

Posting on Campus Policy

I. Scope

The University supports freedom of expression and the open exchange of ideas consistent with institutional policies and applicable laws. This policy is intended to regulate the time, place, and manner of posting materials on University property and is not intended to regulate the content or viewpoint of protected expression, except as otherwise provided by applicable law or University policy.

Posting refers to the display or affixing of printed, handwritten, or digital materials on university-owned or university-controlled surfaces intended for public communication. The University does not regulate personal expression in assigned residential spaces or professional or private workspaces except where materials violate the University mission or applicable University policies.

Posting privileges are intended to facilitate communication between and among members of the Clark community about on campus programs, services, events, opportunities, and viewpoints while preserving campus facilities and minimizing disruption.

Any signs and banners that are posted for protest and/or demonstration purposes must also comply with the Demonstrations Expression and Protests Policy.

The posting or displaying of materials does not constitute University endorsement of the content, viewpoints, products, or services advertised.

II. Posting Locations

This policy governs the use of University-controlled posting locations to ensure information is accessible, non-obstructive, and consistent with operational needs. Posting is permitted on designated bulletin boards, digital signage systems, kiosks, or other approved locations identified by the University.

Materials may not be placed on, attached to, or distributed through:

- Doors, windows, walls, concrete pillars, elevators, glass or painted surfaces not designated for posting
- Trees, benches, lamp posts, or outdoor structures
- Residence hall interior surfaces except in approved areas
- Mailboxes or surrounding area
- Sidewalks, roadways, or other ground surfaces unless explicitly approved for temporary chalking, wayfinding, or installations
- Exterior parts of buildings, including windows or doors

The University reserves the right to remove materials posted in unauthorized locations.

III. Posting Requirements

The following requirements apply to all postings in designated locations on campus:

- All postings must contain the date, time, and location of the event being advertised, and bear the name of the sponsoring organization or department, spelled out in full, and the email address or other means of contacting the sponsor,
 - Except when the postings pertain to Student Council elections, only then may individual candidates post advertisements promoting their candidacy; however, they must adhere to all other guidelines.
 - All student organization events must be approved in Engage prior to posting.
- No postings may contain references to drugs or alcohol unless that reference is informational (i.e., alcohol and drug education or awareness information).
- All postings must adhere to Clark's "Policy on the Use of the University's Name"
- As stated above, postings may be displayed on designated bulletin boards only. Any posting found on any other University property will be removed by University employees.
- Postings must be firmly affixed to the bulletin boards, using either masking tape, scotch tape, or tacks. No other adhesive may be used.
- Only one 8.5" x 11" – 11" x 17" flyer advertising a certain event may be posted on any one bulletin board. Postings larger than 11" x 17" are not permitted.
- No postings may cover another, nor should other postings be removed to accommodate another.
- Postings must be removed once the event date has passed.

Building-Specific Posting Guidelines

Individual academic, administrative, residential, and student-facing buildings may establish additional posting guidelines, procedures, or approval processes consistent with this policy and the operational needs of the space. These additional guidelines may include restrictions related to:

- Designated posting locations within the building
- Quantity of postings
- Approval or stamping requirements

- Duration of postings
- Community standards specific to the function of the building

Departments, offices, or staff responsible for managing a building may remove postings that do not comply with building-specific expectations or procedures.

Individuals and organizations are responsible for consulting and complying with any additional building-level posting requirements before displaying materials in those spaces.

IV. Decorating the Freud Statue

The following guidelines apply to any Clark community member (students, faculty, and staff) decorating the Freud Statue:

- Clark community members may decorate the Freud Statue with non-damaging materials for up to 48 hours in a manner that supports the educational campus culture and/or is informative, promotional, or celebratory of campus culture or events.
- Decorations may not remain on the Statue for longer than 48 hours from the time they were placed on the Statue.
- Decorations may not interfere with a reserved or scheduled campus activity or event.
- No semi-permanent or permanent markings, paint, chalk, powder, dye, or other damaging substances may be used to decorate the Statue. The decorative materials also cannot discolor, erode, or damage the Statue in any way. Community members whose decorations damage the Statue in any way will bear the cost of cleaning and/or repair. Such community members may also face further sanctions at the discretion of the Dean of Students & Facilities.
- Any decorations that violate these guidelines and/or Clark's applicable Posting on Campus Policies will be removed.
- Any requests for an exception to these guidelines should be directed to the Dean of Students & Facilities.

V. Chalking Policy

Chalking is permitted only on exposed horizontal concrete surfaces that are open to the sky and can be naturally washed away by rain, often in Red Square or major sidewalks between buildings

Chalking is not permitted on:

- Vertical surfaces, including walls, stairs, columns, or building exteriors
- Covered or protected surfaces where rain cannot naturally remove markings
- Brick, stone, asphalt, wood, or painted surfaces

- Benches, tables, curbs, or other campus fixtures

Only water-soluble chalk may be used. Spray chalk, paint, markers, adhesives, or other permanent or semi-permanent materials are prohibited.

The University reserves the right to remove chalking that violates this policy or contains content that violates University policies or applicable law.

All student organizations must obtain approval from Student Leadership, Identity, & Community Engagement Office SLICE before using sidewalk chalk on campus walkways.

Cleanup is the sole responsibility of the student organization. Student organizations may be charged for any cleanup not completed in a timely manner.

Related Information

History/Revision Information

Responsible Office/Division: Division of Student Success

Effective Date: July 1, 2026

Last Amended Date:

Next Review Date: