



Student Affairs

University Housing and Residential Life

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Common Area Posting Request

Temple University Student Organizations and University Departments

Posting Guidelines:

1. Postings are meant to advertise events, meetings, programs, or activities sponsored by recognized Temple University student organizations or university departments and must include the event's date, time, location, and cost (if any) of event, meeting, program, or activity.
2. Includes name of student organization or university department.
3. Flyers containing a QR code must submit a printed copy of the form linked to the code for approval.
4. Flyers in a language other than English must also submit a translated English copy for approval.
5. Any use of Temple trademarks must comply with the [Trademark Licensing policy](#) and follow Temple University branding guidelines:
 - a. The Temple T cannot be used as part of a word or to create a new logo.
 - b. No changes may be made to Temple University logos (including color changes).
6. Submissions promoting anything in violation of Temple University policies and procedures or any advertising which promotes illegal activities or illegal content will not be approved. Submissions may not use explicit language, including slurs or denigration of any groups or individuals, or make references to the use, sale, or consumption of alcohol, tobacco, or other drugs, be sexually explicit/suggestive, or promote illegal activities or illegal content.

Posting Approval and Distribution:

1. All postings in University owned or sponsored residence halls must be approved and stamped by UHRL, available Monday-Friday 8:30am-5:00pm in Suite 301 of 1910 Liacouras Walk. UHRL Staff and Division of Student Affairs Partners do not require stamp to post in residence halls.
2. Please bring **12 copies** of the **8.5" x 11"** posting for approval. Once stamped, UHRL will retain one copy and return the remaining stamped copies for you to deliver one copy to each hall's front desk.
3. Flyers are posted on a first come, first served basis and will be approved for a period of 2 weeks or until the date of event, whichever comes first.
4. Any attempt to alter materials after receiving the UHRL approval stamp may result in disciplinary action through the Student Conduct Process.

By providing the information below, you are agreeing to comply with this policy.

Name: _____ Date: _____

Student Organization or University Department: _____

TU Email: _____ TUID: _____

Full Common Area Posting Policy, including guidelines for Digital Signage and large Poster Board Displays: <https://housing.temple.edu/resources-and-services/rights-and-responsibilities/common-area-posting-policy>
Temple University Trademark Licensing Policy: <https://www.temple.edu/faculty-and-staff/business-services/trademark-licensing--policy>