POSTER DISTRIBUTION AND DISPLAY

Campaigning and posting in outside space(s) in Heritage Commons is not allowed. Materials inside residence halls will be removed and recycled by HRE staff 72 hours after elections conclude. Candidates are responsible for removing their own materials on the Peterson Heritage Center, Lassonde Studios, and Marriott Honors Community first-floors.

Peterson Heritage Center, Lassonde Studios, and Marriott Honors Community Postering:

1. All community members may post on the “free board” bulletin boards located in the Peterson Heritage Center and on the first floor of the Marriott Honors Community. Stamp approval is not needed to post on the free boards if a clear campaign logo is on the poster.
2. There is a limit to two (2) posters per floor per candidate or running mates in each area.
3. Posters may only be placed on bulletin boards. Posters may not be placed on any other building surface, including doors, walls, or windows, and will be removed.
4. **Note:** There is no first-floor “free board” posting options in Kahlert Village.

Residential Building Postering:

1. All items to be posted in residence halls must be left at the HRE Office front desk in Benchmark 822 for approval. These items will placed in the building area mailboxes to be distributed by the Resident Advisor and area staff. All approved posters will have an HRE stamp.
2. The Residence Hall Association (RHA) and HRE student leaders must receive approval from their adviser/supervisor prior to copying their posters/flyers for RHA elections.
3. 150 copies are needed in total. They will be distributed accordingly.
4. All materials submitted for posting must have sponsoring organizations(s)/individual(s) information on them.
5. Materials should be submitted for approval at least 7 days in advance of the event to ensure they are approved and distributed to the residence halls in sufficient time for posting. As posting materials in the residence halls is a service to student groups, Housing & Residential Education accepts no responsibility for timeliness of posting submitted materials.
6. Election participants may submit collateral for approval of and for placement on bulletin boards and tack strips ONLY!! NO posting or materials will be placed on glass, doors, walls, bricks, etc. or they will be removed.
7. Posters and notices that are stamped demonstrate to residence hall personnel the material has been properly filed and may remain on bulletin boards or other approved areas.
8. There is a limit to 2 posters per floor per candidate or running mates in each area.

FLYER DISTRIBUTION

1. Any person may hand out and distribute handbills outside of university buildings so long as their materials clearly identify the campaign and candidate.
2. Distribution outside of university buildings must not interfere with the entrances to the buildings or the normal flow of pedestrian or vehicular traffic.
3. Handbills or other written material may not be attached or affixed to private property without the owner’s permission.
4. Distribution inside the Peterson Heritage Center, Kahlert Village, Marriott Honors Community, or Lassonde Studios is permissible so long as a tabling reservation is in place.
5. Leaflets are not permitted in residence hall or apartment floor lounges.
6. The stuffing of leaflets under windshield wipers in the residence hall’s parking lots will not be permitted and may subject the candidate to a fine or restriction from further posting.

**TABLING**

- Student groups may arrange to have a table in Kahlert Village or the Peterson Heritage Center at no cost but advance reservations are required and can be made here: https://housing.utah.edu/about-us/conferences-meetings/.
- Reservations must be requested at least 1 week in advance and contracts must be signed prior to tabling. Last minute requests may not be accommodated.
- Campaign tabling is restricted to 4 hours per date with a maximum of 4 dates during the election cycle.
- Tabling is limited in the Marriott Honors Community and Lassonde Studios. Additional notice and approvals are required so we ask that reservations be submitted 2 weeks in advance.

**SOLICITATION**

1. There will be NO door-to-door solicitation and no campaigning should occur in resident-only spaces.
2. Mail Solicitation - There will be NO mailbox stuffing by outside organizations. Any complex/area wide solicitation not distributed via U.S. mail is prohibited from passing through mail slots.
3. Campaigning in the any HRE dining hall is not allowed.

**MEETINGS AND SOCIAL EVENTS**

1. Formal meetings to be held in Kahlert Village or the Peterson Heritage Center must be scheduled in advance and can be made here: https://housing.utah.edu/about-us/conferences-meetings/. Formal meetings are the only events allowed to take place in HRE facilities. The candidates are ultimately responsible for making reservations, for all clean-up and/or damages that may occur as a result of a meeting.
   1. Reservations must be requested at least 1 week in advance and contracts must be signed prior to the reservation. Last minute requests may not be accommodated.
   2. HRE, RHA and Conference Services will not sponsor social events for a single candidate or for a party (dances, etc.) to be held in any HRE facilities. This will pertain to all parties regardless of resident status. There will be no social events in relation to a campaign held in a floor lounge or building.
2. HRE & RHA will sponsor one elections debate that will occur in the Peterson Heritage Center. This debate will be organized by the ASUU Elections Register & an RHA representative appointed by the RHA president.
   1. HRE & RHA will not sponsor an event for a single candidate nor will RHA sponsor an elections event beyond the PHC debate unless the event is an all
parties formal meeting event that is approved by the RHA president & RHA Advisor.