



**LOYOLA  
UNIVERSITY  
CHICAGO**

**LOYOLA UNIVERSITY CHICAGO -- DEPARTMENT OF RESIDENCE LIFE  
INFORMATION POSTING REQUEST FORM**  
Please Allow At Least 6 Business Days for Information Posting  
(PLEASE PRINT LEGIBLY)

\_\_\_\_\_  
DATE REQUEST MADE & RESIDENCE LIFE STAFF MEMBER WHO TOOK REQUEST

\_\_\_\_\_  
REQUESTOR'S NAME

\_\_\_\_\_  
UNIVERSITY AFFILIATION (DEPARTMENT NAME / ORGANIZATION NAME)

\_\_\_\_\_  
REQUESTOR'S PHONE NUMBER AND/OR E\*MAIL ADDRESS

\_\_\_\_\_  
INFORMATION BEING POSTED (NAME OF FLYER / POSTER, ETC)

\_\_\_\_\_  
EVENT SPONSOR(S)

INFORMATION CAN BE POSTED IN EACH RESIDENCE HALL BUILDING. PLEASE CHECK THE BUILDING(S) WHERE YOU WANT YOUR MATERIALS POSTED. IN ORDER TO PROCESS YOUR REQUEST AS QUICKLY AS POSSIBLE, PLEASE PROVIDE EXACT NUMBERS OF THE MATERIALS FOR YOUR DESIRED POSTING AREAS. ANY UNCERTAINTIES IN LOCATION OR NUMBERS WILL RESULT IN A DELAY IN PROCESSING YOUR REQUEST. ONLY ONE POSTER PER BUILDING ENTRANCE WILL BE ACCEPTED.

		THIS COLUMN FOR RESIDENCE LIFE OFFICE USE ONLY
LAKE SHORE CAMPUS	#	STAFF INITIALS / DATE
Campion Hall	1	
Canisius Hall	1	
Central Office	1	
Coffey Hall	1	
Creighton Hall	1	
Fairfield Hall	4	
Fordham Hall	1	
Georgetown Hall	4	
Holy Cross	1	
Lemoyne Hall	1	
Marquette Hall	1	
Mertz Hall	1	
Regis Hall	1	
Rockhurst Hall	2	
Simpson Living Learning Center	2	
Saint Louis Hall	2	
Santa Clara Hall	1	
Seattle Hall	1	
Xavier Hall	1	
<b>WATER TOWER CAMPUS</b>		
Baumhart Hall	1	
<b>TOTAL</b>	<b>29</b>	

(OVER)

INFORMATION POSTING POLICY

Your Information Posting Request Form will be reviewed for approval within one (1) business day of being received in the Residence Life Central Office. If the request is approved for posting, the materials will be counted and stamped by the Residence Life Central Office Staff and distributed to the Residence Hall Staff for posting in the areas you have designated. The Residence Hall staff will then retrieve and post your materials within five (5) business days. If the activity/event is a single day event, your materials will be removed the day after the activity/event. If the activity/event consists of multiple dates the materials will be removed the day after the last date.

If your request is denied, you will be contacted by phone or e\*mail within one (1) business day explaining why the request was denied. You will also be given a date and time that you will need to retrieve the materials. If you cannot retrieve them on the given date, you need to give an alternate date. Additionally, if you don't show up on that date the materials will be discarded.

Some reasons a request can be denied are:

- 1) The event being advertised is not an on Campus event
- 2) The event is not sponsored by an official registered student organization, administrative or academic department
- 3) The materials contain inappropriate language, messages, pictures, etc.
- 4) The request has been submitted with less than 6 (six) business days prior to the start of the event

If you have any questions or concerns, please feel free to contact us at:

<u>On Campus Contact Information:</u> Department of Residence Life Simpson LLC, Room 107 Lake Shore Campus	<u>Off Campus Contact Information:</u> Department of Residence Life 6525 N. Sheridan Road Chicago, Illinois 60626
Telephone: 773 508-3300 Fax: 773 508-3311 E*Mail Address: <a href="mailto:res-life@luc.edu">res-life@luc.edu</a> Web Address: <a href="http://www.luc.edu/reslife/forms">www.luc.edu/reslife/forms</a>	

FOR RESIDENCE LIFE OFFICE USE ONLY

DATE	INITIALS OF STAFF MEMBER WHO REVIEWED REQUEST
APPROVED	DENIED: EXPLAIN BELOW
Circle One	
IF DENIED, MATERIALS SHOULD BE RETRIEVED BY REQUESTER ON	
DATE AND TIME	
DENIED NOTIFICATION CONTACT MADE BY:	
STAFF INITIALS * DATE & TIME * FORM OF CONTACT, (PHONE OR E*MAIL)	
*****	
NOTES:	