



Queen's Residence Promotions Policy and Procedures

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Who Can Promote in Queen's Residence?

All Queen's University departments, recognized student groups, and affiliated organizations are permitted to promote events, initiatives, etc. in Residence, provided they have the permission of Queen's Residence Life and Services. Permission is granted based on the submitter's eligibility and ability to follow proper procedure and guidelines, and the nature of the request. Failure to follow procedure or guidelines could result in the revocation of promotion privileges. **External organizations or groups are NOT permitted to promote in Residence.**

Queen's Residence Life and Services holds responsibility for the safety and security of everyone located within its Residence communities. This is grounded in our curricular approach to the residence experience through [RISE, the Residence Initiative for Student Engagement](#). We approve promotion requests that meet our goals of fostering opportunities for students to build a sense of belonging, build resilience, and achieve academic success. These promotional requests must also not conflict with the [Residence Contract](#) and the guidelines and responsibilities we require of students in Residence.

Promotional methods in Residence include:

- Poster Promotion (posters are shared on bulletin boards in all 18 residence buildings)
- Newsletter promotion (weekly emails shared with all students living in Residence)
- Boothing in Residence (Victoria Hall Upper Commons, Jean Royce Hall, Ban Righ East Foyer)

How to Submit a Request

Please see the table below for information on which requestor category your group, department, or organization may fall under and how to submit a request for relevant promotional avenues.

Requestor	Method and Request Process
Queen's Housing and Ancillary Services (H&A) units	Internal H&A units can email the RL&S Communications Coordinator for all promotion requests directly. Approval is not required.
All other Queen's University Departments and Faculties	• New posters – Fill out the Residence Promotions Request Form • Boothing – Fill out the Residence Promotions Request Form • Newsletter feature – Email RL&S Communications Coordinator • Updates to existing promotions – Email RL&S Communications Coordinator
AMS or SGPS	Fill out the Residence Promotions Request Form for all requests
AMS or SGPS-affiliated groups (ratified clubs or groups with approved student fees)	Fill out the Residence Promotions Request Form for all requests
Residence Society (ResSoc)	• ResSoc can communicate all requests through the RL&S Communications Coordinator • For boothing and space booking, ResSoc can email Queen's Event Services directly and CC the RL&S Communications Coordinator
External groups/ organizations	Fill out the Residence Promotions Request Form for all requests – assessed on a case-by-case basis

Timeline for Requests

This section outlines the expected timeline for receiving a response after submitting a promotion request via our [Residence Promotion Request Form](#).

Please review the “Methods of Promotion” section of this document for more detailed timelines and guidelines regarding specific promotion methods.

Prior to Event/Deadline (at least 2 weeks in advance):

- Submit your promotional request at **least 2 weeks before your event or deadline** via the [Residence Promotion Request Form](#).
- Please include any relevant visual materials and/or messaging to expedite processing.

3–5 Business Days Later:

- You will receive notification of approval or disapproval with specific details.
- We handle a high volume of inquiries. **If you do not receive a response from us within 3–5 business days AND your event or deadline is less than two weeks away, please know that we will not move forward with your request. Thank you for your understanding.**

Guidelines

Queen’s Residence Life & Services holds responsibility for the safety and security of everyone located within our Residence communities. To ensure this responsibility is upheld, groups wishing to promote within Residence spaces must adhere to the following guidelines:

1. All materials must adhere to AODA standards. This includes ensuring font size is a minimum of 10-point font and the utilization of high contrast colours for text and background. Learn more about accessibility guidelines [here](#).
2. All materials must be free of violent, obscene, pornographic, vulgar, sexist, racist, homophobic, heterosexist, discriminatory, harassing, or otherwise inappropriate content.

Please refer to the [Harassment and Discrimination Prevention and Response Policy](#) for further context about discrimination and harassment.

