It is the responsibility of the sponsoring office or organization to make the appropriate number of copies.** All postings must be submitted at least a week prior to the event, any postings submitted within a week of the event may be rejected. **Postings may not solicit donations/advertise fundraisers , promote events that violate UH Department and/or RIO Policy, or promote the assumed sale/consumption of alcohol.**

On postings please include the sponsoring party, contact name, phone number or email address for questions.

Postings with visible text on the back will not be approved.

Please bring the postings to the Residential Life Office in Johnson Hall "A" basement for posting. Please ask the receptionist to place the postings in Matt Markham's mailbox. The Residential Life Office will facilitate the posting of approved materials. Postings are approved for up to 30 days past the approval date, or until the day after an advertised event/activity, whichever is sooner. Student Housing Services staff are not responsible for maintaining postings that have been vandalized, torn down, or otherwise altered or destroyed. Submissions should indicate if the posting should be placed in common areas and/or individual floors; and should also indicate which facilities they should be posted in

Please allow up to 1 week for your marketing to be fully delivered and posted.

Copies should be made in accordance with the following chart, and should be delivered pre-sorted and labeled by facility:

Facility Name	Primary Population	# of Common Areas	# of Floors	Total
Johnson	Freshmen and Sophomores	7	6	13
Gateway	Sophomores, Juniors, and Seniors	4	20	24
Anuenue	Freshmen, Sophomores, Juniors, and Seniors	1	6	7
Laulima	Freshmen and Sophomores	3	4	7
Kahawai	Freshmen and Sophomores	3	4	7
Frear	Sophomores, Juniors, and Seniors	2	22	24
Lehua	Freshmen	8	10	18
Ilima	Freshmen	8	10	18
Mokihana	Freshmen	8	10	18
Lokelani	Freshmen	8	10	18
Noelani	Sophomores	1	6	7
Wainani	Juniors, Seniors, Graduate Students, and Family Housing	4	26	30
Common Areas Total		57		
Floors Total			134	
Common Areas and Floors Total				191

Residence Life Posting Request

Name of UH Manoa Organization/ Department:

Organization Representative Name:

Email Address:

Contact Number:

Please indicate below where you would like the marketing posted.

Copies should be made in accordance with the following chart, and should be delivered pre-sorted and labeled by facility:				
Facility Name	Primary Population	# of Common Areas	# of Floors	Total
Johnson	Freshmen and Sophomores	7	6	13
Gateway	Sophomores, Juniors, and Seniors	4	20	24
Anuenue	Freshmen, Sophomores, Juniors, and Seniors	1	6	7
Laulima	Freshmen and Sophomores	3	4	7
Kahawai	Freshmen and Sophomores	3	4	7
Frear	Sophomores, Juniors, and Seniors	2	22	24
Lehua	Freshmen	8	10	18
Ilima	Freshmen	8	10	18
Mokihana	Freshmen	8	10	18
Lokelani	Freshmen	8	10	18
Noelani	Sophomores	1	6	7
Wainani	Juniors, Seniors, Graduate Students, and Family Housing	4	26	30
Common Areas Total		57		
Floors Total			134	
Common Areas and Floors Total				191

Any posting submissions that do not meet the Residence Life Posting Policy guidelines will be discarded.

Administration Use Only

Date/Initials Received: ____ **Date/Initials Approved:** ____

Date/Initials Stamped: ____ **Date/Initials Distributed:** ____