

STUDENT LIFE & LEADERSHIP

Williams » Student Life & Leadership » Events

Events

Events Planned by Students

General Event Policies



- All events should be requested in advance as far out of the event date as possible through [Room Scheduler EMS](#).
- Events must end by 12:00 a.m. midnight for events occurring Sunday through Thursday nights; and by 2:00 a.m. on Friday and Saturday nights.
- Events must conform to fire code and maximum occupancy limits.
- Student-initiated events are not allowed during Orientation, First Days, Reading Period or Final Exam Periods.
- Student-initiated events are not allowed prior to the first day of each academic term.

- Foam machines and parties are not permitted in any College buildings.
- Fog and smoke machines are not permitted for use in any College buildings. If you would like to use these machines outside of a College building you must check with the Campus Events Office and Environmental Health and Safety prior to usage.
- Candles and open flame are not allowed at indoor events.
- Outdoor events must be requested and registered through the Campus Events Office.

Requesting and Reserving Space On-Campus | +


Request Timeline - Large Residential Spaces, Goodrich and Paresky | +

Responsible Individual | +

Campus Speaker/Performer Policy | +

Campus Speaker/Performer OCL Timeline and Process | +

Campus Protest Policy | +

Campus Postings Policy |  -

Overview

Williams recognizes and affirms that freedom of expression, academic freedom, and intellectual inquiry and debate are vital to its academic

mission and must be protected, even when the views expressed are unpopular or controversial. As part of this commitment, Williams recognizes and supports the right of students, faculty, and staff to share information publicly on campus in the form of postings. At the same time, Williams retains the right to regulate the time, place, and manner of postings.

This policy applies to the entire campus community. It does not apply to postings in individual dorm rooms or offices or to dedicated unit, departmental, or program display areas.

Forms of Posting

Postings may take many forms including, but not limited to: posters, fliers, banners, chalkings, and installations. For purposes of this policy, the following definitions apply:

- *Fliers and Banners* (any primarily two-dimensional temporary sign, poster, flier, flag, or banner)
- *Chalkings* (messages installed on hard permanent surfaces such as brick, cement, etc. with chalk)
- *Other* (any physical installation that does not fit within the categories of Fliers and Banners or Chalkings).

Clear Ownership

All postings must clearly indicate the name and email address for the person and/or group responsible for the posting. The email does not need to be a williams.edu address, but, except where permission has been granted as described below, any group name must be an established unit or department of the college or registered student organization. College groups that are not an established unit or department of the college or registered student

organization may seek permission to post without a williams.edu address or individual's name on the face of the posting by reaching out to postings@williams.edu and providing the name and contact information for a student, faculty, or staff member associated with the group. This process does not involve a review of posting content.

Installation

Postings are to be installed by the person/group responsible for the postings. When affixing a posting other than on a bulletin board, blue or purple masking tape must be used to avoid damaging or marking surfaces. This includes postings on glass or on the exterior of buildings; duct tape, scotch tape, nails, tacks (except when used on bulletin boards where tacks are provided), spray adhesive, and other attachment methods are prohibited. (The Office of Campus Life makes masking tape available to the community during regular office hours.) Postings may not be affixed to the glass portion of doors.

Chalkings may be installed on horizontal outdoor concrete surfaces that are exposed to the elements, i.e., not on walls, pillars or other vertical surfaces, and not under overhangs of any kind.

The location of a posting must not pose a risk to health or safety, including by breaching Fire Codes or similar life/safety regulations as determined by the appropriate college or town officials.

For postings that fall into the Other category, the installer must reserve the posting space by emailing postings@williams.edu.

Individual offices, departments, and programs often provide dedicated bulletin boards or other display areas that are managed by those units and

may not be available for general postings. These units may remove any posting on their boards at any time and for any reason.

Administrative or academic units that manage entire buildings may choose to further restrict the location of postings within the building, for example by requiring that postings be confined to bulletin boards, by clearly advertising that fact within the building.

Any prominent exterior signage locations generally associated with advertising events or programming may be used only to advertise programming within the associated building and shall include the name(s) and date(s) of that programming.

Content

Postings may not defame an individual, constitute harassment, fighting words, or a threat of violence, unjustifiably invade substantial privacy or confidentiality interests, or otherwise violate college policy or the law.