3. All materials must be free of content that promotes a culture of drinking or drug use. This includes but is not limited to; the use of 19+ events, alcohol use, drug use, bars or clubs for advertising purposes.
4. Posters advertising commercial, for-profit and not-for-profit events or organizations not affiliated with Queen's University, the Alma Mater Society (AMS) of Queen's University, or the Society of Graduate and Professional Students (SGPS) and subsidiary entities are strictly prohibited.
5. Promotions for AMS, SGPS, and Faculty Society Election campaigns, including posters, must be requested through our online submission process. Any posters that have not been approved will be removed.
6. All materials are recommended to be printed on recyclable paper.
7. Posters submitted by any group or organization are recommended to be letter-sized (8.5 x 11 in or 21.59 x 27.94 cm) and may not exceed tabloid size (11 x 17 in or 28 x 43 cm).
8. All posters must be approved and dropped off at the communicated location for distribution by Residence Life and Services staff (the exception being ResSoc).
9. In accordance with fire regulations, no materials may be placed on any doors, including residents' doors; on the inside or outside elevators; or on glass surfaces or doors (including mirrors). Materials shall be placed on boards designated for special use. Posting on any Residence walls is forbidden. Additionally, posters may not be taped to the ground outside of Residence spaces. Moving, removing or posting over Queen's University Residences or ResSoc material is expressly prohibited.
10. Any form of door-to-door advertising or solicitation is strictly prohibited.
11. Queen's Residence Life and Services has the right to decline promotion requests at our discretion.

Methods of Promotion

Posters

University-affiliated groups interested in promoting through posters must complete the [Residence Promotion Request Form](#).

It is your responsibility to print the material. We highly recommend using recyclable, letter-size paper (8.5 x 11 in), and materials cannot exceed 11 x 17 inches.

Timeline for poster promotion requests

1. Fill out the promotions request form **at least** 2 weeks before your event or your relevant important key date. **Please attach your proposed materials** to the form to help expedite the process.
2. 3–5 business days later, you will receive notification of approval or disapproval. For more information, please see the “Timeline for Requests” section of this policy.
3. Drop off the **approved** printed promotional materials at the location communicated to you **by 3 pm on the Tuesday** of the week you want your materials to be shared.
4. From Wednesday to Friday, promotional materials will be distributed to relevant Residence Life and Services staff to be posted on Residence bulletin boards.
5. Posters will be removed after the event or initiative is no longer relevant or after 14 days from distribution.

Boothing

University-affiliated groups interested in setting up booths in Residence spaces must complete the [Residence Promotion Request Form](#).

Boothing is prohibited for non-University groups, except for municipal and federal political campaigning.

Timeline for boothing requests

1. Fill out the promotions request form **at least** 2 weeks before you plan to host a booth in Residence.
2. Consider boothing at both Jean Royce Hall (west campus) and on main campus.
3. 3–5 business days later, you will receive notification of approval or disapproval. For more information, please see the “Timeline for Requests” section of this policy.

4. Requestors with approved booth promotions will be connected with Event Services to confirm the availability of the requested spaces and coordinate logistics.
5. Ensure you arrive at your booth location no more than 10 minutes before your reserved time and depart no more than 10 minutes after. Please leave the space as you found it, being sure to take all belongings and garbage with you.

Residence Newsletter

University-affiliated groups interested in promoting events, initiatives, or services through our email newsletter may do so by emailing the Residence Communications Coordinator. The department reserves the right not to promote content we feel does not represent Residence policy or that does not align with specific newsletter issues.

Social Media

Those interested in promoting events or information through our social media channels can request to do so by messaging us directly on those channels. Requestors must have their own social media channels and post original content on their feeds for us to share on ours. RL&S will only reshare existing content across our channels.

Loss of Privileges

Organizations, groups, or individuals that fail to follow the procedures and guidelines and/ or cause damage to Residence property as a result of unauthorized postings, unauthorized removal of other materials, or defacement, may lose the privilege of promoting in Residence spaces.



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