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Division of Student Affairs

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Posting Policy

Effective Date: November 1, 2024 for revised policy; original policy had effective date of February 4, 2021

Responsible Official: Provost

Responsible University Office: Office of the Provost

Related Legislation and University Policies: Policy on Freedom of Expression/Expressive Activities; Facilities Policies; Employee Code of Conduct; Faculty Handbook; University Student Code of Conduct; Alcohol Policy and Guidelines

Review Period: 5 years

Date of Last Review: August 2024

Relates to: faculty, staff, student, contractors, and general public

Exclusions: None

Policy Statement

This policy and related procedures apply to the posting of information and advertising materials in the buildings and on the grounds of Case Western Reserve University. It applies to all students, post-docs, faculty, employees, affiliates, and university contractors performing their duties on campus, to ensure equal access to common posting areas in order to promote events and activities, to avoid violations of fire and safety codes, to ensure compliance with applicable laws and policies, and to preserve the aesthetic quality of Case Western Reserve University locations, owned and leased. Posting on University property is a privilege, and therefore, the University reserves the right to regulate the posting and distribution of all publicity.

Posting of material that violates the University's Student Code of Conduct, Freedom of Expression Policy, Employee Code of Conduct, or any other University policy or procedure, is strictly prohibited. Posting areas will be checked regularly to remove dated notices, and for potential violations.

Please review the Spirit Wall and Advocacy Wall Policy. (<https://case.edu/studentlife/university-policies/student-advocacy-and-spirit-wall-policy>)

It should be noted that this policy focuses upon the location and manner by which postings may occur on campus. This policy does not impose additional new content restrictions; any content restrictions with respect to postings are already governed by separate University policies; e.g., Title IX Policy and the Student Code. Those separate policies are incorporated herein as referenced.

It should also be noted that this policy does not impact a faculty member's freedom of expression with respect to posting materials, nor does the policy impact a faculty member's rights to post materials in connection with approved academic programs. These academic postings will be governed by the applicable School and/or department's posting policies and/or practices.

The university is requesting that the Faculty Senate review this updated version of the Posting Policy and provide input on this policy in accordance with the review process that the Faculty Senate deems most appropriate.

Requests for exceptions to the Posting Policy should be made to the Freedom of Expression Policy Committee.

Permitted Postings

Flyers on Campus

Only one flyer per designated surface is permitted, flyers may not exceed 11" x 17" and flyers may not obstruct other posted materials. No individual or group is permitted to post flyers on the Spirit or Advocacy Wall.

All flyers should include contact information of the organization (individual's email or organization's listserv address) to allow contact for further information or questions. All flyers posted in any approved location must be removed after two weeks or following the event.

Approved Areas:

- Kiosks and bulletin boards. Only one flyer per kiosk is permitted.
- Residential facilities -Only students are permitted to post flyers in residential facilities. For specific instructions on the approval process for flyers in residential areas, please visit:
- Public bulletin boards located in various locations across the University, subject to any building specific approval processes in place.
- Work Locations - Faculty and staff may post flyers or other expressive materials within their work locations, including the door to their office, provided the material complies with their school and/or department and University policies. Nothing in this policy should be interpreted to infringe on an employee's freedom to engage in protected, concerted activity under the National Labor Relations Act nor on a faculty member's academic freedom as provided for in the Faculty Handbook.

Prohibited Areas:

- Except as provided above, the following surfaces in University facilities including but not limited to windows, walls, doors, columns, tables, classroom chalkboards/Write-On Board.
- Except as provided above, all artwork and sculptures, trees, telephone/light poles, furniture and seating, sidewalk, streets, signs, walls, windows, doors, stairwells, elevators, garbage cans, and light posts on University property.

No flyers are allowed to advertise drink specials, events where the primary purpose is drinking, or other activities that appear to promote irresponsible or illegal alcohol or drug use.

Social Media

- Students and campus organizations are permitted to post through social media, however, if the post violates University policy the student or organization will be asked to remove it.
- Student organizations that use the university's logo must not manipulate it in any way. In addition, the university reserves the right to monitor and restrict how its logo and name are used.

Chalking

- **Permitted:** Chalking on university pedestrian walkways only. All chalking must be removable by rain or water.
- **Prohibited:** Chalking on walls, buildings, artwork, covered walkways, or non-university pedestrian walkways. Use of acrylics, ink, spray-chalk, and paint is strictly prohibited. Members of the campus community who have concerns about particular chalking on one or more campus surfaces should contact Student Activities and Leadership for guidance.

Electronic Flyers

Flyers for the InfoBoard Displays on campus should be **submitted for the approval of the website administrator.** (<https://my.case.edu/My/Services/InfoBoard.aspx>)

Violations

Student or student group violations of this policy may be referred to the **Office of Student Conduct and Community Standards.** (<https://case.edu/studentlife/conduct/>) Employee violations will be handled through the Employee Code of Conduct process. Violations by a commercial or off-campus organization will be addressed by the Division of Public Safety. Groups or individuals responsible for violations may be assessed for the cost of cleanup and any necessary repairs.



CWRU

DIVISION OF STUDENT AFFAIRS CWRU LINKS

Campus Location:

Apply to CWRU

(<https://case.edu/admissions/>)

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10900 Euclid Ave. Cleveland, Ohio 44106

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(<https://case.edu/equity/sexual-harassment-title-ix/title-ix-notice-nondiscrimination>)

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Site Feedback
(<mailto:studentaffairs@case.edu>)

Give Now (<https://case.edu/give/>)

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University Directory

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