

### **Mailing, Posting and Tabling**

All materials must be addressed to a specific resident with the resident's name, room number, hall name and address in order to be placed in mailboxes. All incoming printed material not specifically addressed to a resident may be made available at a location near the mail room at the unit office. This includes mail addressed to "Occupant". These materials will be recycled weekly if not picked up by Residents. Only RSSP materials may be placed in mailboxes without being specifically addressed to residents.

### **Informational Tables**

Recognized Student Organizations (RSO) may distribute non-commercial materials from tables in specified areas, on a space available basis, with the approval of Cal Dining. Due to the large amount of candidates involved in the ASUC elections and the limited tabling space available, campaign activities and campaign materials are not permitted in the Dining Commons or at DC tabling. For further information and a request form see:

[http://caldining.berkeley.edu/tabling\\_request.html](http://caldining.berkeley.edu/tabling_request.html)

### **Posting In University Housing**

- A. The following individuals and organizations may publicize their activities via posters or flyers. All posters or flyers must be pre-approved by the Director of Residential Living or designee:
  - Residence Hall Assembly, Hall Associations, Co-Boards;
  - Residence Hall staff;
  - Academic Service Center staff;
  - Currently Recognized Student Organizations (RSO);
  - ASUC Programs;
  - UC Berkeley department-sponsored events
  - University-approved research projects (surveys and research projects done in the residences must also be approved by the Manager for Research and Planning, Office of Student Development prior to posting).
- B. Flyers must be submitted for approval at least five working days prior to requested posting date.
- C. Flyers must contain the RSO's/ASUC's complete name and designated contact for ADA purposes.
- D. Flyers should not include or allude to alcohol or drugs, be obscene or libelous, or have commercial content.
- E. Upon approval, 304 flyers should be delivered to the Office of Student Development for distribution. Residential Staff will post the flyers on residential bulletin boards and designated locations in each facility.

- F. Due to limited posting space, election campaign materials will not be approved for posting.
- G. All areas outside of private rooms and inside apartment and suite style residences, specifically lounges, halls and bathrooms are considered extensions of exit corridors by the Campus Fire Marshall. No posting is allowed in these areas except as designated in these guidelines.
- H. Materials may not be attached to the exterior or natural features of University-owned property. This includes, but is not limited to, common areas of residences such as balconies, fire escapes, exterior surfaces of individual room doors, and any exterior wall surfaces.
- I. All RSO events must be approved by the Office of Student Life (OSL) prior to posting. Typically, off-campus events will not be approved by OSL for campus posting.

#### **Surveys and Questionnaires**

The thoughts and opinions of Cal students are prized by many departments, organizations, and students, therefore the Office of Student Development finds it necessary to monitor the number and type of surveys and questionnaires that are administered in your community. To this end, any student, department, or organization that would like to conduct research (survey, focus group, etc.) in the residential communities must contact the Manager of Research and Planning in the Office of Student Development at 643-2599.

#### **Solicitation (Residential Conduct Code 21)**

##### **Commercial**

As a protection to residents, residential policy does not permit sales persons, peddlers, or agents in University housing. Residents are prohibited from operating any type of business within the facilities even if it does not include solicitation of other residents.

##### **Non-Commercial**

With the exception of Residential and Student Service Programs staff and elected hall association officers fulfilling official housing or University duties, no individual, group, or organization may solicit residents door-to-door or at the dining tables in the Dining Commons.

#### **Substance-Free Environment (Residential Conduct Code 2)**

Freeborn Hall at Unit 1 is designated as a "Substance-Free Environment." As such, all Freeborn residents (regardless of age) contractually agree that they, and their guests, will not possess, manufacture, distribute, sell, or consume