

## Posting Policy

### General Policy

Members of the University community may publicize their events or causes in designated areas on campus through several methods (see Other Publicity and Promotion Methods (<https://studentmanual.uchicago.edu/student-life-conduct/posting-policy/special-mention/>) section for information on chalking, leaflets, online calendars, and table tents). The form and content of the publicity will not be restricted, unless it violates the law, defames a specific individual, constitutes a genuine threat or harassment, invades substantial privacy or confidentiality interests, or is otherwise directly incompatible with the functioning of the University. Additionally, event advertising may not include any suggestion of the availability of alcohol or unlawful substances. Postings should not cover current postings belonging to other organizations and individuals. Posters and flyers should be affixed to designated areas using adhesives or tacks that are easily removed and that do not damage surfaces. Postings should not be affixed to windows, doors, building columns, woodwork, fencing, or any other outdoor surface like light and flag poles, structural supports, signage, and planters. The use of glue, packing or shipping tape, scotch tape, duct tape, or nails is prohibited. Stickers are not permitted on any outside surface or campus buildings. No object of any kind can be attached to campus trees, bushes, or plantings.

Violation of the Posting Policy may result in a range of consequences including the removal of postings by Facilities Services or other authorized University staff, a fine or disciplinary action against the student group or individual student. Violation of the policy by individuals not affiliated with the University may result in criminal charges and/or a no-trespass warning. A member of the University community who believes that a particular posting on campus violates the law, defames a specific individual, constitutes a genuine threat or harassment, or invades substantial privacy or confidentiality interests should contact UCPD (773.702.8181). Postings may only be removed by authorized University staff. Interference with staff who are authorized to remove postings is prohibited and may result in disciplinary action.

While these guidelines apply to all postings across campus and on University property, individual schools, divisions, units, and offices may have supplemental local policies and procedures specific to the spaces and buildings in their purview. Questions about local posting policies or any concerns about specific postings should be directed to the pertinent building manager and/or departmental administrator.

### Additional Policies for Reynolds Club, Ida Noyes Hall, and University Quadrangles

All postings outside the designated Free Expression areas of Reynolds Club must state clearly the name of the University organization or department responsible for the posting, and if applicable, event date, time, and location. Items without this information are subject to removal.

### Anonymous Posting

Anonymous postings that appear under a pseudonym or that do not include clear and unambiguous identifying information about the group or person responsible for them are allowed in designated areas in the Reynolds Club only. These postings must be dated and will be removed one week after posting. Anonymous postings must also adhere to all other guidelines described in this policy. Due to space constraints, anonymous postings must be placed only on designated bulletin boards and may not exceed one posting per event or cause. "Plastering" is not allowed.

### Posting by Outside Organizations

Postings produced by individuals or organizations unaffiliated with the University are permitted in designated areas in the Reynolds Club only and must adhere to all of the rules described elsewhere in this policy. Unauthorized postings by outside entities found on University property outside the Reynolds Club are subject to removal.

Questions or concerns about postings, including complaints about alteration, vandalism, or unauthorized removal of current postings, should be directed to Campus and Student Life using this form ([https://cm.maxient.com/reportingform.php?UnivofChicago&layout\\_id=69](https://cm.maxient.com/reportingform.php?UnivofChicago&layout_id=69)).

# Banners

Banners and/or signs in outdoor areas (including those which are related to an approved installation) must be requested and approved by the Office of Student Centers at [studentcenters.uchicago.edu/outdoors](https://studentcenters.uchicago.edu/outdoors) (*<https://studentcenters.uchicago.edu/outdoors/>*). Only University departments and RSO's may post banners on campus.

Banners should not cover current banners belonging to other groups. A maximum of one six-foot banner per group may be posted at any time. Groups are responsible for removing banners within twenty-four hours of their event. All banners, including banners without event dates, must be removed after one week of posting the banner. Advance approval for banners in other campus locations must be obtained from the appropriate office or building management.