A Guide to Residence Hall Programming and Publicity

**Use of Residential Programming Space and Common Areas**
We welcome our campus colleagues and student groups to hold programs in our residential facilities, provided that specific guidelines about timing, reservation of spaces, and appropriateness of the event are followed. Here are the common guidelines that every staff, faculty and student need to follow to properly reserve and utilize a residential event space.

1. You must submit a room reservation request at least 5 days before your scheduled event. This reservation form applies to both interior rooms and exterior common areas. You can access this reservation form by visiting the housing website ([http://housing.armstrong.edu](http://housing.armstrong.edu)) and clicking the room reservation button on the right side of the screen. You will receive an email confirming whether your reservation was accepted or denied.

2. Events must be sponsored by an Armstrong RSO, Department, or Staff/Faculty Member. Requests to use the space for personal events such as birthdays, baby showers, graduation parties, retirement parties, etc. will not be approved. Requests from individuals or groups not affiliated with Armstrong will not be honored.

3. Due to the limited residential programming spaces available, OPEN recreational hours have been established for the Compass Point Clubhouse during the following time frames: Monday/Wednesday from 5 pm to 7 pm and Tuesday/Thursday from 7 pm to 9 pm. Reservations for events will not be taken during these designated periods so that the space can be utilized for general resident use.

4. Groups are permitted to reserve the residential community common spaces no more than two times within a calendar month. Please contact the Area Coordinator within the designated community with questions about this policy (Compass Point: 912-344-3383, Windward Commons: 912-344-2722).

5. If your event is going to contain loud music or activities, it cannot be held outside after 8pm in the evening. It must be moved inside the clubhouse. This applies to parties, cook outs, etc. The Clubhouse quad outdoor areas are in the midst of student residences and the students’ rights to a quiet and studious environment must be respected at all times. It is recommended that any type of party or concert activity be moved to a non-residential area of campus such as the intramural field, Student Union Plaza, etc. if it will extend past 8pm.

6. If UPD or University Housing receives a noise complaint about your outdoor event or activity, it will be immediately moved to the interior of the clubhouse with doors closed regardless of the time of day.

7. If UPD or University Housing receives a second noise complaint about your event or activity, it will be immediately shut down. Again, this is a residential area and the rights of those living in the area must be respected.

8. Student organizations wishing to conduct “dorm storms” will only be given permission to do so once per semester. The organization representatives must be escorted in the area by a housing resident of that area at all times, must sign in at the front desk or area office prior to beginning, must obtain advance permission from the Area Coordinator of that area, and **may not ask for money while going door to door**. Other handouts are permissible. Organizations wishing to raise funds for charity may station a table in the Windward Commons Lobby with advance approval and submission of a space reservation request.
Publicity Guidelines

Interested in having some flyers posted in the residence halls on behalf of your organization? Housing and Residence Life would like to help! Just follow the steps below and we will help you by hanging publicity in the residence halls as appropriate.

1. Create one piece of sample publicity and bring it to Angela Storck in the Main Housing Office (2nd Floor CP 7000 Bldg) for approval (you can also email it to angela.storck@armstrong.edu for preliminary approval to save yourself a trip). Angela will check your publicity to ensure it contains all necessary information and is appropriate for posting.

2. Once it is approved, you are free to make more copies. Bring your copies to our office to receive an official housing approved stamp. We will then distribute your publicity as appropriate for hanging in the halls by our housing staff. At no time should a non-housing staff member hang their publicity in the halls. We will do this on your behalf. One copy of the approved publicity will be kept on file in our office.

If you want your publicity posted in all available locations, please bring the following numbers of flyers:
- Windward Commons: 20 (1 per RA and 4 for common areas)
- Compass Point: 15 (1 per RA and 3 for common areas)
- University Terrace/Crossings: 10 (1 per RA and 2 for common areas)

If you want us to hang ¼ sheet or smaller door tags, bring the following. (Door tags will only be approved for certain large scale events):
- Windward Commons: 305
- Compass Point: 160
- University Terrace/Crossings: 150

3. Your publicity must contain the following information: Event Title, Date, Time, Location, and Sponsoring Registered Student Organization (RSO) or Armstrong Department.

4. Your publicity must not contain vulgarity and it must be easy to read. When designing publicity, do not design it in color if you plan to print it in black and white. It will look much different. We discourage the use of dark colored printed backgrounds as it makes lettering harder to read and wastes printer ink.

5. Your publicity cannot contain anything regarding solicitation. No ads advertising goods or services for sale will be permitted. Limited exceptions will be made for those collecting money for charity or participation fees for campus sponsored events, and will be reviewed on a case by case basis.

6. If your publicity is too specific (ex: advertising one particular intramural team rather than intramurals as a whole) the audience will be limited to just main residence hall common areas.

7. You may bring your publicity to us at any time, but our staff will not post it more than 1 week prior to an event to prevent overloading the hall with publicity that is not time sensitive.

If your publicity does not meet these basic guidelines, it will be removed on sight and disposed of. Direct questions to Angela Storck at 912.344.3384 or angela.storck@armstrong.edu.