



Policy Title: Posting, Chalking, and Distribution of Informational Materials Policy	Effective Date: 11/5/2014
Policy Number: SA-PO-1302	Date of Last Review: 11/12/2018
Oversight Department: Office of the Vice President for Student Affairs	Next Review Date: 11/1/2021

1. PURPOSE

The *Posting, Chalking, and Distribution of Informational Materials Policy* for Radford University (University) facilitates the equitable, responsible, and orderly use of bulletin boards, banners, chalking, and the distribution of informational materials on University property as a means for communicating information about activities, events, and notices of interest to the University community. It is not the intent of this policy to censor or otherwise control the content of notices or other informational materials. However, the expectation is that such informational materials will be within the spirit of the Radford University [Code of Ethics](#) and will comply with applicable standards of conduct.

2. APPLICABILITY

The *Posting, Chalking, and Distribution of Informational Material Policy* applies to any person, group, entity, or organization seeking to use bulletin boards, banners, chalking, or the distribution of informational materials on University property to communicate information to the University community, or any subgroup thereof.

3. DEFINITIONS

Affiliated Entities: University colleges, departments, and offices; University registered student clubs and organizations; and University employees and students.

Banner: As used in this policy, a banner is a temporary sign for the purpose of advertising University events to the University community and meeting the banner specifications in Section 5.A.3.e. of this policy.

Banner Space: Reserved space for hanging banners along the Heth Hall/Dalton Hall bridge-way railing, which is the designated location for all banners.

Chalking: As used in this policy, drawing or writing on concrete sidewalks with water soluble chalk (commonly known as "sidewalk chalk") as a means for communicating information about University sponsored events or services to the University community.

Commercial Activity: Communicative conduct or activity on behalf of a company or person for the intent of making a profit. Such activity is economic in nature and usually has the intent of convincing a person or group to partake in a particular economic action such as purchasing a

product or service. Flyers or other informational materials pertaining to the sale of goods or services authorized by the University are not considered commercial activity.

Community Bulletin Board: A designated public bulletin board in the Bonnie Hurlburt Student Center lobby.

Distribution: For the purposes of this policy, distribution is defined as persons physically offering flyers to other persons who may accept or reject them.

Flyer: A form of paper advertisement (e.g. pamphlet, circular, handbill, leaflet, notice, brochure, poster, sign, etc.) intended for wide distribution and typically posted or distributed in a public place or through the mail.

Free Expression Activity: For the purposes of this policy, communicative conduct or activity protected by the First Amendment including, but not limited to, public speeches, demonstrations, marches, protests, and picketing. Free expression activity does not include commercial activity.

General Use Bulletin Board: Bulletin boards available for general use and located in Dalton Hall, University Post Office, Peters Hall, Bonnie Hurlburt Student Center, Heth Hall, and other future locations.

Posting: Placement of flyers as a means to communicate information about activities, events, or notices of interest to the University community.

Public Areas: Outdoor areas, building lobbies, or open areas within buildings where pedestrian traffic or educational/administrative functions will not be unreasonably disrupted.

Special Use Bulletin Board: Any bulletin board purchased by, assigned to, or designated for specific use by a University department or office, including McConnell Library and Housing and Residential Life.

Unaffiliated Entities: Businesses, organizations, groups, or persons not affiliated in an official capacity with the University.

University Property: All land, buildings, facilities, and other property owned, leased, or controlled by the University.

University Community: For the purposes of this policy, all persons who are employees, students, contractors, volunteers, and visitors, including invited guests, of the University.

4. POLICY

- A.** The University is committed to promoting communication among and between the various constituents of the University community. Accordingly, posting, chalking, and the distribution of informational materials in public areas on University property are permitted in accordance with the conditions and limitations of this policy. The University reserves the right to remove and discard any flyers or other informational materials that are not in compliance with this policy.
- B.** The University does not permit the posting or distribution of informational materials that are unlawful or otherwise prohibited by law. Such informational materials include, but are not limited to, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark violation, criminal or civil harassment, sexual harassment, trespass, and false advertising, or depictions that promote or encourage illegal activity.

- C. Any activity in connection with the distribution of informational materials that constitutes free expression must comply with the *Free Expression Policy*.

5. PROCEDURES

A. Affiliated Entities

Affiliated entities may utilize general use bulletin boards, special use bulletin boards, banners, chalking, and the distribution of informational materials in public areas on University property as means to communicate information about activities, events, and notices of interest to the University community in accordance with the following:

1. Posting on General Use Bulletin Boards:

- a. Flyers may be posted on any of the general use bulletin boards. No approval is required.
- b. Flyers may not exceed 8.5" X 11" in size. Exceptions to this size may be made by the Director of the Bonnie Hurlburt Student Center Operations, or designee, on a limited basis, for publicizing events of major interest to the University community on the general use bulletin boards.
- c. A maximum of up to two flyers advertising the same event or providing the same information may be posted per board depending upon available space.
- d. Bonnie Hurlburt Student Center staff, as assigned, will clear flyers from the general use bulletin boards weekly, or as needed, unless the flyer specifies event dates or deadlines that have not expired.
- e. Flyers publicizing or advertising events must prominently display the event name; the sponsor's name; contact information; and the date, time, and place of the event.
- f. General use bulletin boards will be labeled as such.

