



## Poster and Chalking Policy

In order to enhance communication regarding events and programs on campus, the following poster policy has been established. The intent of this policy is to curtail abuse and ensure that everyone has equal access to the bulletin board locations. This includes, but is not limited to posters in the traditional sense, table tents, banners, and fliers.

- Posters:
  - Posters and signs may be placed on bulletin boards or notice boards but shall not be placed on top of existing current notices.
  - Only one active poster per event per board is permitted.
  - Posters may not be placed on any glass services, including but not limited to doors, windows, partitions, or display cases except as authorized by the appropriate college official.
  - Tacks shall be used on all bulletin boards to help maintain the cleanliness and preserve the overall appearance. Do not use tape or staples.
  - Tape may not be used on any painted surface, including the ATT lobby balcony, to prevent the paint from peeling.
  - Banners may be hung on the ATT balcony with prior permission of the Student Activities Coordinator.
  - All banners, posters, and notices must clearly indicate contact information, a name/sponsoring organization, date, time, and location, and must be removed within 48 hours after the event.
  - Unauthorized removal of or tampering with a poster before an event date will be considered as vandalism, and the person(s) responsible may be brought up on charges.
  - A weekly examination of bulletin board locations will result in the removal of all posters which violate these policies.
  - Bulletin boards belonging to offices, academic departments, clubs, or organizations are not to be used by individuals outside the organization. Students and staff with responsibility for these boards have the right to remove posters not related to their club/organization.
  - SGA Clubs may post on any SALC boards that have the SALC logo. Clubs may not post on any academic or department boards.
  - All posters on any SALC boards must be approved through completing the Advertising Form at <https://bit.ly/30GRPzr> prior to being posted.
  - SGA Club Posters need to include the SGA approved club logo as shown below. This can be found on the SGA website at <https://www.lyndonsga.com/event-planning.html>.
  - NVU-Lyndon is an equal opportunity institution. Chalking and postering in violation of this mission is subject to immediate removal and those responsible may be brought up on judicial charges.
  - NVU-Lyndon serves as an institution of higher learning and realizes the dangers of alcohol abuse and chooses not to allow posters and chalking that encourages, promotes, or advertises alcoholic beverage consumption.
- Chalking:
  - The use of chalking for advertisements and announcements is permitted with water-soluble chalk on sidewalks only.
  - The Student Activities Coordinator must be notified before chalking begins to ensure there is no conflict with other plans/events on campus.
  - Chalking is not permitted on the exterior surface of buildings, walls, steps, exterior patios or building foyers, or any vertical surface, except as authorized by the appropriate college official.



**APPROVED CLUB/  
ORGANIZATION**

Northern Vermont University – Lyndon