

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
USE OF UNIVERSITY BUILDINGS, FACILITIES, AND GROUNDS
Presidential Order

CHALKING, POSTING, AND SIGNAGE

In general, the University does not encourage chalking as a method of communication, due to the negative environmental and resource impacts associated with it. Removal wastes water and runs the risk of introducing pollutants into the natural storm water removal network of campus streams. For these reasons, the University encourages members of the campus community to use other, more environmentally friendly modes of expression.

Requests to communicate via chalking will be considered only from RSOs, state-sponsored student programs and organizations, Cal Poly affiliated departments and auxiliary organizations, and those off-campus individuals or organizations that are co-sponsored by a recognized University organization. The Office of Student Affairs maintains administrative responsibility for all posting and chalking on campus.

Chalking

- A. TIME: Daily, 8 a.m. to 10 p.m., except for current Cal Poly registered students, RSOs, staff, and faculty who may chalk at any time in conformity with this policy.

- B. PLACE:
 - a. Chalking is permitted only on flat, horizontal, exterior surfaces, such as sidewalks and plazas. Chalking must be located at least 20 feet away from building entrances and may not be located under an overhang, canopy, or other cover.
 - b. Chalking is prohibited in all other locations, including but not limited to: stairs, structures, buildings, walls, fences, gates, steps, windows, posts, lawn areas, railings, trees, signs, traffic control signs, vehicular roadways, bike lanes, utility poles, construction fences, vehicles, in planted garden areas or flowerbeds, newspaper racks, campus directories, within ponds or fountains, or on trash or recycle bins.

- C. MANNER: The form of chalk must be washable with water. Spray chalk is NOT allowed. Requests to chalk must conform to the following procedures:
 - a. A request to chalk, including date(s), location, the name of the responsible individual(s) or organization(s) and a commitment to clean and remove the chalking (following university guidelines) must be submitted to The Office of the Vice President of Student Affairs (studentaffairs@cpp.edu) at least two weeks prior to the date requested.
 - b. Those who chalk, like those who post temporary signage, shall identify the organization(s), group(s) or individual(s) responsible for the chalking on the chalk-marked sign. Message content will not be considered in University or ASI reviews of requests to chalk.
 - c. Chalking must not unreasonably interfere with pedestrian traffic. A five-day maximum duration must be observed. Removal must be scheduled to avoid disruption of campus activities.
 - d. Should the responsible individual/organization chalk without permission or fail to adhere to the written removal plan, cleanup may be performed by the University and charged to sponsor(s).

Posting and Signage

A. **TIME:** Daily, 8 a.m. to 10 p.m. except for current Cal Poly registered students, RSOs, staff and faculty, who may distribute at any time in conformity with this policy.

B. **PLACE:**

- a. General Use Public Bulletin Boards – Posting is permitted on any “General Use Public Bulletin Board.” Such boards are located in the hallways and public areas of most campus buildings. Check with the appropriate Dean’s office, department or division for questions on posting procedures and locations of general use public bulletin boards. General use public bulletin boards will be completely cleared off once a quarter. Posters and signs must not exceed 11”x17” and only one poster or sign per group or individual may be placed on any one general use public bulletin board. Material may not overlap other posters and signs, and must be fastened with tacks or staples – NO TAPE may be used.
- b. Staked temporary signs are not to exceed 8.5”x11” and may be placed on surveying stakes, not to exceed 36” in height. Staked temporary signs are to be placed in shrub areas. They are not allowed to be placed on lawn areas. Violations will result in the removal and disposal of the signs without notification.
- c. Signs, posters and flyers may not be wrapped around or attached to trees or any campus structures without prior written approval by The Office of the Vice President of Student Affairs (studentaffairs@cpp.edu).
- d. Posters and signage may not be placed on the outside of buildings (walls, doors, windows, roofs or steps) or on interior doors, windows, walls, floors or ceilings. Posters and signage may not be placed on trees, utility poles, traffic control signs, trashcans, fences, in planted garden areas or flowerbeds, non-general/non-public use bulletin boards, newspaper racks or hillsides. Posters and signage may not obstruct the entrances or exits of buildings or the line of vision to vehicular or pedestrian traffic. Posting of signage on vehicles without the owner’s permission is not permitted. No posting is permitted on campus directories, within ponds or fountains, trash or recycle bins. Signs of any nature on any classroom chalkboard, bulletin board, dry-erase board, or any other surface are prohibited and violate this policy.
- e. Sandwich boards maximum size is 4’x4’; sandwich boards may not be placed on lawns or shrub areas; may not restrict access to sidewalks or building entrances; and signs may not be locked to buildings, handrails, or other fixtures or structures.
- f. Banners (not to exceed 3’x6’) will require a Service Request submitted no less than two weeks in advance to Facilities, Planning and Management (fmcustomer@cpp.edu). All banners will be approved by The Office of the Vice President of Student Affairs (studentaffairs@cpp.edu).
- g. Individual faculty and staff offices, including office doors and windows, are not subject to this policy.

Violations will result in the removal and disposal of the signs without notification.

C. **MANNER:** Signage (signs, posters, and flyers) may be posted on campus, subject to the following guidelines and limitations.

- a. Temporary signage shall clearly identify the date of posting. To aid the University in maintaining

an uncluttered and attractive campus, the organization or persons responsible for the posting of the signage shall identify themselves and provide contact information on the signage.

- b. All posters, flyers, sandwich boards, and signs must include the name(s) of the organization or persons responsible for the posting and their contact information. All posters, flyers and signs without this information will be removed.
- c. The organization or person responsible for placing signage shall be responsible for its removal no more than two weeks after its posting or, if it is advertising an event, when the event is over. In order to ensure maintenance of an uncluttered, attractive and safe campus, the University otherwise reserves the right to remove signage (non-commercial and commercial) if it is not in compliance with University policy, if it has been posted for more than two weeks, or if the event it advertises has taken place, whichever comes first. Signage may also be removed when damaged, displaced or weathered so that it is no longer legible. Organizations or persons who fail to remove signage in a timely manner may be held responsible for the cost of its removal.
- d. Staked temporary signs may not advertise for longer than one week. Both stakes and signs must clearly identify the name of the organization sponsoring the activity. Violations will result in the removal and disposal of the signs without notification.
- e. Sandwich boards for Rush Week and ASI Elections must be registered following University Scheduling protocols. No sandwich boards may be displayed longer than 7 days and must be picked up within one day after the related event ends. Sandwich boards must be maintained in good working condition by sponsoring group.
- f. All sandwich boards must be registered following University Scheduling protocols. Maximum time limit for display is one quarter and signs must be maintained in good working condition by sponsoring group.
- g. Posting of signage is subject to the following additional location-specific guidelines:
- h. Residence Halls and Grounds – permission is granted consistent with on-campus Housing policies.
- i. Library, inside bulletin boards – Dean of Library Services’ approval needed, following review for compliance with Library policy.
- j. University Union – permission granted consistent with University Union Facilities policies.
- k. Employee Relations Bulletin Boards in Various Buildings – As agreed through collective bargaining agreements.
- l. Placement of signage is subject to review by Facilities, Planning and Management (fmcustomer@cpp.edu) or The Office of the Vice President of Student Affairs (studentaffairs@cpp.edu) for interference with or disruption of University operations, and safety regarding size, format and placement.