



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.



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.

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.

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](#).

