

Christopher Newport University

Policy: Posting, Chalking, and Distribution of Materials by Members of the University Community

Policy Number: 7002

Executive Oversight: Chief Financial Officer/Associate Vice President
Vice President of Student Affairs/Dean of Students
Contact Office: Office of Scheduling, Events, and Conferences
Office of Orientation and Student Involvement
Frequency of Review: Annually
Date of Last Review: September 2024

A. PURPOSE

The buildings and grounds of Christopher Newport University (hereinafter University Facilities) exist for and are dedicated to the post-secondary education of a primarily residential student body. University Facilities exist to support the academic, residential, co- and extra-curricular, and administrative activities necessary to carry out its education mission. Christopher Newport does not offer significant capacity to support activities beyond those that serve this mission.

Christopher Newport is committed to creating an environment that fosters freedom of expression and protected speech while maintaining an atmosphere free of disruption to or interference with the activities and operation of the university. This policy is adopted to establish the conditions upon which the posting, chalking, and distribution of informational materials may occur on and within all University Facilities by members of the University Community.

This policy does not apply to postings or displays by University officials or staff in their official capacity or in University administrative suites, individual office space for university employees or individual residence hall rooms for residential students.

B. DEFINITIONS

Academic Buildings: The library and buildings that contain primarily classrooms, laboratories, faculty and academic support offices (*see Appendix A*)

Anchor Organization: A select number of student organizations that have a substantial relationship with the University because of their role as representatives of CNU or in presenting events that are considered to be an integral part of the institution. A current roster

of all designated Anchor Organizations is maintained by the Office of Orientation and Student Involvement.

Banner: Any hanging sign, poster, yard sign, or other document that is larger than 14” x 22” in size that includes the name(s) of the sponsoring department, organization, or individual. The Office of Scheduling, Events, and Conferences may place additional size limitations on the Banner based on the space available for posting/hanging.

Chalking: Drawing or writing on smooth, paved areas of campus with water-soluble chalk.

Distribution: Distribution occurs when a person disseminates Fliers or promotional materials including, but not limited to, offering a flier to another person who may accept or reject it or by placing Fliers in individual mailboxes, doors, desks, or vehicles. Any Distribution of materials must take place by reserving a table through the Office of Scheduling, Events, and Conferences.

Flag: Material with distinctive colors or patterns, typically representing a country, organization, or cause. A Flag is subject to this policy no matter how displayed, including but not limited to mounting on a pole, hung from any temporary or permanent structure, or laid flat.

Flier: A two-dimensional document, usually but not necessarily printed on paper, which is intended for public Distribution or posting and typically describes an event, issue, or cause.

General Bulletin Board and Information Stand: Any bulletin board labeled for general use that is controlled by the Office of Scheduling, Events, and Conferences. This also includes the four-sided Information Stands, located in the David Student Union and Freeman Center.

James River Benches: The six benches adjacent to the James River Court that are available for Anchor Organizations and Recognized Student Organizations to paint.

Major University Event: University sponsored events organized by the Offices of University Events and/or Student Affairs, including but not limited to graduation, Fall Festival, Admitted Freshman Day, Light the Night, Lighting of the Lawn, and inauguration.

Recognized Student Organization: All student organizations, not classified as Anchor Organizations, that have completed all requirements for recognition through the Office of Orientation and Student Involvement.

Sponsored Bulletin Board: Any bulletin board controlled by a specific university department or office.

Table Tent: Signage holders reserved through the Office of Orientation and Student Involvement for placement on the tables in dining facilities on campus.

University Community: Faculty and staff seeking to promote information for purposes related to their work for the University; currently enrolled students; Anchor Organizations and; recognized student organizations.

University Facilities: All buildings and grounds owned, leased, operated, or maintained by Christopher Newport University, wherever located and for whatever purpose used.

