

**GUIDELINES FOR DISTRIBUTION
OF INFORMATION IN UF RESIDENCE FACILITIES**

Access to Administrative Notice Only Bulletin Boards is restricted to Housing staff to post official University of Florida administrative information and educational materials. Organizations, businesses and individuals may post information on Public Access Bulletin Boards and distribute information in Message Boxes. All information posted or distributed in residence facilities must comply with the following guidelines.

1. “Official University of Florida administrative information and educational materials” are defined as information that originates from the following areas or is sanctioned by an administrator representing these areas: Provost/President/Academic Colleges, Student Affairs Division, IFAS, University Athletic Association, Business Services Division, University-affiliated institutes, University-approved vendors, IRHA information approved by the IRHA advisor, AG information approved by AG advisors, information specific to a residence hall area or educational information approved by the ADH/RLC/RD.
2. Material must be current and accurate. The maximum size poster may not exceed 12” x 18”.
3. All materials to be posted on Administrative Notice Only Bulletin Boards must be submitted to ADH/RLC/RD or their designee for review. Only residence hall staff may post approved materials on Administrative Notice Only Bulletin Boards.
4. Posters or other information are not permitted on walls, doors or windows of residential areas.
5. Information printed on magnetic materials is not allowed in residence halls.
6. Posters or other information that does not comply with these guidelines will be removed by Housing staff.
7. Material must convey non-exploitative, gender and race neutral attitudes and images. All persons must be portrayed in a positive manner at equal levels of responsibility and capability. Specifically, the following is prohibited:
 - A. Sexist language or phrases that degrade a person. (Example: I got leid at Graham. Come get screwed at a Screwdriver Party.)
 - B. Nude or partially nude pictures of parts of the human body.

- C. Symbols or graphics that relay or invoke negative images of a person or group. (Examples: swastikas, pointed hoods, etc.)
 - D. Events that would cause a person or group to be embarrassed or degraded. (Examples: slave auctions, best buns/legs contests, underwear auctions, tuck-in services, etc.)
 - E. Differences in prices for men and women to attend events.
8. Advertising for approved alcohol events must fall within these guidelines:
- A. The publicity must note the availability of non-alcoholic beverages as prominently as alcoholic beverages.
 - B. Alcoholic beverages must not be advertised as the main event but as part of the main event. Drinking contests are prohibited and must not be on the advertisement.
 - C. Blatant words, phrases or pictures connoting irresponsible behavior must be avoided. (Examples: “Beer Blast,” “All You Can Drink,” “Come Get Smashed,” etc.)
 - D. Advertising for University Housing alcohol related events must be approved by the Assistant Director of Housing, Residence Life Coordinator, or Residence Director prior to placement.
 - E. Advertisement must state that guests must be 21 years old to drink alcohol and picture identification is required.