



Posting and Chalking Guidelines for Students and Registered Student Organizations

1. All recognized Pitt-Johnstown student organizations, University departments and official University committees may request approval to chalk sidewalks on campus, as well as for posters/flyers to be displayed on campus in the Office of Student Services. Approval for chalking and posters publicizing non-profit, non-University groups will be determined on a space available basis. Posters and chalk advertising for profit enterprises will not be approved.
2. **Generals Posting Notice:** The University offers many designated posting areas in and around the campus. The placement of posters, notices, flyers or similar materials is permitted only on designated University posting boards. Some campus facilities, such as athletic buildings and academic buildings may have additional requirements for posting materials, accordingly students should contact the appropriate administrator for the specific building prior to posting any materials. The placement of posters, notices, flyers or similar materials is prohibited on any permanent University structure, including but not limited to benches, brick, bus stops, campus signage, columns, concrete, doors, emergency call phones, fixtures, light poles, glass, mailboxes, newsstands, painted surfaces, railings, seating, sidewalks, staircases, trash cans, tresses, walls (interior and exterior), windows, wood surfaces, etc.
3. **University Owned Housing (including Residence Halls):** Students are not permitted to place any outward facing posters, notices, flyers or similar materials in windows within University Owned Housing except as provided below. Students in University Owned Housing are permitted to display in or hang from the windows posters, notices, flyers or similar materials that are prepared, coordinated, designed and identified by the Office of the Residence Life during certain theme weeks. Students living in University Owned Organization Housing shall follow the exceptions outlined in the Organizational Housing Policies and Procedures
4. **Student Union:** All advertising within the Pitt Johnstown Student Union must be submitted and approved in accordance with the Student Unions' Policies and Procedures.
5. All advertising decorating of the Spirit Rock must be approved and in accordance with Spirit Rock painting guidelines
6. **Posting Requirements:** Each poster, notice, flyer or similar material must be for a campus wide event, be non-commercial in nature, and contain the name and current contact information of the Student and/or Registered Student Organizations. No more than one poster, notice, flyer or similar material may be placed on each posting board. No materials may be placed over the materials of other groups, unless the previously advertised event has passed.



7. Chalking: Students and Registered Student Organizations wishing to chalk may do so provided the chalking is on a horizontal walking surface (e.g., sidewalk), that is in an open area that is exposed daily to the elements (not covered area). Only use of water-soluble stick type chalk is permitted.
8. Posters and messages publicizing Recognized Organization social events must be approved through the office of Campus Activities and Engagement
9. Please be advised that any violation of these guidelines by a Student or Student Organization will be processed under the authority of the Student Code of Conduct. The content of all information posted or chalked on University property must comply with applicable University regulations and local, state and federal laws.