



Policy Title	Posting and Chalking Policy
Issue Date	August 8, 2024
Effective Date	August 8, 2024
Last Reviewed/ Updated	August 8, 2024
Responsible Office	Campus Operations
Contact Information	Campus Operations Phone: 470-578-6224 Email: campusops@kennesaw.edu

1. Policy Purpose Statement

KSU is committed to fostering a vibrant campus community by promoting the exchange of information in a manner that enhances KSU’s aesthetic environment without damaging buildings, signage, or the natural landscape. This policy sets forth criteria and responsibilities for temporarily displaying posters on property that is owned, operated, or occupied by KSU.

2. Scope

This policy affects all KSU community members, as that term is defined in this policy, their invited guests, and members of the public.

3. Exclusions or Exceptions

This policy does not apply to:

- Posters produced by the Office of Strategic Communications and Marketing, Department of Public Safety & University Police, Campus Services, or Campus Operations
- Commercial speech, which KSU’s Advertising Policy regulates
- Posters approved by Housing and Residential Life for campus residential areas

There is also a limited exception for posters or projections approved in advance by the unit’s senior leader (Vice President, Dean, or designee) to allow for university-sponsored messaging or events. Such posters or projections must adhere to the following:

- A. Must be affixed to a campus posting area that is not designated for use by another specific department or organization; and
- B. Damaging materials like paste, glue, masking tape, nails, screws, or similar fasteners may not be used to hang the poster.

4. Definitions and Acronyms

Chalking: Writing or drawing something with water-soluble chalk.

KSU community members: KSU enrolled students, registered student organizations, faculty, staff, and administrative and academic units.

Poster: Any physical or printed sheet or material that is displayed in a public area for non-commercial informational or promotional purposes. This includes, but is not limited to, flyers, banners, flags, sandwich boards, yard signs, and floor graphics.

Public area: Those areas of University property that are accessible or open to KSU community members.

University business: Matters, including scholarship, research, activities, and events that relate to KSU's operation and/or mission to transform lives through academic excellence, innovative research, strong community partnerships.

University property: Land or buildings owned, leased, operated, occupied, or used by Kennesaw State University.

5. Policy

Posters

KSU community members may temporarily display posters that facilitate or promote University business on University property. Individuals who are not KSU community members and organizations not affiliated with KSU are prohibited from displaying posters on University property unless sponsored by a registered KSU student organization or a KSU academic or administrative unit in accordance with this policy. Permanent posters are not permitted.

Projecting images onto any University property's interior or exterior surface is prohibited unless for classroom use or other university business.

KSU buildings and residential areas may have additional procedures for displaying posters, including posting locations. Such procedures should be consistent with this or any other university policy. KSU community members interested in displaying posters in those areas are responsible for obtaining and abiding by such procedures. Academic and administrative units at KSU have adopted specific guidelines and procedures for displaying posters within University property, and any individual or organization desiring to post in such areas should [consult with the Dean's Office of the respective college or the building administration](#) for those guidelines and procedures.

1. Location: Posters may only be placed in areas designated for posting. Posters are limited to a maximum of 2 per specific posting area (e.g. bulletin board, acrylic sleeve, office door, or other similar display site) per event and cannot overlay other materials. Posters are prohibited on other campus spaces and surfaces, including the following:

- Building exterior doors
- Windows
- Stairwells
- Interior or exterior walls
- Elevator interiors
- Light or electrical fixtures, including outdoor light poles
- Outdoor pillars or columns
- University signage, traffic or street signs
- Bus stops
- Parking lots or automobiles
- Trash receptacles
- Natural landscapes and organic surfaces (trees, shrubs, grass, soil, rocks other than the Marietta Rock, etc.)
- Fire alarm boxes and emergency equipment
- Walkways

2. Time: Campus space is limited. Therefore, if the poster promotes an event, exhibit, or activity with a designated date, it may be displayed at the earliest 14 days before the event and must be removed by the KSU community member responsible for displaying the poster within 1 business day after the conclusion of the publicized event.

3. Format: Unless otherwise indicated by a KSU building or residential area posting procedure, posters may not be larger than 11"x17" in size and must be affixed to a campus posting area (e.g. bulletin board, acrylic sleeve, office door, or other similar display site) that is not designated for use by another specific department or organization. Damaging materials like paste, glue, masking tape, nails, screws, or similar fasteners may not be used to hang a poster. KSU community members will be responsible for (i) any damage caused by their poster(s) and (ii) any damage caused by posters from external organizations or individuals sponsored by a registered student organization, academic unit, or administrative unit.

4. Content: Posters should facilitate University business. The name and contact information of the KSU community member(s) responsible for the poster must be listed on the poster and must be visible to the reader. Posters are prohibited from displaying content that is unrelated to University business or that violates the law, Board or Regents' policies, or KSU policies, including threatening, harassing, obscene, or discriminatory content. Posters using the university's logo must also be approved by the Office of Strategic Communications and Marketing, in accordance with [KSU Official Logo Guidelines](#).

5. Removal: KSU reserves the right to remove all items posted improperly. KSU is not responsible for maintaining or returning items that have been improperly posted and removed. KSU community members who post items improperly may be subject to disciplinary sanctions and/or charged for the cost of removal and any damage to university property.

Chalking

Chalking on University property may only be done on uncovered outdoor walkways where rain will wash away the residue easily and completely. Chalk may not be used on walls, other vertical surfaces, or covered outdoor areas. No messages may be written on any organic surface (grass/soil). Only water-soluble chalk may be used for chalk messages.

Chalk messages are prohibited from displaying content that violates the law, Board or Regents' or KSU policies, including threatening, harassing, obscene, or discriminatory content. KSU will remove chalking that does not comply with this policy. KSU does not guarantee any minimum time that chalked messages will be displayed. Chalking may be removed in the normal course of cleaning facilities and grounds.

6. Associated Policies/Regulations

- a. [KSU Advertising Policy](#)
- b. [KSU Freedom of Expression Policy](#)
- c. Kennesaw State University [Student Code of Conduct](#)

7. Procedures Associated with this Policy

- a. [Registered Student Organization Manual](#)
- b. [KSU Official Logo Guidelines](#)

8. Forms Associated with this Policy

N/A

9. Violations

Posters and chalking displayed in violation of this policy are subject to immediate removal. KSU community members and associations that display posters in violation of this policy may be subject to disciplinary action, including, without limitation, the revocation of the privilege to display posters on campus, and/or may be charged for the cost of removal of any improper posters and any damage to university property resulting from such violations.

10. Review Schedule

Campus Operations will review the Posting and Chalking Policy annually.

The signatures below indicate this institutional policy has been reviewed and approved by the President and Provost.

DocuSigned by:
 August 8, 2024
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Dr. Kathy S. Schwaig,
President
Kennesaw State University

DocuSigned by:
 August 8, 2024
26412C41D0DE4E2...

Dr. Ivan Pulinkala
Provost and Executive Vice President for
Academic Affairs
Kennesaw State University