



Posting and Chalking Policy

Communication among members of the Kenyon community is an indispensable part of our lives here in Gambier. Though communication takes place in many forms, a principal one remains physical posting of fliers and similar media, such as chalking and projection. The purpose of this document is to inform community members about College policies and practices regarding posting. Please be aware that all elements of any posting must conform to College rules and regulations, including (but not limited to) Kenyon's [Civil Rights Policy](https://www.kenyon.edu/offices-and-services/office-for-civil-rights/discrimination-harassment-and-sexual-misconduct/civil-rights-policy/) (<https://www.kenyon.edu/offices-and-services/office-for-civil-rights/discrimination-harassment-and-sexual-misconduct/civil-rights-policy/>).

This posting policy is guided by many concerns, but here are four key principles:

1. Ensure the effectiveness of communications by avoiding an overabundance of physical postings. An overabundance of physical postings limits the effectiveness of communications and is wasteful.
2. Ensure the safety and accessibility of campus buildings and grounds, since inappropriately placed physical postings can create safety and accessibility issues.
3. Maintain the flow of information from groups associated with the College.
4. Maintain the physical beauty of the campus.

Posting

- Postings are restricted to Kenyon academic departments, administrative offices, registered student organizations, departmental student groups or other groups recognized by the College.
- All postings must contain the individual or collective (as in a student organization) author's name, Kenyon affiliation and email address.
- Postings are restricted to designated posting locations and limited to one per location. See list below.
- Postings may not inhibit the safety and access to a building (e.g., posters on exit or access doors, access buttons or door handles).

- Posting locations in academic departments and administrative offices are reserved for postings approved by at least one of the academic or administrative departments within the building.
- Unless approved by the Office of Communications, Office of Campus Events, or the Office of Student Engagement, postings should fit within the standard printing options, 8.5" x 11" or 11" x 17".
- Event organizers are expected to remove postings within 24 hours following the event. Postings that are not event-specific (e.g., listings of Community Advisors or campus mediators) may remain for a semester or academic year, as applicable.
- Any posting of a political nature must observe the Kenyon College [Policy Regarding Political Campaign Activities on Campus](https://www.kenyon.edu/files/resources/kenyon-political-campaign-activities-policy.pdf) (<https://www.kenyon.edu/files/resources/kenyon-political-campaign-activities-policy.pdf>).
- No posting (including banners, flags, etc.) may be placed in any location such that its content or message may be inferred to be an official position of the College, or any of its administrative offices, or academic departments.
- The sale of personal articles (e.g., books, couches) may be posted only on the Gund Commons and Peirce Hall community bulletin boards.
- Unaffiliated commercial or non-profit enterprises are not permitted to advertise on campus.

Designated Indoor Posting Locations

- Postings are restricted to designated posting locations and limited to one per location. Each location has a sign identifying it as a designated posting area.

Multipurpose Spaces

Bookstore
 Chalmers Library
 Gund Commons
 Lowry Center
 Oden Hall
 Peirce Hall
 Rosse Hall
 Storer Hall
 Wright Center

Academic Spaces

(managed by departments)
 Acland House
 Ascension Hall
 Hill Theater
 Hayes Hall
 Horvitz Hall

Horwitz House
Keithley House
Lentz House
O'Connor House
Sam Mather Hall
Timberlake House
Tomsich Hall
Waite House

Administrative Spaces

(managed by offices)

Eaton Center
Sparrow House

- Three additional posting locations are available by permission only: the interior railing of the Peirce Hall entryway, the Great Hall balcony in Peirce Hall, and the exterior of Rosse Hall. Kenyon registered student organizations, academic departments or administrative offices may request posting access to these locations up to one week prior to a registered event. Please email student.engagement@kenyon.edu (<mailto:student.engagement@kenyon.edu>) to inquire about reserving.

