The University of Oklahoma
Housing and Food Services
Flyer and Decoration Policy

In order to provide a safer and more aesthetic environment, the Department of University Housing and Food Services limits the use of flyers and posters to specific areas. All publicity displayed in the residence halls must have approval from the Director of Residence Life.

**Bulletin boards for student organization and public use are located in Walker, Couch, and Adams Centers, first floors only and Cate Center in the Cate Main Building.**

Bulletin boards for use by Housing and Food Services, Student Affairs, and student organizations are located in each specific residential living area on the floors.

**General Guidelines for Flyers and Posters:**
- Flyers must be approved by the Director of Residence Life before being posted. A copy should be left in the Housing and Food Services office with a contact name, telephone number, and email address. Approval or denial will be corresponded immediately upon return of the Director of Residence Life.
- If your request is approved you will be contacted by email. You will then provide 16 copies of the flyer for posting in the correct areas by Housing staff.
- Flyers related to alcohol will not be approved for posting.
- Flyers are posted on the bulletin boards only, not on the individual floors.
- All public bulletin boards will be cleared of flyers on Mondays.
- We do not allow flyers or posters on the individual residence hall floors unless it is a Housing and Food Services event.

In accordance with the Americans with Disabilities Act, printed materials that announce an event or program must include information to offer accommodations. **An appropriate phrase is:**

**Accommodations on the basis of disability are available by contacting (name, address, phone) by (date).**

**Chalked Sidewalks** – Sidewalk chalking must be in water-based chalk only – white and yellow. Do not write on any vertical or covered surfaces. Do not chalk within 10 feet of any entry way of buildings.

Indicate below what will be written on sidewalks:

____________________________________________________________________________

____________________________________________________________________________
Flyers, door decorations, holiday decorations and other materials which may easily fuel a fire are prohibited from being displayed in hallways, lounges, on room doors, and in any way which may hinder the site of the visual strobe alarms and detectors. All ceilings must be free from materials. Items hung in inappropriate areas will be removed immediately and the organization or individual responsible for the postings may be charged with “Violation of Published Residence Hall Rules” through the University of Oklahoma Student Code and Conduct and the Community Living Guide.

Recognizing that there are special times during the year that may require decorations, the Director of Residence Life and the OU Fire Marshall will work together to ensure that the safety of the residents is met as well as the celebration of the event. If you would like to apply for a decoration permit, please complete the “Request for Decoration” form. For more information, contact the Housing and Food Services office.
The University of Oklahoma
Housing and Food Services
Request to Post Flyers

Name of Organization or Business: _________________________________________________

Contact Person: __________________________ Registered Student Organization Yes___ No___

Phone: ______________________ Email address:_______________________

Reason for requesting flyers to be posted: ____________________________________________

Please read and adhere to the University of Oklahoma Housing and Food Services Flyer Policy
attached.

Flyers are posted on the first floors of centers and houses only. Submit 14 copies of the flyer to
the Housing office for posting.

Signature of person submitting request __________________________ Date __________

Please return to Director of Residence Life, Walker Center, Room 126.

FOR OFFICIAL USE ONLY
Request Approved _____ Denied _____
Person requesting contacted by: Email_____ Phone _____ Person _____
Date Contacted ______________

The University of Oklahoma
Housing and Food Services
Request for Decoration

Requesting floor/house: __________________________________________________________

Contact Person: __________________________ Room: ________ Phone: _______________

Resident Advisor: ______________________________________________________________

Reason for Request: __________________________

___________________________________
___________________________________

Description of Decorations:
(Please include how items are to be displayed, taped and what fixtures are involved, if any. Items to be hung from or interfering with light fixtures or fire protection equipment will not be approved. All decorations must be removed by midnight of the approved day.)

___________________________________
___________________________________

___________________________________

___________________________________

Signature of person submitting request _______________ Date _______________

Please return to the Director of Residence Life, Walker Center, Room 126.

For Official Use Only:
Request Approved _____ Denied _____
Person requesting contacted by Email_____ Letter _____ Phone _____ Person _____
Date: ______________