

**MESSAGE BOX/PUBLIC ACCESS/ADMINISTRATIVE NOTICE ONLY
BULLETIN BOARD INFORMATION**

The following information is in response to requests for distribution and advertising in UF residence facilities. Two (2) direct methods of distributing information to residents follow. Access to Message Boxes and Public Access Bulletin Boards is not restricted. However, information printed on magnetic materials is not allowed in residence facilities. The Department of Housing & Residence Education reserves the right to limit the number of materials posted per event or organization to ensure equitable access to limited bulletin board space.

Access to Administrative Notice Only Bulletin Boards is restricted to Housing staff to post official University of Florida administrative information and educational materials. Posters are not permitted on walls, doors, or windows of residential areas.

- ◆ **MESSAGES BOXES:** Message Boxes are approximately 3" x 4 1/4". There are 3,849 boxes located across campus. These boxes are assigned on a one per room basis. Approximately 7,500 single students are housed in residence halls. Organizations, businesses, and individuals are provided access to Message Boxes and designated Public Access Bulletin Boards. Organizations, businesses, and individuals are responsible for providing their own staff to distribute materials in the Message Boxes. Note: Information printed on magnetic materials is not allowed in residence facilities.

- ◆ **PUBLIC ACCESS BULLETIN BOARDS:** Each Residence Hall Area and the Village Communities have designated Public Access Bulletin Boards that may be used for posting information or advertising events. Area Office/Village Communities staff can provide information concerning location and number of boards available. Organizations, businesses, and individuals are responsible for providing their own staff to post information on these bulletin boards.

- ◆ **NOTE:** Organizations, businesses, and individuals using Message Boxes and Public Access Bulletin Boards must comply with the Guidelines for Distribution or Posting of Information in Residence Facilities.