

## **Posting and Chalking Guidelines for Students and Registered Student Organizations**

1. **Generals Posting Notice:** The University offers many designated posting areas in and around the campus. The placement of posters, notices, flyers or similar materials is permitted only on designated University posting boards. Some campus facilities, such as athletic buildings and academic buildings may have additional requirements for posting materials, accordingly students should contact the appropriate administrator for the specific building prior to posting any materials. The placement of posters, notices, flyers or similar materials is prohibited on any permanent University structure, including but not limited to benches, brick, bus stops, campus signage, columns, concrete, doors, emergency call phones, fixtures, light poles, glass, mailboxes, newsstands, painted surfaces, railings, seating, sidewalks, staircases, trash cans, tresses, walls (interior and exterior), windows, wood surfaces, etc.
2. **University Residence Halls:** Students are not permitted to place any posters, notices, flyers or similar materials within the Residence Halls without first seeking the approval of the Office of Residence Life, located in 935 William Pitt Union. Except as permitted in the Office of Fraternity & Sorority Life Policies and Procedures, students in University Housing (including Residence Halls) are not permitted to display in or hang from the windows any posters, notices, flyers or similar materials.
3. **William Pitt Union:** All advertising within the William Pitt Union and the O'Hara Student Center must be submitted and approved in accordance with the Student Unions' Policies and Procedures.
4. **Posting Requirements:** Each poster, notice, flyer or similar material must be for a campus-wide event, be non-commercial in nature, and contain the name and current contact information of the Student and/or Registered Student Organizations. No more than one poster, notice, flyer or similar material may be placed on each posting board. No materials may be placed over the materials of other groups, unless the previously advertised event has passed.
5. **Chalking:** Students and Registered Student Organizations wishing to chalk may do so provided the chalking is on a horizontal walking surface (e.g., sidewalk), that is in an open area that is exposed daily to the elements (not covered area). Only use of water-soluble stick type chalk is permitted.

Please be advised that any violation of these guidelines by a Student or Student Organization will be processed under the authority of the Student Code of Conduct. The content of all information posted or chalking on University property must comply with applicable University regulations and local, state and federal laws.