

Housing and Residence Life  
Advertising Policy & Procedures  
Updated August 25, 2020

Thank you for your interest in advertising in on-campus housing at Kennesaw State University. The Assistant Director of Marketing or their designee must approve all advertising and solicitation to ensure it is targeted for residential students and aligns with the mission and vision of Housing and Residence Life.

Off-campus businesses and organizations are not permitted to advertise on campus outside of annual university-wide events including Housing and Residence Life's [Bazaar on the Bricks event](#) (fees apply). Due to COVID-19 health and safety concerns, we are opting to cancel Bazaar on the Bricks 2020. This is in an effort to keep our students, staff, and campus guests safe. We hope our students and vendors will join us in Fall 2021. Thank you for your interest and check back for more information in spring 2021. For more information about solicitation and posting policies at KSU, please visit <https://studentactivities.kennesaw.edu/postings.php>.

On-campus departments and student organizations desiring to share information in the residence halls must receive permission from Campus Services Marketing by submitting a [request online](#). No flyers, posters, banners, brochures, handbills, sidewalk chalk, etc., may be used or distributed in the residential areas without prior approval.

Due to a large influx of requests to post in the residential areas, we have become more selective with what flyers receive approval to be posted in the residence halls. We rarely approve outside department advertisements unless the events occur on both campuses and/or relate to a larger university initiative, such as Homecoming, Week of Welcome, etc. This is to ensure that the advertisements in our halls are relevant to residents on both campuses, mission-critical, and time-bound.

Please allow 48-72 hours for the approval process, and an additional week of time for our team to post your advertisements. If you have questions, contact [CampusServicesMktg@kennesaw.edu](mailto:CampusServicesMktg@kennesaw.edu).

Once you are approved to post, please deliver the appropriate number of flyers (indicated below) to the Housing and Residence Life office on either campus. The Kennesaw office is located in the University Village 6000 building and the Marietta office is located in R10, next to the Community. Flyers should be pre-counted and subdivided as noted below prior to being brought to our offices for maximum posting efficiency.

Distribution To:	Number of Apartments (1 per apartment)	Number of RAs (1 per hall)
Austin Residence Complex	308	18
KSU Place	138	11
University Village	241	24
University Village Suites	489	25
Total Kennesaw	1176	78
Hornet Village 100	109	9
Hornet Village 200	124	14
Howell Hall	147	11
University Commons	96	6
University Courtyard	103	9
University Columns	10	3
Total Marietta	589	52

\*For social media posting, please only provide a copy of the digital advertisement via the online form.