



INTERNAL POLICY AND PROCEDURE

TITLE: Chalking on College Property

EFFECTIVE DATE: February 20, 2018

CANCELLATION: none

DIVISION: Student Affairs

CATEGORY: Student Life

RESPONSIBLE DEPARTMENT: Office of Student Life

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish guidelines for acceptable chalking on the College's campuses and sites.

2. **Scope and Authority**

This policy applies to all student organizations recognized by the Office of Student Life, authorized College and employee organizations, and departments of the College.

3. **Description and Responsibility**

The use of sidewalk chalk by is considered an acceptable way for recognized student organizations, authorized College and employee organizations, and College departments to promote campus events, make announcements, and share College-related messages.

The intent of this policy is: 1) to describe expectations for those authorized to chalk; 2) to ensure chalking does not permanently or adversely impact the College's facilities or grounds, and 3) to ensure messages are consistent with laws and College policies.

The Assistant Director of Student Life or campus/site designee is responsible for ensuring chalking is handled in accordance with the chalking guidelines and procedures as outlined in this policy.

4. **Chalking Guidelines**

Chalking on College campuses and sites is permitted provided the chalking complies with the following requirements:

- A. Chalking is limited to only recognized student organizations, authorized College and employee organizations, and College departments.
- B. The organization or department is required to submit a request for chalking through the College's [Online Event Management System](#). Chalking must receive prior approval.
- C. Only the use of water-soluble chalk (sidewalk chalk) is permitted. Spray chalk, marking chalk, spray paint, wax chalk, and/or other permanent, semi-permanent, or "short-term" marking materials are prohibited. The use of markers, paint products, oil-based products, wax, or aerosol-based products is also prohibited.
- D. Chalking is permitted only in open areas that can be directly washed by rain. The chalking must be on a horizontal surface (pedestrian sidewalk/walkways) not covered by an overhang. The Assistant Director of Student Life or campus/site designee determines acceptable horizontal areas on the respective campus or site.
- E. Chalking is prohibited on all structures and vertical surfaces, including but not limited to all buildings, walls, benches, outdoor tables/furniture, planters, doors, trash receptacles, fountains, steps, bus stops, signs, newsstands, mailboxes, poles or columns, light poles, statues, and trees.
- F. Each individual chalking must bear the name or signature of the sponsoring organization or department. The name and/or signature must be legible.
- G. Overwriting, erasing, defacing, or altering the chalking of another organization or department is prohibited.
- H. Chalking cannot interfere with another message that has already been chalked.
- I. The content of the chalking must adhere to the law and other College policies, including but not limited to, the following: [Discrimination](#) policy, [Campus Sexual Misconduct](#) policy, [Student Judicial Code](#), and the employee [Code of Conduct](#).
- J. Chalking must only relate to a campus or College-wide event, program, or service. Commercial messages and/or advertisements are prohibited.
- K. Chalking may be in place for a maximum of ten (10) calendar days. Exceptions must be approved by the Assistant Director of Student Life or campus/site designee.

- L. Violations of this policy constitute grounds for removal of the material by the College, which reserves the right to charge for the cost of removal and any associated repairs or damages to the sponsoring organization or department.
- M. Student violations are subject to disciplinary action in accordance with the procedures set forth in the [Student Judicial Code](#) and the [Student Organizations](#) policy. Employee violations are subject to the College's [disciplinary procedures](#).

Review Process:

Ad Hoc Committee on Distributing Materials on Campus Policy 1/31/18
Executive Deans, Site Managers, Facilities, Campus Police 2/19/18
Vice Chancellor for Student Affairs 2/20/18

Approval:

Vice Chancellor for Student Affairs 2/20/18