

# Posting Guidelines for Housing

Please fill out a request form at the Housing Front Desk or email a flyer copy to [andrea.gibby@sjsu.edu](mailto:andrea.gibby@sjsu.edu) for possible approval.

- Requests must be submitted 2 weeks prior to the event.
- Your SJSU Department or Registered Student Organization must show on the flyer.
- The activity must be **on-campus**.
- The activity must be accessible.

Due to safety and security policies, only UHS staff may put up flyers in the Housing areas.

Off-campus events, recruitment, outside retailers  
**are not allowed.**

You may check with the Student Union about posting elsewhere on campus.

Any unauthorized flyers, posters, or cards will be removed.