

Residential Posting & Space Usage Policy & Procedures

All on-campus residential facilities, being owned by the KSU Foundation and managed by Housing and Residence Life have common use spaces designated for residential student usage. These common spaces are designed for the primary purpose of community building, which includes both independent social and recreational activities of residents/guests, and structured programming.

POLICY:

All on-campus residential common use spaces, including but not limited to, activity centers, outdoor recreational facilities, social and study lounges, and computer labs, are primarily intended for usage by fee-paying on-campus residential students and, within policy and procedure guidelines, their escorted guests. Other guests may include those invited and/or authorized by the Department of Residence Life, Housing, and/or the KSU Foundation. Most meeting rooms are controlled by Housing and Residence Life and may be made available at the discretion of Residence Life; corresponding fees may be charged.

All common use spaces may potentially be reserved for the primary purpose of offering programming and events to residential students. Staff of the Department of Residence Life, specifically Resident Assistants (RAs) and the Residence Hall Association (RHA) community councils, primarily sponsors these programs. The communities building programming efforts of the Department of Residence Life take priority for all residential space usage.

All classrooms located within the residential facilities are leased by Kennesaw State University for the primary purpose of hosting for-credit academic courses, and when not used for that purpose may be reserved for other uses appropriate for classroom space, with priority given to Residence Life sponsored activities. All classroom reservations are scheduled outside of Housing and Residence Life, for help please call 470-578-4388.

Any parties wishing to use residential space must agree to the following:

- Events will be open to all residential students desiring to attend (unless the specific educational purpose of the event requires a specific or limited audience).
- Events must be held during specified available times, which may vary depending on the space desired, day of the week, and time of year.
- The primary target audience must be residential students.
- Everyone attending must abide by all rules and regulations of the KSU Code of Conduct, the Residential Code of Conduct, and any facility rules and regulations imposed by the KSU Foundation or Housing and Residence Life staff.
PROCEDURES:

All parties wishing to use residential space must follow the procedures outlined below:

1. Review the policy to ensure the desired event complies with all policy requirements.
2. If necessary, received approval/support from Student Life, department, or advisor.
3. Submit a request form to the Department of Residence Life via the OwlLife form found here, [https://owllife.kennesaw.edu/form/start/64879](https://owllife.kennesaw.edu/form/start/64879). The Director or designee will review all requests.
4. If all approvals received, the event planner will work in conjunction with the approver, who may assign specific Residence Life staff for the event.
5. All event publicity must be submitted in advance to Residence Life for approval via the OwlLife form found here, [https://owllife.kennesaw.edu/form/step/1?Guid=3f4ca270-9e66-4d14-935e-0006ddeabe1c](https://owllife.kennesaw.edu/form/step/1?Guid=3f4ca270-9e66-4d14-935e-0006ddeabe1c).
6. The event planner is responsible for all facility preparation and post-event clean up, including returning all facilities to their original condition and removing all trash to the designated receptacles.
7. Any fees or expenses incurred related to facility use may be the responsibility of the event planner.
8. Certain statistical data may be required for assessment and accountability purposes, such as number of people attending, desired learning outcomes, etc.

POSTING & SOLICITATION POLICY & PROCEDURE:

No solicitation or posting is allowed in any residential facilities, other than that approved by KSU Residence Life. At least one open annual event will be hosted allowing all on- and off-campus groups and vendors to promote themselves to the residential students. A fee for table usage may be required, you can find out more information about this event here, [http://www.kennesaw.edu/housing/programs_events.php](http://www.kennesaw.edu/housing/programs_events.php).

Groups desiring to share information with RA staff or post items in the residential areas must receive permission from Residence Life. Submit all items in advance via the form found here, [https://owllife.kennesaw.edu/form/step/1?Guid=3f4ca270-9e66-4d14-935e-0006ddeabe1c](https://owllife.kennesaw.edu/form/step/1?Guid=3f4ca270-9e66-4d14-935e-0006ddeabe1c). No flyers, posters, banners, brochures, handbills, sidewalk chalk, etc. may be used or distributed in the residential areas without permission from Residence Life. For items for the RAs and general bulletin board posting, submit the number of copies indicated below to Residence Life depending who you wish to target. Typically, items must be pre-counted and subdivided as noted below.

<table>
<thead>
<tr>
<th>Distribution To:</th>
<th>Just RAs</th>
<th>For Bulletin Boards</th>
<th>1 Per Unit*</th>
<th>1 Per Person*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Residence Complex</td>
<td>18</td>
<td>up to 35</td>
<td>308</td>
<td>1,148</td>
</tr>
<tr>
<td>KSU Place</td>
<td>11</td>
<td>up to 18</td>
<td>138</td>
<td>552</td>
</tr>
<tr>
<td>University Village</td>
<td>24</td>
<td>up to 30</td>
<td>241</td>
<td>878</td>
</tr>
<tr>
<td>UV Suites</td>
<td>25</td>
<td>up to 38</td>
<td>489</td>
<td>916</td>
</tr>
<tr>
<td>Totals:</td>
<td>78</td>
<td>up to 121</td>
<td>1,176</td>
<td>3,494</td>
</tr>
</tbody>
</table>

* Contact Residence Life BEFORE printing. Only preapproved university-wide events are eligible for unit and individual distribution. All other activities must follow the bulletin board or RA guidelines.

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