WORKING WITH HOUSING GUIDELINES

Posting Policy

• Approval
  o Obtain OSL stamp of approval
  o Email Complex Coordinator Venus Lee (vlee@csudh.edu) requesting permission

• Location – Public Spaces
  o Building A
  o Building X
  o Laundry Rooms (x2)
  o Vehicular Entrance & Exit Gates (x3)
  o Pedestrian Entrance & Exit Gates (x4)
  o Resident Assistant Mailboxes (x11)

• Materials
  o (Blue) Painters’ Tape, String or Ties
  o No bulletin boards or Door-to-Door

• Time Frame
  o Post in advance (2 weeks recommended)
  o Remove within 24-hours of event

Usage of Facilities

• Email Complex Coordinator Venus Lee (vlee@csudh.edu) requesting permission and the following information at least two weeks in advance:
  o Description of Student Organization (i.e. cultural fraternity)
  o Purpose of Student Organization (i.e. promoting cultural awareness)
  o Description of Event (i.e. BBQ serving hamburgers and veggie burgers)
  o Purpose of Event (i.e. accomplishment celebration)
  o How the Event Will Benefit Residents (i.e. exposure to culturally diverse music and fashion)
  o Good-Faith Effort to Benefit Residents (i.e. marketing plan notifying and appealing to residents or list of residents planning to attend)
  o Facility Request
    ▪ Phase I or II Basketball Court
    ▪ Phase I or II Volleyball Court
    ▪ Phase I or II Barbecue Pits
    ▪ Phase I or II Picnic Tables
    ▪ Phase I Building A Lounge
  o RA Sponsor
  o Student Organization Contact Person

Co-Programming Policy

• Identify an RA program you would like to co-sponsor:
  http://tinyurl.com/complexprogramscalender11-12 OR

• Develop a program you would like to find an RA co-sponsor for