

Posters, Signs/Banners, Advertisements, and Chalking

Items may be posted on campus that adhere to the guidelines listed below. The guidelines are informed by health and safety codes, maintenance of college property, and the College's commitment to sustainability. Posted items or chalking that does not adhere to the guidelines may be immediately removed.

When items are posted in public locations (including residence halls), the freedom of expression will be balanced with the right of employees to have a non-hostile workplace in which to work and with the knowledge that children and other guests of the College are invited into these spaces.

1. Posters, banners, advertisements (including large banners and “yard signs”), and chalking must contain in the lower right-hand corner the **contact information and the date when it is posted**. Contact information includes one of the following:
 - a valid Connecticut College email address
 - a registered club/organization name or sponsoring department/office name
 - name and phone number
2. Content cannot be threatening or harassing to an individual or violate the law or College policies.
3. Only non-permanent types of material (such as poster tape/painters tape, water-soluble chalk) can be used. Please note that duct tape and spray chalk may not be used.
4. Items may only be posted for specific periods of time.
 1. Postings/chalkings advertising specific events/programs should be removed 24 hours after the event/program ends.
 2. Postings/chalkings for non-events (i.e. information only) may be posted no longer than 7 days from the posted date.
 3. Postings advertising resources on campus (e.g. Academic Resource Center hours, health-related services, AA meetings) may remain posted indoors for the semester if they are located in non-reserved locations (e.g. the bulletin boards in Cro Connection).
5. Items may only be posted (or chalked) in the designated locations below.
 - *Indoor Locations*
 - Televisions/video monitors - access to these is granted by the individual department that manages the monitor
 - General use bulletin boards and display cases in all campus buildings (please note some offices/departments may have bulletin boards/display cases intended for a specific use)
 - Crozier Williams Bulletin Boards - While under construction, items may only be posted on the two bulletin boards located on the first floor of Crozier Williams.

- Harris Dining Hall Elevator Rotunda
- Residential Buildings
 - Each residential house has either one large or two small bulletin boards per floor. Residents may post on designated portions of the bulletin boards. The other portion of the board is for the Residential Life house staff.
 - Banners, flags, neon signs, decorative lights, etc. may not be displayed in windows or on the outside of residential houses.
 - Students may only cover 50% of their assigned room door (see residential life policies for additional information)
 - Individuals are not permitted to place items under student room doors. Student organizations or departments must receive approval from the Director of Residential Life to place items under student room doors.
- Bathrooms - postings are not permitted in bathrooms (only SGA *On the Can* and Camels Care Emergency resources may be posted inside bathrooms/stall doors).
- Campus Mailboxes - Individuals are not permitted to stuff student mailboxes. Departments/offices should seek approval from their senior administrator and student organizations must receive approval from the Director for Student Engagement to stuff campus mailboxes.
- *Outdoor Locations*
 - Small signs (known as “real estate” or “yard” signs) may be inserted into campus grounds using the standard size sign and wire frame stake. These may be ordered through the College’s print shop (Copy Cats).
 - Banners/signs may not obstruct pedestrian walkways, building entrances, or official college signs.
 - Banners/signs may not obstruct or be placed adjacent to roadways. No items may be displayed from the Route 32 pedestrian overpass (per state regulations).
 - For fire safety reasons, items may not be affixed to the exterior of buildings unless permission is received from Facilities Management.

6. Additional details related to chalking

1. Location: Chalk may be used only on outdoor sidewalks and other pedestrian walkways that are open to the sky and the weather. Chalk may not be on walls or other vertical surfaces, windows, or on covered outdoor areas (e.g., under overhangs or archways). Chalk may not be used indoors.
2. Format: Chalk messages must use temporary materials (e.g. only water-soluble chalk may be used, not spray chalk) and may not exceed 4 feet by 4 feet. Additionally, not more than one chalk message associated with the same person or organization may be visible from any single point.
3. Content: Chalk messages may not include content that is harassing, threatening, or that violates law or College policy.
4. Removal: Authorized staff may remove chalking that does not comply with this policy, or after 7 days, or in the normal course of cleaning facilities and grounds.

7. Posting Removal

1. Postings that do not include contact information or otherwise do not adhere to this policy will be removed immediately. Costs associated with removal or damage to college property from posted items will be billed to the responsible person/organization/office.
2. Postings must be removed by the sponsoring individual/group within 24 hours after the event ends or at the end of the reservation period. All other postings for non-events (i.e. information only) must be removed seven days from the posted date. *Postings for resources on campus (i.e. Academic Resource Center hours, health-related services, AA meetings) may remain posted longer than 7 days if they are located indoors in non-reserved locations.*
3. Items posted in stairwells, on doors (excluding residence hall room and office doors), windows, glass walls (excluding offices), vending machines, mirrors, painted surfaces or other non-approved/unreserved locations will be removed.
4. On occasion for major campus events and at the end of the semester, the College may remove postings that otherwise adhere to the policy.
5. Authorized staff typically remove all postings from approved locations once a week as well as immediately remove postings that do not adhere to this policy. No one else (other than the person who posted the item) may remove, deface, obscure, or destroy existing posters.