

Hiram College General Posting Policies and Procedures

Purpose:

The purpose of this policy is to manage the physical posting of material on campus in a way that ensures content consistency and the appropriate use of designated posting space. All student organization and department postings on the Hiram College Campus must be approved by the Office of Student Engagement and stamped. Postings must contain information that is relevant to the event and must include the name and contact information of the event sponsor(s).

Postings must be consistent with the principles and values espoused by Hiram College and must not depict demeaning or discriminatory portrayals of individuals and groups; contain libelous content or violate copyright law; nor contain any material that is inconsistent with the community standards of Hiram College, including any references to alcohol, drugs, or real or implied sexual innuendo. The College reserves the right to determine what is or is not approved to be posted.

Postings by the College Community

When any material is posted in public areas on campus, the following guidelines should be observed:

1. Flyers should be posted only on bulletin boards or in designated areas. Only one advertisement for each should be posted in each area.
2. All materials posted in the Kennedy Center must be approved and stamped by a staff member in the Office of Student Engagement, located in the Kennedy Center.
3. All posted information must be in compliance with college policy.
4. Any posted information must clearly identify the organization or individuals responsible for the posting and must include contact information---name, phone number, and email address--on the material posted.
5. All event advertisements should be removed and recycled within 2 days following the event.
6. Any large banners or signs must be approved by a staff member in the Office of Student Engagement before being posted in the Hinsdale Arch or any other designated space.

Chalking on Sidewalks and the KC Lower Level Public Chalkboard

Chalking, with water-soluble chalk only, is allowed on campus sidewalks in locations where chalk can naturally dissolve by rain and weather elements. Spray chalk is not allowed. Chalking on buildings, signs, or non-sidewalk surfaces is strictly prohibited. Contact information must be included in all chalked advertising. Advertising or messaging on classroom or meeting room chalkboards is not permitted.

To reserve the Kennedy Center lower level chalk board, you must request permission via the following form:

<https://hiram.wufoo.com/forms/kc-chalk-board-reservation-form/>

Concerns about the content of chalking on one or more campus surfaces should be reported to the Office of Student Engagement at x5181.

Online Calendar Postings

Events can be posted on the College online calendar of events page (www.hiram.edu/hiram-events). Visit this website to request to have your event posted on the calendar of events: <https://hiram.wufoo.com/forms/z2lye0g0qoiigb/>

Residential Hall Postings

Any Hiram College group wishing to post information on bulletin boards in the Residence Halls must do so on designated boards only. Ads in other areas will be removed immediately, and groups who repeatedly post in unauthorized areas may face loss of advertising privileges. Commercial or obscene material may not be placed on the bulletin boards. The Residential Education Staff requests your assistance in removing outdated posters to keep residence halls clean, and advertising is limited to one poster per bulletin board per event. Posting of hall-related information is at the discretion of the Residential Education staff. Residential Education staff reserve the right to remove any posting at any time for any reason.

Nothing may be posted on the exterior of the Residence Halls. This includes, but is not limited to porches, doors, exterior windows and pillars. The Residential Education office may give approval for temporary exceptions (such as Move-in Day).

Residence Hall public areas include, but are not limited to, walls, porches, hallways, lounges, parlors, restrooms, laundry rooms, computer labs, stairwells, doors (see room décor posting policy for more information) and kitchenettes. Postings in the windows of interior and exterior doors are reserved for Residential Education staff and residence hall-related information (move in day, break information, etc.) only. Any Hiram group or outside group may post information on the general bulletin boards or clearly designated areas. These postings must be in compliance with college policies, (see posting in public areas for specific information). Any group wanting to post flyers beyond the general bulletin boards is at the discretion of Residential Education. Posting must be turned into the Office of Campus Involvement. If approved, posting will be stamped and hung by staff where space permits. Posting of hall-related information is at the discretion of Residential Education Staff.

Table Tents in the Kennedy Center and Dining Hall

The Engagement Office must approve the table tents for the Kennedy Center and the Hiram College Dining Hall. All requests must be submitted at least five days prior to the posting date. Only one table tent per table is allowed for a maximum duration of five days. Unapproved table tents will be removed. Table tent promotions are for campus events and causes only. All table tents must include the name of the sponsoring student group or campus department.

Postings by Outside Organizations

Postings produced by individuals or organizations unaffiliated with Hiram College are permitted in designated areas in the Kennedy Center and/or Hinsdale only and must adhere to the guidelines outlined in this policy. Unauthorized postings by outside entities found on College property outside the Kennedy Center or Hinsdale are subject to immediate removal.

Disclosure

If any materials are posted in a way that violates one or more of these guidelines, the College reserves the right to remove them. In addition, if it is determined that posted materials contain malicious content with an intent to threaten, do harm, and/or create a hostile climate, disciplinary action may be taken. Prior to approving documents to be posted or advertised, the College reserves the right to question content and/or make recommendations that will insure consistency and compliance with the posting policy.