C. POLICY STATEMENT

Christopher Newport University supports programs, activities, and events that bolster its educational mission. The University offers various means by which members of its community can promote programs, activities, events and informational material consistent with its mission. The University prohibits the removal of any promotional material except as set forth under the conditions in this policy.

D. PROCEDURES

With the exception of Major University Events and building operations, no materials may be placed on areas or surfaces not intended for posting, including, but not limited to, vehicles, trees, columns, lampposts, walls, railings, trash receptacles, construction fences, windows, bicycle racks, etc.

1. Flier Posting

Posting of a Flier by members of the University Community does not need university approval when posted on a General Bulletin Board and/or Information Stand, provided any posted Flier otherwise complies with this policy.

Posting on a Sponsored Bulletin Board requires approval from the sponsoring department or office prior to posting.

No other materials are permitted to hang or be posted on bulletin boards or Information Stands except Fliers. All Fliers must comply with the following provisions.

- a. Fliers may only be posted on General Bulletin Boards and the Information Stands located in the David Student Union, Freeman Center, Ratcliffe Hall and within those Academic Buildings that have bulletin boards. Emergency or building operational signs may be hung temporarily on doors by University officials for the purpose of informing the community.
- b. Fliers may not exceed 14" x 22" in size.
- c. Fliers may only be hung with push pins or tape.

- d. Only one Flier per department/per event, organization, or individual per bulletin board is permitted.
- e. Fliers posted on General Bulletin Boards and Information Stands will be cleared every two weeks. University departments and offices may determine the duration for any Sponsored Bulletin Board.

2. Chalking

Chalking is permitted only by members of the University Community in designated areas and does not require approval. All Chalking must comply with the following provisions:

- a. Only water-soluble chalk or other water-soluble material may be used.
- b. Chalking is only permitted on the following smooth, paved areas of campus: York Street, and the sidewalks outside of James River and Santoro Halls.
- c. Chalking is not permitted on red brick pavers, under overhangs, or any vertical surfaces (which include, but is not limited to: buildings, steps, signs, walls, statues, benches,).
- d. Chalking over another Chalking is not permitted.
- e. Chalking may be displayed for a maximum of one week and must be removed by the sponsoring department, organization, or individual after the one week period or within 48 hours of the conclusion of an event being advertised.

3. Banner Posting

Banner posting is limited to University Departments, Anchor Organizations, and Recognized Student Organizations with advanced reservation approval by the Office of Scheduling, Events, and Conferences. Banner postings must comply with the following provisions:

- a. With the exception of Major University Events, all Banners must include the name(s) of the sponsoring department or organization.
- b. Banners may only be hung in the designated Banner spaces in the David Student Union or Great Lawn trees.
- c. Banners will be displayed for a maximum of two weeks at which time the Office of Scheduling, Events, and Conferences will remove the Banner.

4. Non-Traditional Displays

All non-traditional displays require advance approval by the Office of Scheduling, Events, and Conferences or the Office of Orientation and Student Involvement and must comply with the following provisions:

- a. Lawn signs, Flags, and promotional materials that are staked into the ground are permitted in a space approved through the Office of Scheduling, Events, and Conferences and with approval from the University Grounds Department. With the exception of Major University Events, lawn signs are never permitted on or surrounding the Great Lawn. This includes grassy areas facing the Great Lawn

in front of Forbes, Luter, McMurrin, the David Student Union, and Bell Tower. Approved lawn signs may be displayed for a maximum of two weeks and must be removed by the reserving party at the conclusion of the event.

- b. Flags may not exceed 4 x 6 feet in size. Flags flown in the Tailgate Zone and which otherwise comply with Policy 1030 – Campus Tailgating do not need approval by the Office of Scheduling, Events, and Conferences or the Office of Orientation and Student Involvement.
- c. A-frames/Sandwich boards/Easels may be placed within designated University Facilities only to provide information or direction related to campus events. Signage must be removed by the reserving party no more than one business day after the scheduled end of the event. A-frames, sandwich boards, or easels may not be used to provide spaces for posting Fliers or other announcements.
- d. James River Benches are available for Anchor Organizations and Recognized Student Organizations to paint based on a rotating schedule. Organizations must complete a request form through the Office of Orientation and Student Involvement.
- e. Table Tents are available by reservation only through the Office of Scheduling, Events, and Conferences or the Office of Orientation and Student Involvement.