Duration and Regular Removal

College staff remove postings from college buildings on the 1st and 15th of every month. If the 1st or 15th falls on a weekend or holiday, they will be removed on the next business day. Postings will also be removed and discarded campus-wide on the day after the last day of final exams at the end of each semester, at the end of Winter Study, and in mid-August.

Regularly removed posters will be recycled. Community members who wish to reuse posters should remove them prior to the 1st or 15th deadline.

Event-related posters will not be removed until the last program date on the flier has passed but may not be posted more than four weeks prior to the first program date on the flier. Thereafter, they may be removed by any

member of the community. Event dates must be listed on the poster itself and may not be accessible solely via link or QR code. Posters advertising regularly scheduled and recurring meetings (e.g., weekly meetings for the duration of the semester) will be removed as part of the regular clean-up process. Only health and safety-related postings and legally mandated HR postings are exempt from the requirement of regular removal.

Unauthorized Removal, Defacement

With the exception of removal of expired event-related posters, community members may not remove, cover over, or write on others' postings unless given explicit permission to do so by the original poster. Community members whose postings have been improperly covered over, removed, or defaced can alert the college by sending a message to postings@williams.edu.

Enforcement

Everyone who posts on college property is required to comply with this and all college policies and should understand that violation of college policy may result in disciplinary action. Postings that do not comply with college policy, for example because they were hung improperly or do not contain proper identification, will be removed and recycled. Postings removed due to their content will be held in the Dean of the College's Office for at least one week.

Decisions to remove a posting due to its content will usually be made by one or more members of the posting advisory group in consultation with others as needed. The advisory group also receives emails sent to the postings@williams.edu account. Current member names are listed at the bottom of this policy. Community members with questions about this

policy or its application are encouraged to reach out to one or more members of this advisory group.

The orderly, equitable, and safe functioning of the college requires adherence to this policy and its consistent enforcement. Sanctions for violation of this policy will vary based on the nature of the violation and whether it is the first instance or a subsequent occurrence. For students, the college's [sanctions rubric](#) provides a sense for which infractions are likely to lead to an informal meeting and which to formal disciplinary action. If college property is damaged by any posting, those responsible will be charged for any associated costs in addition to possible disciplinary action.

Postings that do not appear to adhere to these policies should be referred to postings@williams.edu or Campus Safety Services at [413-597-4444](tel:413-597-4444).

Exceptions

Individuals who are creating postings as part of academic projects, programs, or assignments may seek exceptions to some of these parameters. Please contact postings@williams.edu in advance for guidance.

Individuals, entities, and groups external to the college who seek to post on campus to advertise local events or resources of interest to the college community may do so only with advance permission by emailing postings@williams.edu.

Posting Advisory Group

- Jeff Malanson, *Chair*
- Bilal Ansari
- Rachel Bukanc

Related Policies

- [Protest Policy](#)
- [Public Art Process and Policies](#)
- [Harassment, Student Code of Conduct](#)
- [Procedures for Adjudicating Violations of Social Misconduct, Student Code of Conduct](#)
- [Faculty/Staff Nondiscrimination, Harassment, and Sexual Misconduct Policy](#)
- [College Resources and Political Activity Policy](#)
- [Fire Safety Rules](#)

Use of College Property

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Requests from External Entities or for Non-College Purposes

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Student Event FAQ's

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Student Events with Alcohol Policies

Student Events with Alcohol Policies

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Food Requirements for Events with Alcohol

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Hosts and Servers

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Events Planned by Faculty or Staff

Faculty or Staff planning events should refer to the [Office of the Dean of the Faculty event planning site](#).

[Print this page](#)

UPCOMING EVENTS

[Williams Gospel Choir](#)

[Sat Apr 25 | Chapin Hall | 4:00 PM](#)

[Liam Giszter '26, electronics - Thesis Recital](#)

[Sat Apr 25 | Brooks-Rogers Recital Hall | 7:30 PM](#)

[Ancient Catalogs: A Classics Colloquium](#)

[Tue Apr 28 | Sawyer Library 307, Mabie Room | 7:00 PM](#)

[Sweet Prince at the '62 Center at Williams College](#)

[Tue Apr 28 | '62 Center for Theatre & Dance | 7:00 PM](#)

[Brass Ensemble](#)

[Tue Apr 28 | Chapin Hall | 7:30 PM](#)

STUDENT LIFE & LEADERSHIP

The Paresky Center
39 Chapin Hall Drive
Williamstown, MA 01267 USA

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