



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Posting and Chalking

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: Chief Facilities & Safety Officer (Facilities Management)

1. Purpose

Commonwealth University facilities are for use by students, faculty, and staff in their efforts to advance the educational mission of the University.

The purpose of this policy is to ensure the appropriate use of space and facilities and to maintain an aesthetically pleasing and respectful campus environment. The University must balance the need for, and right to, effective and orderly notifications and advertising with the maintenance of facilities and grounds.

No information will be posted that is inconsistent with or in violation of Commonwealth of Pennsylvania laws, Federal laws or regulations, and/or any municipal ordinances. This policy is not intended to infringe upon the First Amendment rights guaranteed by the United States and Commonwealth of Pennsylvania Constitutions.

The Officer responsible for overseeing compliance with this policy shall be the Chief Facilities and Safety Officer or their designee.

The procedures provided herein apply to, but are not limited to, all Commonwealth University faculty, staff, students, affiliated organizations, contractors and the general public. This policy applies to all University facilities and grounds, including the exteriors of all buildings, owned or leased.

2. Scope

All members of the Commonwealth University of Pennsylvania community, including students, faculty, staff, officials, and campus guests.



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3. Definitions, Roles and Responsibilities

- 3.1.1. **Banners:** Any advertisement, normally larger in size than posting materials, made of vinyl, paper, and/or fabric material.
- 3.1.2. **Common spaces:** Interior and exterior areas located on university property that are not assigned to specific individuals but intended to be accessed and utilized for general use by the public as a whole.
- 3.1.3. **Damage:** Personal action that creates a defect in a physical structure causing an imperfection or weakness to the paint, finish, surface material, or building element impacted.
- 3.1.4. **Exterior bulletin board:** Exterior bulletin boards are located outside of buildings and provide space for students to post event notifications and other information, such as those in bus stop shelters.
- 3.1.5. **Interior bulletin board:** Many campus buildings have one or more interior bulletin boards. Many locations will have bulletin boards designated for specific information such as employee notifications and general building information. Residence halls also have bulletin boards for student information, events, and notifications as well as general building information.
- 3.1.6. **Lawn sign:** Temporary, moveable, event specific, or directional signage.
- 3.1.7. **Posting materials:** Any poster, flyer, sign, brochure, or other advertisement, including electronic media or digital bulletins and items made of paper or similar material.
- 3.1.8. **Sandwich board:** Portable sign holders placed at roads, sidewalks, parking lots or intersections that provide location and other information regarding campus events.

3.2. Roles and Responsibilities

- 3.2.1. Chief Facilities & Safety Officer: responsible officer for this policy
- 3.2.2. Disability Services: assists those needing accommodations
- 3.2.3. Residence Life: responsible for campus residence halls
- 3.2.4. Strategic Marketing and Communications: assistance with advertising events

4. Policy

- 4.1. Posting materials:
 - a. Within each building there may be bulletin boards identified for posting specific information: (e.g., bargaining unit information, academic organizations, specialized



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university summer courses, student government, department information, athletics, sponsorships, etc.)

b. No interior bulletin board which is set aside for specialized information shall be used for posting information other than that for which the bulletin board is intended to serve. These specialized bulletin boards will be labeled appropriately so that folks know they are special use only. General information may be posted only on bulletin boards designated for general information or undesignated. Failure to abide by the guidelines will result in the posted material's removal.

c. Outdoor bulletin boards designated for the posting of materials are designed to provide a means to advertise campus events; publicize services for students, faculty, and staff; and to inform of on-campus and off-campus activities. Posting materials shall be placed only within the assigned area on each outdoor bulletin board and shall not be placed on top of existing current notices.

d. All postings shall be made of paper and affixed with masking tape or push pins only. Signs displayed on all campus bulletin boards are restricted to a maximum size of 17"x 23". Signs may not be displayed on the outside surfaces or walls of any buildings. Signage cannot be posted on any glass surface (e.g., windows and doors). See provisions for banners on buildings in paragraph B. Banners, below.

e. In keeping with the University's belief in responsible citizenship, sponsors of the events/services shall remove all posting materials from bulletin boards no later than the next business day following the completion of the event they advertise. Materials that do not have an ending date may be posted for a maximum of three weeks.

f. Posting materials may also be used to display temporary directional signage on sandwich boards. Placards placed on these boards must be made of either vinyl or machine-printed laminated paper.

g. Sandwich Boards may be used only to promote approved University Events.

h. Any requests to post materials, signs, and/or notices in any residence hall must be made to the Office of Residence Life. Upon approval and consistent with this policy, distribution will be facilitated by Residence Life staff.

i. In support of the diverse needs of our community, an Americans with Disabilities Act (ADA) accommodation statement shall be included on materials advertising events (hard copy and/or electronic media). Example: Persons with a disability, who need accommodations for this event should notify University Disability Services two weeks prior to the event, in order to discuss accommodations. Every effort will be made to provide reasonable accommodations.

