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* POLICY NAME:	Posting and Chalking Policy
* POLICY TYPE:	Presidential Policy - University Administrative Policy
POLICY #:	F.6.2.
*STATUS:	Active
*CONTACT OFFICE:	Office of Student Affairs
*OVERSIGHT EXECUTIVE:	Vice President for Student Affairs
*APPLIES TO:	This policy applies to any person, group, entity, or organization seeking to use flyers, banners, non-traditional displays, and/or chalking as a means to communicate information on any location of the University of Mary Washington.
*PURPOSE:	The purpose of the policy is to provide content-neutral policy guidance related to posting, non-traditional displays, and chalking on University property. The policy facilitates the equitable, responsible, and orderly use of flyers, banners, non-traditional displays, and chalking on University property as a means for communicating information about activities, events, and notices of interest to the University community. Postings, non-traditional displays, and chalking shall be subject to non-discriminatory time, place, and manner restrictions as set forth in this policy.
DEFINITIONS:	<p>Affiliated Individuals and Entities: University students and employees, departments and offices, and recognized student clubs and organizations.</p> <p>Banner: Any hanging sign, poster, or other document that is larger than 14" x 22" in size.</p> <p>Chalking: The use of any water-soluble substance, or substance washable by water or rain used to draw or write non-commercial advertisements, announcements, informational materials, or notices.</p> <p>Department Bulletin Board: Indoor space designated for use by an academic department, administrative unit, or classroom for purposes of department-specific postings by approved internal entities and subject to oversight of the department or administrative unit. This includes residence halls.</p>

	<p>Flyer: A two-dimensional single-page document printed on standard paper, cardstock, or premium paper that does not exceed 14" x 22" in size.</p> <p>Non-Traditional Display: A three-dimensional presentation that cannot be posted on a bulletin board. Examples include, but are not limited to, yard signs, flag campaigns, and art displays.</p> <p>Posting: Any flyer or banner including but not limited to advertisements, announcements, notices, and informational materials.</p> <p>Posting Sponsor: Any individual, recognized student organization, administrative unit, department, assembly, or other entity of the university that is affiliated with the university.</p> <p>Unaffiliated Individuals and Entities: Persons, groups, organizations, or businesses not affiliated in an official capacity with the University</p>
<p>*POLICY STATEMENT:</p>	<p>The University of Mary Washington is committed to promoting communication and supporting expression among and between the various constituents of the University community. Accordingly, posting, non-traditional displays, and chalking are permitted in accordance with the conditions and limitations of this policy. The University reserves the right to remove and discard any flyers, banners, non-traditional displays, chalking, or other informational materials that are not in compliance with this policy.</p> <p>The University does not permit the posting, non-traditional displays, or chalking of informational materials that are prohibited by law. Such informational materials might include, but are not limited to, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, copyright or trademark violation, criminal or civil harassment, and sexual harassment.</p>
<p>PROCEDURES:</p>	
<p>* General Procedures for Implementation:</p>	<p><u>Affiliated Individuals and Entities</u></p> <p>Affiliated entities may communicate through posting, non-traditional displays, and chalking in public areas on University property as a means to communicate information about activities, events, and notices of interest.</p> <p>A. A flyer requires advance approval from the Office of Student Activities and Engagement (SAE) to be posted and must comply with the following provisions and all published university policies:</p> <ol style="list-style-type: none"> 1. The flyer must clearly display the name of the posting sponsor, including, but not limited to, the recognized student organization, department, student group, athletic team, or employee group or organization.