Prohibited Posting Locations

- It is especially important that postings not inhibit the safety and access to a building (e.g., posters on exit or access doors, access buttons or door handles).
- Posting is strictly prohibited in or on the following:

ad dispensers
bathrooms (except Office for Civil Rights)
benches
borders and frames of posting boards or kiosks
brick
bus stops
campus signage
columns
construction signs
doors
emergency call phones
fixtures
light poles
mailboxes
newsstands

painted surfaces
 picnic tables
 pilings
 private property
 railings
 seating
 seating walls
 sidewalks
 staircases
 traffic signs
 trash cans
 trees
 utility boxes
 vegetation
 vehicles
 walls (interior and exterior)
 windows

- Designated posting locations in residence halls are reserved for information and announcements from Community Advisors or the Office of Residential Life.
- No physical posting of any kind may be placed on or under the doors of residents' rooms, on or under office doors. Occupants of those rooms or offices may post on their own doors, so long as those postings are consistent with other elements of this policy. No physical posting of any kind may be placed on any motor vehicle on campus. No door-to-door solicitation or campaigning is permitted by anyone for any reason.

This policy applies to all physical postings on Kenyon's campus, including but not limited to event promotion, academic and administrative announcements, sales of personal items or other products and services, political campaigns or other advocacy.

Chalking

- Chalking is permitted only in open areas that can be directly washed by rain. The chalking must be on a horizontal surface not covered by an overhang.
- Chalking is prohibited on all vertical surfaces, buildings, walls, benches, picnic tables, signs, poles, newsstands, columns, bus stops, mailboxes, light poles, trees or vegetation.
- The material used to mark the walk must be water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products or sprayable chalk is prohibited.
- Chalking must bear the name of or be signed by the name of the sponsoring organization.

Projection

- Nothing may be projected onto buildings, structures, or anything similar (e.g. real or makeshift screens), except as part of formal College events.
- This prohibition should be understood as referring to any and all aspects of a projection, whether word or image.

Compliance

- Any posting or chalking that does not comply with the policy will be removed.
- Kenyon reserves the right to charge for the cost of removal and any associated repairs. A minimum charge for any cleaning will be \$100 for each separate location.

Related Policies

Please refer to these related policies and guidelines for more information:

- [Event Promotion Guidelines \(https://www.google.com/url?q=https://www.kenyon.edu/offices-and-services/office-of-campus-events/promote-your-event/%23promotion-guidelines&sa=D&source=docs&ust=1725576047098800&usg=AOvVaw1lAZwqENUAZsJrOJlrjCfc\)](https://www.google.com/url?q=https://www.kenyon.edu/offices-and-services/office-of-campus-events/promote-your-event/%23promotion-guidelines&sa=D&source=docs&ust=1725576047098800&usg=AOvVaw1lAZwqENUAZsJrOJlrjCfc)
- [Policy Regarding Political Campaign Activities on Campus \(https://www.kenyon.edu/files/resources/kenyon-political-campaign-activities-policy.pdf\)](https://www.kenyon.edu/files/resources/kenyon-political-campaign-activities-policy.pdf)
- [Policy on Protests and Demonstrations \(https://www.kenyon.edu/offices-and-services/office-of-human-resources/policies-handbooks/staff-handbook-2/other-policies/policy-on-protests-and-demonstrations/#:~:text=All%20members%20of%20the%20Kenyon,disruptive%20conduct%20is%20not%20permitted.](https://www.kenyon.edu/offices-and-services/office-of-human-resources/policies-handbooks/staff-handbook-2/other-policies/policy-on-protests-and-demonstrations/#:~:text=All%20members%20of%20the%20Kenyon,disruptive%20conduct%20is%20not%20permitted.)
- [Faculty Statement on Free Expression \(https://www.kenyon.edu/files/resources/2017kenyonfacultystatement.pdf\)](https://www.kenyon.edu/files/resources/2017kenyonfacultystatement.pdf)
- [Civil Rights Policy \(https://www.kenyon.edu/offices-and-services/office-for-civil-rights/discrimination-harassment-and-sexual-misconduct/civil-rights-policy/\)](https://www.kenyon.edu/offices-and-services/office-for-civil-rights/discrimination-harassment-and-sexual-misconduct/civil-rights-policy/)

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