



PRM-008 Exterior Posting and Chalking

Effective Date Thursday, March 1, 2007

Status Final

Last Revised Monday, February 5, 2024

Policy Type [University](#)

Contact Office

[Event Management \(Student Affairs\)](#)

Oversight Executive

[Vice President and Chief Student Affairs Officer](#)

Applies To

Academic Division

Table of Contents

[Policy Statement](#)

1. [Posting](#)
2. [Chalking](#)
3. [Compliance with Policy](#)

[Procedures](#)

Reason for Policy

To provide information regarding appropriate exterior locations to post information and to specify locations in which chalking may occur. Guidelines on posting and chalking are intended to: (1) afford individuals appropriate means by which to advertise events on Grounds or engage in expressive activity; (2) reduce litter and preserve the University's general appearance; (3) protect surfaces on which materials are placed; and (4) reduce maintenance costs.

Definition of Terms

[Affiliated Persons](#)

(1) Students who are registered or enrolled for credit-bearing coursework and who are seeking a degree and (2) University employees, consisting of all full-time and part-time faculty, University staff, Medical Center employees, classified staff, wage employees (including temps), professional research staff, and post-doctoral fellows.

[Student Groups or Organizations \(Student Groups/Organizations\)](#)

Student groups or organizations that have an active Contracted Independent Organization Agreement, Fraternal Organization Agreement, or Special Status Organization Agreement with the University.

[Unaffiliated Persons](#)

Any person or party who is not an affiliated person (e.g., businesses, non-profit organizations, independent contractors).

University Property

Land or buildings that the University owns or leases and that is under the control of the Board of Visitors. University property also includes premises the University uses for activities of its offices, departments, personnel, or students.

Policy Statement

The University is committed to promoting communication among students, faculty, the administration, and the surrounding community. Posting and chalking on University property (excluding the Medical Center) is permitted under the following conditions:

1. Posting:

All affiliated persons, student groups/organizations, and unaffiliated persons may engage in posting on University property in compliance with the following conditions:

- Exterior posting on University property is permitted on designated kiosks. Materials may not be placed on areas or surfaces not intended for posting including, but not limited to: trees, columns, lampposts, bollards, walls, trash receptacles, railings, newspaper racks, construction fences, and bicycle racks.
- Postings are limited to one per individual/organization per kiosk on a first-come, first-serve basis.
 - Flyers should not exceed standard letter-size paper (8 ½ x 11 inches).
 - All materials posted shall clearly indicate the name of the sponsoring University department, office, student organization, independent group or outside organization.
 - Materials shall be posted in such a manner as not to deface or damage the surface to which they are attached. Masking tape is an acceptable means of securing materials to a surface. Scotch or Scotch-type tapes and duct tape are not allowed; nor are liquid paste or cement of any type.
- With the exception of the Amphitheater, no banners or similar large signs may be displayed on University property. Individuals/organizations wishing to place a sign in the Amphitheater need to obtain approval from Student Affairs Event Management.
- No structures (e.g., sandwich boards, installations, exhibits, signs) may be placed on Grounds for display purposes, or to provide space for posting flyers or other announcements, unless pursuant to

official University business including but not limited to school/department/unit activities. Proposals for works of art in public spaces may be reviewed and approved by the Committee on Public Art pursuant to its procedures. The Amphitheater may be reserved by student organizations for temporary display purposes not to exceed one display per organization each semester. No Amphitheater display may remain overnight or exceed one day in duration. Designated Amphitheater banner locations are not subject to this policy and may be reserved by student organization and University departments through Student Affairs Event Management.

- All postings and/or announcements in Athletics Facilities are restricted and approved only in advance by the Department of Athletics, Facilities and Game Operations, and/or by Event Management at the time of a particular event.

2. Chalking:

Only affiliated persons and student groups/organizations may engage in chalking on University property. Affiliated persons and student groups/organizations may engage in chalking in compliance with the following conditions:

- Chalk may be used on exposed (not below roofs or other overhangs) exterior concrete or asphalt sidewalks or walkways. Use of chalk on brick, slate, other stone surfaces, buildings, or other structures of any kind - with the *exception* of the *University Remembrance Garden Wall* - is strictly prohibited.
- Only non-permanent sidewalk chalk may be used. No paint, spray/adhesive chinks, markers, or inks are allowed.
- Only one chalked message is permitted per sidewalk area (for example: one each to the north, west, and east of the amphitheater; one each on the sidewalks surrounding the Lower Lawn).

3. Compliance with Policy:

Posted materials which are not in compliance with these regulations will be removed by Facilities Management or other University officials without regard to content.

Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies. Individuals and organizations, including student groups/organizations, failing to comply with this policy may jeopardize future posting privileges; be liable for damage and/or clean-up costs if any are incurred; jeopardize funding or other privileges afforded to them; or face charges before the University Judiciary Committee.

Any person who violates this policy may be removed and/or prosecuted for trespass or other offenses in accordance with federal or state law.

Questions about this policy should be directed to [Student Affairs Event Management](#).

Procedures

Facilities Management will remove all posting from kiosks once a week on Monday mornings before 9 a.m. Any posting or chalking that is not protected by law (true threats, obscenity, copyright, or trademark violation, etc.) may be removed at any time.

Facilities Management will remove all messages from the University Remembrance Garden Wall once a week on Monday mornings before 9 a.m. A two week extension may be granted upon written request to Student Affairs in order to honor individuals who passed away during the preceding month.

Related Information

For interior postings, separate restrictions apply (for information, contact building or residence hall managers).

[Banner Spaces Policy](#)

[Fire Safety & Decorating Policies in Resident Halls](#)

[University Board of Elections](#)

[Medical Center Policy 0049: Management of Medical Center Public Space](#)

Major Category [Physical Resource Management](#)

Next Scheduled Review Tuesday, July 7, 2026

Revision History

Revised Section 1 3rd & 4th bullet 2/5/24; Updated 7/7/23, 7/19/18, 7/13/18, 11/17/17, 3/31/2011.

Applies To Text

Academic Division.

Last modified April 27, 2024 - 7:21am

Approved By Executive Vice President and Chief Operating Officer

Approved Date February 22, 2007 - 12:00pm