<https://www.commonwealthu.edu/offices-directory/disability-services>

j. Safe Zone and Military Green Zone materials are excluded from the provisions of this policy.

4.2. Banners



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- a. Banners may be placed on the exterior of buildings only with the consent of the Chief Facilities & Safety Officer or their designee to ensure mounting safety.
 - b. Banners may be used only to promote an approved University Event and generally hung no more than three days before an event and must be removed by the event sponsor the business day after the completion of the event they advertise. Exceptions to duration may apply for activities such as Homecoming, Greek Rush, and other events requiring longer periods to advertise.
- 4.3. Miscellaneous and temporary outdoor sign placements
- a. Certain events or locations may require the placement of outdoor “lawn signs” to inform the campus community of the event or where it is located.
 - b. Printing of this type of signage must be through the University print shop where the appropriate University template can be adapted to the desired message or information depicted on the sign.
 - c. Athletic event signs and other athletic event materials are approved and managed through the Athletics Department.
- 4.4. Chalking
- a. Chalking is permitted only on sidewalks and other uncovered walkways.
 - b. All chalking designs and messages must be made using water-soluble chalk.
- 4.5. Prohibited locations
- a. Postings, banners, and sidewalk chalking are not permitted in areas where they could be potentially dangerous, destructive or difficult to install and remove.
 - b. In areas designated as common spaces, no materials may be displayed on the exterior surface of any University building, on interior or exterior pillars, breezeways or walkways, sidewalks, trees, plant life, artwork, light and lamp posts/poles, benches, trash receptacles, traffic control signs or other existing permanent signs or posts unless otherwise indicated by this policy. In addition, nothing shall be affixed to any walls, windows, doors, door frames, glass panels, or painted surfaces either outside or inside.
 - c. Posting within individually occupied offices should not damage paint or finishes. Additionally, any material or item posted should not violate other relevant policies, University Fire Prevention and Control Practices, accessibility policies, or other university policies, Board of Governors policies, or Commonwealth rules or laws.
 - d. Exceptions may apply to notifications placed on entrance way doors or classroom/office doors that are informational in nature and developed to inform faculty/staff/students and guests of an event location or room number change. Additionally, similar notifications to visitors of these areas may be appropriate.



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e. Placing materials on windshields of vehicles on campus is prohibited. The only exceptions are official University notifications on parking-related matters as approved through the Campus Police Department.

4.6. Violations

- a. Violators of this policy are subject to the laws and regulations of the Commonwealth of Pennsylvania, applicable federal laws and regulations, municipal ordinances, and the rules and regulations of the University.
- b. Violation of these provisions constitutes grounds for removal of the material.
- c. The University reserves the right to invoice and collect the cost of removal of any posting material, banner or chalking and any associated removal damage repairs to any entity or individual that violates this policy.
- d. If postings are not removed in a timely manner, the requestor could lose the privilege of future postings.

5 Compliance and Enforcement

- 5.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 5.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

5.3 Supporting Documents

- 5.3.1 Bloomsburg Guide to Campus Living:
<https://www.commonwealthu.edu/documents/guide-campus-living-bloomsburg>
- 5.3.2 Lock Haven Guide to Campus Living:
<https://www.commonwealthu.edu/documents/guide-campus-living-lock-haven>
- 5.3.3 Mansfield Guide to Campus Living:
<https://www.commonwealthu.edu/documents/guide-campus-living-mansfield>
- 5.3.4 Kehr Union for Bulletin Boards and Digital Signage information:
<https://www.commonwealthu.edu/student-government/cga/kehr-union>
- 5.3.5 Strategic Communications and Marketing Request Form:
https://form.asana.com/?k=3SmJ0ju9KLDdM_nBWpPhJA&d=1203783118758643



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5.4 History

- 5.4.1 Previous interim policy adopted August 22, 2018 and endorsed by University Forum on April 24, 2019.
- 5.4.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- 5.4.3 Revised - [Date of Revision]
- 5.4.4 Next Review Date - [Date of Revision]

5.5 Related Policies - [Reference related policies]

5.6 Contacts for Additional Information and Reporting

Facilities Management, Commonwealth University, Attn: Stacy Wagner, 570.389.2478,
swagner@commonwealthu.edu

Disability Services:

Bloomsburg - Warren Student Service Center, Room 043

Phone: 570-389-4491 | uds@commonwealthu.edu

Lock Haven – Ulmer Hall, Room 205

Phone: 570-484-2665 | disability_services@commonwealthu.edu

Mansfield – South Hall, Room 146

Phone: 570-662-4150 | udsmansfield@commonwealthu.edu