	<p>a. Individual students must include their name, class year/or graduate program, and email address or phone number.</p> <p>b. Individual employees must include their name, department, and email address or phone number.</p> <ol style="list-style-type: none"> 2. The flyer must clearly display the date the flyer is posted unless a date is included as part of a date-specific event. 3. A maximum of two flyers per general use bulletin board for a single posting date is permitted. 4. A flyer must be removed by the posting sponsor at the end of two weeks (or within 48 hours of the advertised date of activity/event), whichever comes first. 5. Departmental flyers (e.g., <i>Great Lives</i> flyers) approved by University Communications for logo usage do not need to be approved subsequently by the Office of Student Activities and Engagement (SAE). Please route requests to communications@umw.edu for anything using the UMW logo. 6. Department bulletin boards are reserved for department-approved postings. This includes all bulletin boards in residence halls. Approved flyers may be delivered to Marye House for Residence Life and Housing staff to post in residence halls. 7. Flyers may not be posted on trees, poles, walls, doors, windows, or fences. <p>B. Banner posting is limited to recognized student organizations and departmental units and requires advanced approval for reservation of the banner space from the proper scheduling authority as indicated below. Requests for reservations will be evaluated on a content neutral basis and will depend on availability. A banner placed on university property must comply with the following provisions and with all published university policies:</p> <ol style="list-style-type: none"> 1. A banner must clearly display the name of the posting sponsor. 2. A banner must be removed by the posting sponsor by conclusion of the approved time period for posting. 3. Banners must be made of professional quality. 4. Banners or signs larger than 14" x 22" in size, typically 2.5 X 6 feet, may be displayed in the Cedric Rucker University Center in reservable areas, as approved by the Office of Student Activities and Engagement (SAE) for student clubs and organizations and CRUC Facilities and Events for other affiliated community members. Requests for reservations will be evaluated on a content neutral basis and will
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	<p>depend on availability. Contact information and timeframe must be clearly included with the banner. Information about other guidelines can be found on the Cedric Rucker University Center website.</p> <ol style="list-style-type: none"> 5. Banners on buildings, along walkways, and at campus entrances are only reservable for University-sponsored events, traditions, and brand awareness and must be approved by the Office of Events and Conferencing and professionally produced by University Communications. <p>C. A non-traditional display is a three-dimensional presentation that cannot be posted on a bulletin board. Examples include, but are not limited to, yard signs, flag campaigns, and art displays.</p> <ol style="list-style-type: none"> 1. Only requests from recognized student organizations and departmental units for university purposes are permitted. A non-traditional display must clearly display the name of the posting sponsor. 2. Non-traditional displays require advance approval by the proper scheduling authority for the space where the non-traditional display is to occur. Non-traditional displays are typically approved based on availability of space where the non-traditional display does not pose a hazard to university property and/or operations. 3. Non-traditional displays may not be placed on trees, poles, walls, doors, windows, or fences. <p>D. Chalking on outdoor grounds must comply with the following provisions and all published university policies:</p> <ol style="list-style-type: none"> 1. Chalking is permitted outdoors on non-brick, flat, horizontal surfaces (including the concrete borders of Campus Walk) and must be fully exposed so that rain can wash the water-soluble material away naturally. 2. Chalking must be at least 30 feet away from the entrance to any building. 3. Chalking must reference the sponsoring organization, event, or initiative. 4. Only water-soluble chalk or other water-soluble material may be used. 5. The University reserves the right to remove the chalking 24 hours in advance of a significant University-sponsored event (e.g., Admission Open House). 6. Chalking is not permitted in the following locations:
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- a. On any brick surface, including the bricks on Campus Walk.
- b. On roadways, parking lots (including the parking deck), and other areas where there is vehicular traffic.
- c. Any vertical surface which includes buildings, steps, signs, walls, statues, benches, etc.
- d. Under any building overhangs that would prevent rain from washing away the chalking.

Unaffiliated Individuals and Entities

Unaffiliated individuals and entities may post and/or distribute informational materials about activities, events, and notices of interest to the University community in accordance with the following:

- A. A **flyer** requires advance approval from the Office of Student Engagement (SAE) to be placed on designated bulletin boards and must comply with following provisions and all published university policies:
 1. Flyers may only be posted on the designated bulletin boards in the Cedric Rucker University Center and on the outdoor bulletin board in front of Lee Hall.
 2. The flyer must clearly display the name and contact information (email or phone number) of the posting sponsor.
 3. Flyers must clearly display the posting date unless a date is included as part of a date-specific event.
 4. A maximum of two flyers per bulletin board for a single posting date is permitted.
 5. A flyer must be removed by the posting sponsor or by the unaffiliated entity at the end of two weeks (or within 48 hours of the advertised date of activity/event), whichever comes first.
- B. The displaying of **banners** or **non-traditional displays** and **chalking** are not permitted by unaffiliated individuals and entities at any University location or property.

Prohibited Activities for Affiliated and Unaffiliated Entities

Posting, non-traditional displays, and chalking are prohibited on walls, vehicles, windows, doors, porches, walks, stairways, light fixture, lampposts, the outside of buildings, trees, shrubs, trash receptables, utility poles, and other non-designated areas on University property and on surfaces not intended for posting. Materials shall be posted in such a manner as not to deface or damage the surface to which they are attached. Postings with any

	adhesive backing besides masking tape, including stickers, are not permitted on any and all areas of University property.
* Process for Developing, Approving, and Amending Procedures:	This policy will be reviewed bi-annually or sooner as directed by the University President. Proposed changes will be submitted through the Vice President for Student Affairs to the President for approval. Administrative procedures in support of the policy may be changed without the approval of the President.
* Publication and Communication:	This policy is communicated via the public portion of the University's policy website, on the Public Safety website, and via BoardDocs.
* Monitoring, Review, and Reporting: <i>(How will compliance be monitored, reviewed and reported?)</i>	Compliance will be monitored by the Vice President of Student Affairs.
RELATED INFORMATION:	
Policy Background:	
* Policy Category:	Student Affairs
Category Cross Reference:	
Related Policies:	
HISTORY:	
* Origination Date:	August 15, 2024
* Approved by:	Office of the President
* Approval Date:	August 15, 2024
* Effective Date:	August 15, 2024

<p>* Review Process: <i>(How will the effectiveness be reviewed? By whom? How often?)</i></p>	<p>This policy is reviewed on an annual basis by the Office of Student Affairs, Dean of Students, and Vice President of Student Affairs.</p>
<p>* Next Scheduled Review:</p>	<p>August 15, 2025</p>
<p>Revision History:</p>	