

CAMPUS LIFE

Williams » Campus Life » Events

Events

Events Planned by Students

General Event Policies



Requesting and Reserving Space On-Campus



Request Timeline - Large Residential Spaces, Goodrich, & Paresky



Responsible Individual - Events



Campus Speaker/Performer Policy



Campus Speaker/Performer OCL Timeline and Process



Campus Protest Policy



Campus Postings Policy



These policies address the permitted means of sharing information publicly on campus property in the form of postings.

Postings are defined as:

- *Fliers* (any temporary sign or poster 11” x 17” or smaller)
- *Large Format Materials* (any temporary sign, flier, flag, banner, etc. that is larger than 11” x 17”)
- *Chalkings* (messages installed on hard permanent surfaces such as brick, cement, etc. with chalk)
- *Other* (any physical installation in a campus public area that does not fit within the categories of Flier, Large Format Materials, or Chalkings).

Clear Ownership

All postings must clearly indicate the name and contact info for the person and/or group responsible for the posting, or a QR code that brings you to a website that indicates that information.

Installation

Postings are to be installed by the person/group responsible for the postings. When affixing a posting to walls or windows, use blue or purple masking tape to avoid damaging or marking surfaces (you can pick up some blue or purple masking tape from OCL during regular office hours). Postings may

not be affixed to the glass portion of doors. For large format materials, you may check with Facilities in advance for assistance.

Chalkings may be installed on horizontal outdoor concrete surfaces which are exposed to the elements, i.e., not on walls, pillars or other vertical surfaces, and not under overhangs of any kind.

The location of a posting must not pose a risk to health or safety, including by breaching Fire Codes or similar life/safety regulations as determined by the appropriate College or Town officials.

For postings that fall into the “Other” category, the installer must meet with the location/space owner of the proposed installation at least 7 days in advance of the proposed installation for consideration. If a location/space owner is not designated or clear, the installer must contact OCL or Facilities for assistance.

Compliance, Duration, Removal, Damage, Exceptions

The College seeks to assure the ability of all students to express themselves freely. At the same time, Williams has a responsibility to ensure that no member of this community is intimidated, harassed, or subjected to a hostile learning or work environment. While allowing the broadest possible space for expression, the college may in specific cases remove postings that are deemed to have this effect. In cases that may violate the Williams Code of Conduct, the college will also pursue disciplinary processes.

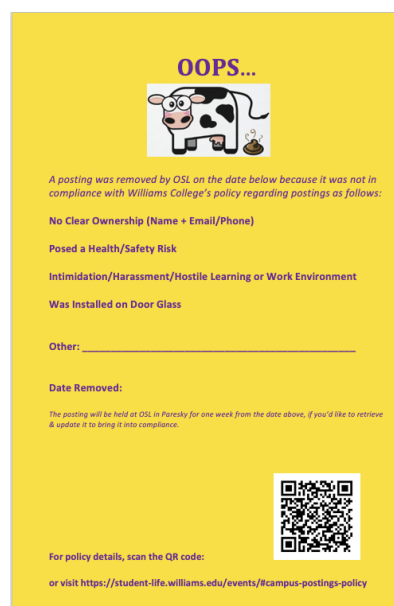
Postings that do not appear to adhere to these policies should be referred to the [Director of Student Involvement & Events](#) for compliance review.

Postings removed due to compliance issues will be held in OCL for one week, after which they will be discarded. An “Oops” card (see below) will be temporarily placed near where the posting was removed, noting the

compliance issue(s). The card will show a web address to this policy, as well as a QR code linked to this policy.

Standard Durations:

- General fliers may be posted for 14 days, after which they will be removed and discarded.
- Program event/series fliers may be posted until the last program date on the flier has passed.
- Large format materials may be posted for 7 days, after which they will be removed and discarded.



If you wish for your posting to have a longer duration than those noted above, contact the [Director of Student Involvement & Events](#) for consideration.

Postings will be removed and discarded campus-wide on the day after the last day of final exams at the end of each semester; at the end of Winter Study; and in mid-August.

Individual offices/departments often provide dedicated bulletin or other display areas that are managed by the individual offices/departments themselves and may not be available for general postings. These office/department owners may remove any posting on their boards at any time and for any reason.

If College property is damaged by any posting, those responsible will be charged for any associated costs in addition to possible disciplinary follow-up.

Individuals who are creating postings as part of academic projects, programs, or assignments may seek exceptions to some of these parameters. Please contact OCL in advance for guidance.

Use of College Property

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Requests from External Entities or for Non-College Purposes

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Student Event FAQ's

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Student Events with Alcohol Policies

Student Events with Alcohol Policies

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Food Requirements for Events with Alcohol

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Hosts and Servers

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Events Planned by Faculty or Staff

Faculty or Staff planning events should refer to the [Office of the Dean of the Faculty event planning site](#).

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Covid-19 is an ongoing concern in our region, including on campus. Safety measures are in place, and campus community members and guests are additionally advised to take personal precautions. See the college's [Covid-19 website](#) for information about campus policies. For the latest research and recommendations from the CDC, visit [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus).

UPCOMING EVENTS

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Dance Department Open House


Wed Sep 6 | '62 Center for Theatre & Dance | 5:00 PM

RELATED SITES

CAMPUS LIFE

The Paresky Center
39 Chapin Hall Drive
Williamstown, MA 01267 USA

 413.597.4747

 413.597.4748

 dschiazz@williams.edu

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