

Effective: July 6, 2020

Posting and Chalking Policy

Approved: July 6, 2020

Revised: July 1, 2021

President's Cabinet

A. Purpose

Millersville University facilities are for the primary use by its students, faculty, and staff in their efforts to advance the educational mission of the University. The purpose of this posting and chalking policy is to ensure the appropriate use of space made available for such communications, while assuring an aesthetically pleasing campus environment and allowing for the University to maintain its facilities and grounds. This policy is not intended to infringe upon the First Amendment rights guaranteed by the United States and Commonwealth of Pennsylvania Constitutions. The responsible University Official for overseeing this policy shall be the Vice President for Student Affairs and Enrollment Management or a designee.

B. Scope

The policies and procedures provided herein apply, but are not limited to, all Millersville University faculty, staff, students, Student Government Association recognized clubs and organizations, contractors, and the general public. This policy applies to all University facilities and grounds as defined herein, including the interiors and exteriors of all buildings or structures, owned or leased. This policy does not include display cases that are used by departments for the purpose of unit operations.

C. Definitions

- A Third Party is defined as any individual, group or entity that is not a MU recognized student organization, on campus departments or unit. Student organizations are not permitted to advertise events via chalking until the event has been registered and approved in Get Involved.
- University information is posting by a member of the university community
- Posting materials are defined as any poster, flyer, sign, brochure, or other advertisement, including electronic media or digital bulletins, and items made of paper or similar material. No posting should exceed 18" x 24" in size.

D. Policy & Procedure(s)

Posting Materials on bulletin boards

- Within most University buildings and facilities there are bulletin boards identified for posting of specifically designated information: (e.g. union information, academic organizations, specialized university summer courses, student government, department information, etc.). Any questions about what information can be posted on a particular bulletin board should be referred to the building coordinator.
- Bulletin boards designated for the posting of materials are designed to provide a means to advertise approved campus events, publicize university services for students, faculty, and staff, and to inform of on-campus and off-campus activities. Unless otherwise indicated, all interior bulletin boards are set aside for communicating specific University information. General information may be posted only on bulletin boards designated for general information. Failure to abide by the guidelines will result in the removal of the posted material. Enforcement of this guideline will be at the discretion of the individual building coordinator.
- All postings made of paper shall be affixed with thumbtacks or push pins.
- No duplication of materials is allowed on one side of any bulletin board. One posting per event is allowed per bulletin board.
- In keeping with the University's belief in responsible citizenship, sponsors of the events/services are asked to remove all posting materials from bulletin boards within 24 hours of completion of the event they advertise. Materials that do not include an ending date may be posted for a maximum of three weeks (21 calendar days).
- Posting materials may also be used to display temporary directional signage on sandwich boards available through University Facilities. Placards placed on these boards must be made of either vinyl or machine-printed laminated paper.
- A-frame boards exist for temporary use and may be used only to promote approved recognized student organization events and or university initiatives for up to 3 business days, which includes the event date. The requesting activity sponsor is responsible for the placement of the placards on the A-frame boards. Placards must be removed by the event sponsor immediately after the completion of the event.
- Any requests to post in any residence hall must be made to the University Housing & Conference Services. Distribution and posting of approved items, consistent with this policy, will be facilitated by University Housing & Conference Services staff.
- Requests by any student club/organization to post materials on campus must be made to the Department of Campus Life for all on- and off- campus events. For all on-campus events, the student club/organization must first register their event following protocols established by the Department of Campus Life. Department of Campus Life
- Third-parties not affiliated with the University may hang approved materials on bulletin boards labeled general information only. Requests by third parties for approval must be made in-person to the building coordinator. Requests and materials sent via mail will not be accepted.

Banners*

- Banners are defined as any communication or advertisement, larger in size than posting materials (18" x 24").
- Banners must be made of vinyl and/or fabric material and include grommets.
- Banners may be hung around the University only in areas identified by the building coordinator and in a manner consistent with the Time, Place, and Manner for Expressive Activities policy.
- Space is limited for use by registered student organizations, academic and administrative departments. Banners must be secured with material provided by the organization or person responsible for the banner. Banners are not permitted to exceed a width of 6' and a length of 10' though not all areas can accommodate a 6'x10' banner. All registered student organizations are allowed one banner posting per semester, this is in an effort to allow all student organizations an equal opportunity for displaying a banner.
- All banners will be removed at the conclusion of semesters. Banners will be stored by the building coordinator for up to one week after removal. After this period the banner will be disposed of. Banners must be hung in designated banner areas. Any banner not hung in its designated area will be removed and disposed of.
- Banners may be placed on the exterior of buildings only with the consent of the building coordinator.

*A Third Party is not eligible for this method of advertising without the written approval of the

Chalking

The use of sidewalk chalk may be used only to promote approved recognized student organization events or university initiatives. No other chalking will be permitted.

- Chalking is permitted only on sidewalks and other uncovered walkways where the chalking can be removed by the natural elements. A Third Party is not eligible for this method of advertising. Student organizations are not permitted to advertise events/activities via chalking until the event has been registered following the protocols established by the Department of Campus Life.
- All chalking designs and messages must be made using water-soluble chalk. The use of markers, paints, oil-based products, sprayable chalk, or other aerosol-based products is prohibited.
- Chalking is prohibited on all structures and vertical surfaces, including buildings, walls, benches, signs, poles or columns, light poles, and trees. Chalking is not permitted within six (6) feet of a building entrance/exit.
- It will be considered a violation of these guidelines if one removes or writes over another individual/group's chalking.

Prohibited Locations

- Postings, banners, and sidewalk chalking are not permitted in areas where they could be potentially dangerous, destructive or difficult to remove. 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, light and

- lamp posts/poles, benches, trash receptacles, traffic control signs, bus stop shelter, or other existing permanent signs or posts unless otherwise indicated by this policy. In addition, nothing shall be affixed to any walls, windows, doors, or door frames, glass panels, or painted surfaces either outside or inside.
- Placing materials on windshields of vehicles on campus is prohibited. The only exceptions are official University notifications on parking-related matters as approved through Millersville University Police Department – Parking Services Police Services.

Violations

- 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.
- Violation of these provisions constitutes grounds for removal of the material.
- Millersville University reserves the right to charge back the cost of removal of any posting material, banner or chalking and any associated repairs to any entity or individual that violates this policy.
- Violations of this policy may be subject to assessed penalties for any infractions incurred, which may result in loss of posting privileges.

E. Student Club/Organization Approval Process

Student Government Association recognized student clubs and organizations must adhere to all posting procedures and guidelines as administered by the Department of Campus Life.