



Residential Space Usage and Posting Policy & Procedures

Residential facilities 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/educational activities of residents/guests, and structured programming.

Residential Space Usage

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 Housing and Residence Life (HRL). Most meeting rooms are controlled by HRL and may be made available at the discretion of HRL; 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 HRL, specifically Resident Assistants (RAs) and the Residence Hall Association (RHA), National Residence Hall Honorary (NRHH), and Community Councils, primarily sponsor these programs. The community building programming efforts of HRL take priority for all residential space usage.

Some 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 HRL sponsored activities. All classroom reservations are scheduled outside of HRL. For help please call 470-578-5483.

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, and the event is approved by HRL).
- 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 HRL rules and regulations.

Procedures:

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

- Review the policy to ensure the desired event complies with all policy requirements.
- If necessary, received approval/support from Department, or advisor.
- Submit a request form to HRL via the OwlLife form found here, <https://owllife.kennesaw.edu/form/start/64879>. The Director or designee will review all requests.
- If all approvals received, the event planner will work in conjunction with the approver, who may assign specific HRL staff for the event.
- 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.
- Any fees or expenses incurred related to facility use may be the responsibility of the event planner.
- Certain statistical data may be required for assessment and accountability purposes, such as number of people attending, desired learning outcomes, etc.

Advertising in the Residential Areas

No solicitation or posting is allowed in any residential facilities, other than that approved by HRL. At least one open annual event will be hosted allowing all on and off campus departments and vendors to promote themselves to the residential students. A fee for space usage may be required, you can find out more information about this event here, <http://ksuhousing.kennesaw.edu/residents/programs-events.php>.

Groups desiring to share information with RA staff or post items in the residential areas must receive permission from HRL. Submit all items in advance via the form found here, <https://owllife.kennesaw.edu/form/start/64444>. No flyers, posters, banners, brochures, handbills, sidewalk chalk, etc., may be used or distributed in the residential areas without permission from HRL. For items for the RAs and general bulletin board posting, submit the number of copies indicated below to HRL, if approved, depending who you wish to target. Items must be pre-counted and subdivided as noted below.

Distribution To:	RAs	Bulletin Boards	Apartments	Residents
Austin Residence Complex	18	35	308	1148
KSU Place	11	18	138	552
University Village	24	30	241	878
University Village Suites	25	38	489	916
Totals Kennesaw	78	121	1176	3494
Commons	6	0	96	288
Courtyard	9	0	103	412
Howell	11	9	147	294
Hornet Village 100	9	5	109	282
Hornet Village 200	14	5	124	318
Columns	10	10	10	120
Totals Marietta	59	29	589	1714

*** Contact HRL before printing. Only pre-approved events are eligible for unit and individual distribution. All other events must follow the bulletin board or RA guidelines, if hard copy posting is approved.**