5. Distribution of Materials

With the exception of Major University Events, the Distribution of Fliers, literature, or other informational materials is only permitted in designated areas with a prior table reservation.

- a. Tables may be reserved through the Office of Scheduling, Events, and Conferences on an as available basis.

6. Removal of Posting, Chalking, or Other Informational Materials

University members are responsible for the removal of their posting, Chalking, or display in accordance with this policy. Failure to remove materials may result in loss of posting privileges.

Only staff in the Office of Scheduling, Events, and Conferences or Office of Orientation and Student Involvement may remove a posting, Chalking, Distribution materials, or non-traditional display based on a violation of this policy. The university regularly monitors posting areas for non-compliant Fliers and cleans all Fliers from posting areas at the conclusion of each academic semester. The content of any posting, Chalking, Distribution materials or non-traditional display shall not be a basis for removal; any removal will be based on a violation of the conditions of this policy except that any posting or Chalking that is not protected by law (true threats, obscenity, copyright, or trademark violation, etc.) may be removed at any time.

University facility and maintenance personnel are allowed to clean and wash sidewalks, plazas, and other outdoor areas at any time in the course of their usual and ordinary campus maintenance activities, even if this erases outdoor Chalking in the process.

Vandalizing or removing information posted or displayed in accordance with this policy is not permitted and is not in agreement with CNU's commitment to free speech or public expression. Any person or organization that violates the conditions established by this policy shall have permission for future postings suspended or revoked and/or be subject to university action under the Student Code of Conduct, University Handbook or other employee conduct policies. Charges for damages resulting from the improper display or vandalism of a posting may result in fines being assessed.

If an individual believes that a posting violates this policy or other university policy, they should report it to the Office of Scheduling, Events, and Conferences or the Office of Orientation and Student Involvement.

E. REFERENCES AND RELATED POLICIES

[University Policy 7000 – Use of University Facilities by Members of the University Community](#)

[University Policy 7001 - Use of University Facilities by Affiliated Individuals, Affiliated Organizations and Third Parties](#)

[University Policy 1030 - Tailgating Policy](#)

Student Handbook

Recognized Student Organization Manual

F. APPROVAL AND REVISIONS

Approved By: University Policy Committee, September 30, 2024

G. NEXT REVIEW DATE: Fall 2025

APPENDIX A

RESIDENCE HALLS

**Santoro Hall
York River Hall
Potomac River Hall
James River Hall
Warwick River Hall
Presidents Hall**

**Rappahannock River Hall
CNU Village
CNU Apartments
CNU Landing
Special Interest Housing**

ACADEMIC BUILDINGS

**McMurrin Hall
Forbes Hall
Luter Hall
Ferguson Center for the
Performing Arts**

**Trible Library
The Torggler Fina Arts Center
Military Science Building**

ATHLETIC AND RECREATION FACILITIES

**Freeman Center
Ratcliffe Hall
Belk Track
TowneBank Stadium
Jennings Family Turf Stadium
Eyre Tennis Courts
Sailing Center**

**Volleyball Courts
James River Field
James River Court
Captains Field – Baseball
Captains Field – Soccer
Captains Field – Softball**

ADMINISTRATIVE AND OPERATIONS BUILDINGS

**Christopher Newport Hall
David Student Union
Freeman Center
Ratcliffe Hall
University Police
CNU North**

**Hidden-Hussey Commons
Yoder Barn
Commonwealth Hall
Grounds Department
Plant Operations and Warehouse
Parking Lots and Decks**