

4 - 03.301

Operational procedures and regulations regarding posting

(A) General posting procedure. The following procedures must be met in order to post on university bulletin boards. The facility curator is responsible for identifying the specific purpose of bulletin boards under their purview. Any posting not fulfilling the following requirements will be removed from the bulletin board by a member of the staff. All bulletin boards will be cleared at the end of every semester.

- (1) One poster per event on each bulletin board is permitted.
- (2) The name of the organization sponsoring the poster must be clearly visible. The date of the event being advertised or a date at which the poster is considered to have fulfilled its function must be included. Posters are to be removed the day following the event by the sponsoring organization.
- (3) In order to maintain the natural beauty of the campus and to preserve the quality of the buildings, trees and shrubs, there shall be no posting of notices on any trees, buildings, utility poles or campus sidewalks. Posting is not permitted on woodwork, doors, windows, walls or bulletin board frames.
- (4) In accordance with the state fire marshal's regulations, no poster, promotional materials or decorations may be suspended from any light fixture.
- (5) There shall be no signs or promotional materials suspended across the corridors of buildings, on the outside of buildings, or between structures unless by special permission of the facility curator.
- (6) Courtesy and respect for the freedom of expression by others dictates that posters are not to be marked on, destroyed or removed. Anyone discovered defacing posters will be subject to disciplinary action under rule **3342-4-02** (**/policyreg/university-policy-regarding-administration-student-conduct**) of the Administrative Code or criminal charges.

(B) Specific posting procedures.

- (1) Residence halls bulletin boards. Posting procedure inside of university residence halls are established by the department of residence services, as posted as www.kent.edu/housing (<http://www.kent.edu/housing>).
 - (2) Departmental bulletin boards. These are clearly marked as departmental, and no material is to be posted thereon without the consent of the chairperson of the department concerned.
 - (3) Employee bulletin boards. Employee bulletin boards are located adjacent to time clock facilities and are specifically reserved for the purpose of communication with employees. Postings on these bulletin boards require written approval of the personnel department.
 - (4) Union bulletin boards. Special glass-enclosed bulletin boards are provided for use by organizations representing university employees as the result of negotiated agreement. These facilities are for the exclusive use of the employee organization, and postings are regulated in accordance with the existing agreement between the university and the organization.
 - (5) Kent student center bulletin boards. These are reserved for specific purposes. The accepted guidelines will be posted on each bulletin board.
- (C) Violations. The facility curator or other appropriate university official shall inform any individual or individuals or group who are in violation of this rule and request compliance. Failure to comply immediately shall subject the individual or individuals or group to sanctions under rule [3342-4-02 \(/policyreg/university-policy-regarding-administration-student-conduct\)](#) of the Administrative Code or to the filing of criminal charges.
- (D) Chalking, as a means of expression and publicity for student organizations, is permitted on the campus.
- (1) Chalking is permitted only on outside, horizontal, exposed surfaces where rain can wash the chalk away (only washable chalks may be used). Chalking is not permitted on vertical surfaces, buildings, under overhangs or on steps, posts, trees, tables, and the like. The university reserves the right to remove chalking at its convenience.
 - (2) It is the responsibility of the center for student involvement director, or designee, to enforce policies regarding chalking and report violations of these policies to appropriate university officials and offices.

(E) Appeals. Any individual, group or department convinced that arbitrary or unreasonable limitations have been imposed in the implementation of this rule may appeal to the vice president for student affairs or designee.

Policy Effective Date: May. 30, 2017

Policy Prior Effective Dates: 10/5/1979, 10/28/1994, 6/1/2007, 3/1/2015

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**CH 2: Governance
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**CH 9: Technology
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