

University of Colorado Colorado Springs Advertising (Chalking and Posting) on Campus Regulatory Procedures

Effective January 18, 2005

Revised August 12, 2016

Chalking Regulatory Procedures

Authority

In accordance with the campus policy governing the use of university facilities, the Director of the University Center is the designated campus administrator for approving all chalking requests for sidewalks.

General Information

Chalking on the University of Colorado Colorado Springs campus will be permitted in designated place, time and manner.

Only UCCS departments and registered student organizations will be allowed permits.

Chalking is prohibited in the following areas:

- All parking lots
- All streets and roads including but not limited to any area designed primarily for vehicular traffic
- All asphalt surfaces, brick surfaces, pavers and stucco surfaces
- All vertical surfaces, including building vertical surfaces
- All doors
- All windows
- All stairs and stairwells including exteriors stairs
- All classrooms
- All fences
- University buses and motor vehicles
- Walls, pillars, benches, bulletin boards, and trash cans
- All signs (it is a criminal offense for anyone to remove, change, cover, or damage University regulatory or way-finding signs)
- Within 20 feet of building entrances (exception are the housing villages where chalking may not be done within 10 feet of building entrances)
- On the Mountain Lion Statue, its base, or any other artwork on campus (note, defacement of these items may result in criminal charges)

Procedures

1. Approvals
 - a. All student organizations must request approval for chalking from the Office of Student Life and Leadership at the time that they submit an event application on Mountain Lion Connect.
 - b. University Departments must request approval for chalking by e-mailing the Director of the University Center.
2. Information required on each permit includes but is not limited to:
 - a. Requested location(s).
 - b. Message to be displayed.
 - c. A diagram of the proposed chalking may be submitted with each request.
 - d. Requested start and end date. Note, chalking may be done no more than 7 days in advance of event and must be cleaned up within 24 hours of event end date unless cleanup would constitute a safety hazard such as use of water during a winter ice storm. The Office of Student Life and Leadership will make a bucket and brush available that may be checked out for cleaning purposes.
3. The Director of the University Center reserves the right to limit chalking reservations to one (1) per calendar month to any department, or student organization in order to facilitate equitable access to chalking areas.
4. Manner
 - o Only water soluble chalk may be used for chalking. Water soluble chalk is available student organizations in the Office of Student Life and Leadership. Departments must provide their own water soluble chalk.
5. Regulation enforcement
 - a. Student organizations, departments, or individuals may be asked to remove chalking when necessary.
 - b. Student organizations, departments, or individuals who do not adhere to the terms and conditions of these regulations may be required to pay for any clean-up or maintenance charges and may be denied chalking privileges in the future.

Posting Regulatory Procedures

Authority

In accordance with the campus policy governing the use of university facilities, the Director of the University Center is the designated campus administrator for approving all use of posting boards and sidewalk kiosks; the Director of Residence Life and Housing is the designated campus administrator for approving all use of postings in residence halls; the Executive Director of the UCCS Physical Plant is the designated campus administrator for approving all use of Lawns and Grounds.

General Information

Posting of advertisements on the University of Colorado Colorado Springs campus will be permitted in designated place, time and manner.

With the exception of permanent university signs, the posting of signs, flyers or other advertising materials is prohibited in the following areas:

- All parking lots
- All streets and roads including but not limited to any area designed primarily for vehicular traffic
- All asphalt surfaces
- All vertical surfaces, including building vertical surfaces, unless specifically designated by these regulations.
- All doors
- All windows
- All stairs and stairwells including exteriors stairs
- All classrooms
- All exterior areas of the El Pomar Center, Kraemer Family Library, Main Hall, and Cragmor Hall.
- All bulletin boards owned and operated by specific campus departments. A list of approved bulletin boards is available at the University Center Information Desk.
- All fences
- Any vehicle parked on campus including private and University owned vehicles
- Walls, pillars, benches, bike racks, and trash cans
- All signs and sign posts (it is a criminal offense for anyone to remove, change, cover, or damage University regulatory or way-finding signs and appurtenances)
- All light posts
- All environmentally sensitive areas including but not limited to storm water collection points, native grass areas, and newly seeded grass
- On the Mountain Lion Statue, its base, or any other artwork on campus (note, defacement of these items may result in criminal charges)

Procedures

1. Approval for Posting on Bulletin Boards and Sidewalk Kiosks
 - a. All student organizations and campus departments, as well as non-university facilitated individuals, companies, groups, associations, organizations, corporations, wishing to post signs and posters on campus bulletin boards or sidewalk kiosks must receive approval of the Director of the University Center. Interested parties should bring their signs and posters to the University Center Information Desk prior to posting. Once posted, each individual sign or poster must display an approval sticker provided by the University Center Information Desk or materials will be removed from bulletin boards or posting areas. Posted materials may not be larger than 11"x17"
 - b. Posted materials must display the name, phone number or email of a contact person
 - c. Posted materials may not be stapled or taped onto the bulletin boards. Push-pins are permitted, use of staples or tape will result in the removal of materials.

- d. The University Center Information Desk will provide information as to acceptable posting locations on campus.
2. Approval for Posting in Residence Halls
 - a. All student organizations and campus departments wishing to post signs and posters in Residence Halls must receive approval of the Director of Residence Life and Housing.
 - b. Interested parties should deliver copies of their sign or poster to the Office of Residence Life and Housing. Housing staff members only are permitted to post the signs and flyers in resident areas.
 - c. No materials may be posted that advertise the use or sale of alcohol, or other illegal substances.
 - d. No materials can be posted that are not consistent with the teaching, research and public service mission of the university.
 - e. No materials can be posted for housing rentals, these may be placed in the University Center or other campus locations.
 - f. Posted materials must display the name of the club/organization/department, contact person name, phone number, and email.
3. Approval for Posting on Campus Lawns and Grounds
 - a. All student organizations and campus departments, as well as non-university facilitated individuals, companies, groups, associations, organizations, corporations, wishing to post signs and posters on campus lawns and grounds must receive approval of the Executive Director of Facilities. Interested parties can inquire about approval by e-mailing Lawns and Grounds requests to the Executive Director of Facilities. Information required includes but is not limited to:
 1. Requested location(s).
 2. Method of posting/installation
 3. Message to be displayed.
 4. Requested start and end date.
4. The University of Colorado at Colorado Springs and its appointed administrators reserve the right to refuse approval for any posting or sign that is not compatible with the University's educational mission.
5. Regulation enforcement

- a. Postings that have not received approval will be removed and destroyed.
- b. Postings placed on prohibited surfaces will be removed and destroyed.
- c. Student organizations, departments, or non-university parties who do not adhere to the terms and conditions of these regulations may be denied posting privileges in the future.