

Housing and Residence Life  
Advertising Policy & Procedures  
Updated March 6, 2019

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 appropriate 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). 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 the volume of requests to post, we have become more selective about which flyers receive approval to be displayed in the residence halls. We rarely approve outside department advertisements unless the events occur on both campuses and/or relate to a greater 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 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 Housing office is found in R10, next to the Community Center building/The Study. Flyers should be pre-counted and subdivided as noted below before being brought to our office for maximum posting efficiency.

Distribution To:	Number of Apartments (1 flyer per apartment)	Number of RAs (1 flyer per hall/bldg)
Austin Residence Complex	308	18
KSU Place	138	11
University Village	241	24
University Village Suites	489	25
<b>Total Kennesaw</b>	<b>1176</b>	<b>78</b>
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
<b>Total Marietta</b>	<b>589</b>	<b>52</b>

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