Outdoor Posting Policy (Chalk, Signs, Flags)

The following policy describes the parameters for posting signs, flags, and other fixed exhibits such as ribbons or banner tied to trees or lamp posts, and for using chalk on Xavier University grounds. The policy exists to maintain the beauty and integrity of the Xavier University campus by minimizing damage to the University grounds and sprinkler system and ensuring that campus postings align with the University mission. All other applicable Xavier University policies apply.

Reservation Procedure
The Office of Student Involvement manages requests for outdoor sign, flag or chalk posting. Xavier University offices, departments, and recognized student organizations in good standing with the University may request to display sign, flag or chalk postings on a first come, first served basis using the online reservation form. Postings must identify the sponsoring organization and include contact information. External groups are not permitted to request a sign, flag or chalk posting. Postings without an approved reservation will not be allowed and immediately removed from the campus grounds. Larger promotions / campaigns may be limited to one posting per outdoor zone.

Purpose of Posting
Postings may be used to advertise a campus program or event, recruit membership for a campus organization, support a student election campaign, or raise awareness about a cause or issue.

The content and intent of the posting must abide by the terms and conditions of the Xavier University Student Handbook. Messages should identify the sponsoring organization and may not contain references, either direct or indirect, to the use of alcohol or illegal substances; profanity or vulgar or sexually suggestive language or images; racial, ethnic, gender or religious insensitivity; or anything that violates the Xavier University Student Handbook. The Office of Student Involvement reserves the right to remove postings at any time without notice and is not responsible for any messaging that is damaged or defaced.

Types of Postings

Signs/Flags
Signs and flags can be placed on designated grass areas and in mulch beds. Signs may be of the wire wicket or sandwich board style only. Signs or flags having large wood stakes are not permitted. Sandwich board style signs should be placed on sidewalks or walkways.

Chalking
Chalked messages may only be placed on flat, horizontal, concrete surfaces. Chalking is prohibited on any brick paver surfaces and on campus buildings. Only washable chalk should be used. Sponsoring groups are expected to limit chalk advertising to no more than three of the designated areas at a time and to allow space for multiple messages at each designated location.

Other Fixed Exhibits
Other fixed exhibits might include ribbons or banners tied to trees or lamp posts; temporary walls or other erected structures; or other items displayed in the outdoor venues. These will be evaluated on a case by case basis.

Designated Locations

Signs/Flags
- Academic Mall
- Bellarmine Chapel (outside chapel)
- Gallagher Student Center (outside entrance)
- North Xavier Yard (Outside Husman Hall)
- South Xavier Yard (Fenwick Place Entrance)
- Upper Xavier Yard (Fenwick Place Rooftop)

Chalking
- Sidewalk adjacent to Herald Avenue in front of Fenwick Place
- Sidewalk between Kuhlman Hall and ATM money machines
- Sidewalk in front entrance of O'Conner Sports Center
- Incline sidewalk from Victory Parkway down to the O'Conner Sports Center
- Cintas west entrance sidewalk, near the Auxiliary Gym
- University Village entrance sidewalk
- University Village courtyard sidewalk

Approval Confirmation
Approval confirmations will be emailed following verification of the request. The Office of Student Involvement reserves the right to change and/or cancel a reservation at any time. For questions regarding this policy and the reservation procedures, contact the Office of Student Involvement at 513.745.3004 or xuinvolvement@xavier.edu.
**Appeals Process**
The Office of Student Involvement reserves the right to deny the approval of any posting request. To appeal the denial of a request, please contact the Office of Student Involvement at 513.745.3004 or xuinvolvement@xavier.edu.

**Clean-Up**
Signs, flags, fixed exhibits and chalk postings may exist for a maximum of one week and must be removed by the sponsoring organization within 24 hours at the conclusion of the event.

**Damage**
The sponsoring organization agrees to assume full responsibility for any loss, damage or cleaning as a result of the posting. Student Involvement reserves the right to bill any organization or department for damages or losses resulting from the use or misuse of facilities related to the posting.

**Violations of Policy**
Violation of this policy may result in the following actions taken singularly or in combination:
- Payment for any labor, repair, or replacement costs incurred because of the violation
- Forfeiture of the use of the space for a stated period of time
- A fine levied against offices, organizations, faculty/staff, or students who violate this policy
- Conduct proceedings in accordance with an individual/group’s University classification
- Referral to other campus offices as deemed appropriate

Alleged violations may be referred to the Associate Provost for Student Affairs and/or designee.

**Policy Review and Amendment**
This policy is subject to annual review and amendment based on suggestions received during the year. When conditions warrant, a review committee may be called together to develop recommendations.