

# POSTING/SOLICITATION POLICY

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It is the policy of Guilford College that there will be no unauthorized solicitation on the campus. Requests for product or service information and responses to sales efforts are solely at the initiative of members of the community. All persons and organizations (from on and off campus) interested in soliciting and/or posting materials on campus should consult the Office of Student Leadership and Engagement. The Director of Student Leadership and Engagement or their designee approves all posted materials. Approved publicity will be stamped at the information desk. All posted materials without this stamp of approval will be removed at the discretion of the Office of Student Leadership and Engagement, Facilities, or Residential Education and Housing staff.

Materials containing alcoholic beverage advertisements, depictions, or descriptions will not be approved. Materials encouraging any illegal activity or event will not be approved. All posted materials must contain the name(s) of the person(s) or organization(s) soliciting, contact information such as e-mail or phone number and must be posted under the terms established by the College. Materials approved for posting are to be posted in designated areas only: **not** on walls, doors, windows, sidewalks, lamp poles, trees, or building exteriors. The College reserves the right to prohibit soliciting and/or posting materials in conflict with its mission and/or the student handbook. Student organizations, departments, and offices may hang banners in Founders Balcony, and across the brick area around the Patio with approval from the Director of Student Leadership and Engagement.

Within the campus residence halls, approved/stamped materials may be posted only in the following areas:

- Bulletin boards
- Interior hallway doors which enter/exit the stairwells or wings of a building (not walls)
- The inside of exterior doors (postings may not appear on the exterior of the residence hall buildings)
- Bathroom stall doors.

When posting on surfaces above other than bulletin boards, only removable adhesive putty or painters tape may be used. Prohibited materials include but are not limited to: tape, nails, screws, staples, and glue. Persons who do not have access to the residence halls may submit approved/stamped materials to Residential Education and Housing to post in the halls. Any information posted which does not comply with these regulations will be promptly removed. The Department of Public Safety is responsible for addressing unauthorized solicitation for the campus.

Anyone wishing to reserve a table in Founders Lobby should contact the Office of Student Leadership and Engagement (336.316.2388). Anyone wishing to reserve or rent all other spaces on campus should contact the Conference Services at 336.316.2800 or [reservations@guilford.edu](mailto:reservations@guilford.edu).

In-person solicitation, such as a door-to-door campaign, is not permitted in the on-campus residence halls and apartments. Flyers and other items must never be inserted under doors into residential student spaces without the express permission from the Director of Residential Education & Housing or designee.