2. Posting on Special Use Bulletin Boards:

- a. Departments and offices will be responsible for maintaining special use bulletin boards under their control.
- b. No flyers or other informational materials may be posted on special use bulletin boards without the permission of the department or office that controls the bulletin board.

3. Displaying of Banners:

- a. Banners may be displayed along the Heth Hall/Dalton Hall bridge-way railing to advertise University-related events only. Use of banners for personal messages or communications is not permitted.
- b. Banner space may be reserved through the Information and Event Planning Office on a first-come, first-served basis.
- c. Banners may be displayed for a maximum of one week and a minimum of one day.
- d. Banner space may only be used to advertise events occurring on University property unless an exception is granted through the Director of the Bonnie Hurlburt Student Center Operations, or designee.

- e. Banners must be of professional quality and must meet the following specifications:
 - i. Banners must be constructed of canvas or vinyl with waterproof paint only. Other materials will not be approved.
 - ii. All lettering must be stenciled or professionally lettered.
 - iii. Due to limited railing space, size is limited to a maximum of 3' high by 12' wide.
 - iv. Banners must have grommets and be attached by rope or cord. Tape is NOT allowed to secure banners to the railing.
- f. Violations of this policy will result in removal of banners and may result in loss of privileges by the sponsor and/or action under applicable University standards of conduct.
- g. Charges for damages resulting from the improper display of a banner will be the responsibility of the sponsor of the banner. Fees will be assessed accordingly.

4. Chalking:

- a. Chalking may only be used to advertise events occurring on University property unless an exception is granted through the Director of the Bonnie Hurlburt Student Center Operations, or designee.
- b. Chalking is permitted only on concrete or paved walkways at least 30 feet from buildings.
- c. Chalking is not permitted on bricks, steps, or vertical surfaces.
- d. Only non-permanent (water soluble) sidewalk chalk may be used. Paint, spray/adhesive chinks, markers, or inks are not allowed. Use of these items could result in cleaning/damage fees being assessed to the sponsor and/or action under applicable University standards of conduct.
- e. Chalking is done on a first-come, first-served basis.

5. Distributing Informational Materials in Public Areas:

- a. The nondisruptive distribution of noncommercial flyers, literature, or other informational materials is allowed in public areas on University property. Tables may also be reserved through the University Scheduling Office (see *Use of University Facilities Policy*).
- b. Commercial activity must be confined to tables reserved through the University Scheduling Office (see *Use of University Facilities Policy*).

B. Unaffiliated Entities

Unaffiliated entities may post and/or distribute informational materials about activities, events, and notices of interest to the University community in accordance with the following:

1. Flyers or other informational materials may only be posted on the designated community bulletin board in the Bonnie Hurlburt Student Center lobby. Flyers or other informational materials posted on any other bulletin boards on University property will be removed.
2. The displaying of banners or chalking is not permitted at any location on University property.

3. The nondisruptive distribution of noncommercial flyers, literature or other informational materials is allowed in public areas on University property. Tables may also be reserved through the University Scheduling Office (see *Use of University Facilities Policy*).
4. Commercial activity must be confined to tables reserved through the University Scheduling Office (see *Use of University Facilities Policy*).

C. Prohibited Activities for All Entities

1. Posting is strictly prohibited on vehicles, indoor walls, windows, doors, porches, walks, stairways, light fixtures, lampposts, the outside of buildings, trees, shrubs, trash receptacles, utility poles, or other non-designated areas on University property.
2. The distribution of informational materials must not obstruct, in any way, vehicular or pedestrian traffic, or the ability to freely enter or exit facilities, whether outdoor or indoor. Obstruction of public sidewalks and streets is a violation of Virginia Criminal Law (Code of Virginia § 18.2-404). Additionally, such distribution must not unreasonably interfere with the educational and administrative activities inside or outside of buildings.

6. EXCLUSIONS

None

7. APPENDICES

None

8. REFERENCES

[Code of Virginia, § 18.2-404](#), “Obstructing free passage of others.”

9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Student Affairs.

10. APPROVAL AND REVISIONS

The President of the University and the President’s Cabinet have approval authority over this policy and all subsequent revisions.

This policy has been communicated previously on the University website and in the Student Handbook. It was reformatted into the University-wide policy template in September 2014.

The reformatted *Posting, Chalking, and Distribution of Informational Materials Policy* was reviewed and approved by the President’s Cabinet at their meeting on November 5, 2014.

Effective September 18, 2017, the *Posting, Chalking, and Distribution of Informational Materials Policy* was reviewed by the oversight department and the Office of Policy Compliance. Minor revisions were made and the policy was updated to the current University template. No substantive changes were made that would alter the scope or application of the policy.

A revision to the *Posting, Chalking, and Distribution of Informational Materials Policy* was reviewed and approved by the President’s Cabinet on November 12, 2018. President Hemphill signed the revised policy on November 12, 2018.

For general information concerning University policies, contact the [Office of Policy Compliance](#) – (540) 831-5794. For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.