

## Campus Posting Policy

In the spirit of the mission of Illinois Wesleyan, members of the community including student organizations are free to examine and discuss all questions of interest to them and express opinions publicly and privately. To promote this atmosphere of free expression members of the community are obligated to take responsibility for that expression and to respect the expression of others.

The following guidelines apply to postings, flyers, electronic mass mail announcements or messages, chalking and other forms of printed or written expression:

- Members of the IWU community must sign their name, organization name or department to any public document that circulates or is posted.
- Individuals and interests outside the immediate IWU community that post independently are required to contact the Dean of Student's office for posting information and approval.
- As a service to the community, the Dean of Student's Office posts materials for groups or individuals in designated campus locations.
- Sponsoring individuals or groups are responsible to post materials in locations provided for information dissemination and are expected to remove materials after the information becomes outdated.
- Materials must be posted in a manner that does not damage bulletin boards or kiosks. Duct tape is not appropriate for posting because of the environmental impact as well as damage caused by the adhesive.
- Flyers and notices are not to be taped to the sidewalk or windows. Removal of these items is labor-intensive for Physical Plant grounds crew and building custodians.
- To ensure equitable circulation opportunities, information should be placed on unused bulletin boards or kiosk space or in place of outdated materials.
- It is recommended that all campus event publicity include information regarding date(s) of event, time(s), location, sponsor(s) and a contact person where further information can be reached. Material must comply with campus policies as well as federal and state regulations.
- Advertising of alcohol-related events or parties on or off campus is *expressly* forbidden. Media advertising non-alcohol social events must clearly state that alcohol is not permitted in a font size no smaller than

## 36-pt type.

- Bulletin Boards are cleaned off routinely and outdated material removed.
- Materials posted that do not conform to these guidelines are subject to removal and the sponsoring group or individual(s) may be referred for campus disciplinary action.
- Community members can report offensive or inappropriately posted materials to the Dean of Student's Office. Copies of the offending material may also be sent or brought to the office (209 Holmes Hall).

## Campus Chalking Policy

Illinois Wesleyan University directs significant resources toward and takes great pride in the campus grounds and physical facilities. The University provides kiosks and bulletin boards for posting of notices and also numerous campus media to allow free expression and communication. IWU does have a policy of removing graffiti from all buildings and other facilities. Because chalking has become a popular method to advertise events and ideas, the following guidelines have been established:

- Chalking is restricted to sidewalk areas only.
- Only chalk that is water-soluble is permitted.
- Chalking and posters will be removed from walls, benches, posts and other surfaces. Costs for labor to remove errant material or damage caused by inappropriately postings may be billed to the sponsoring group or individual(s).
- Because of the nature of the site, chalking is removed immediately from the entrance to Evelyn Chapel.
- Community members can report offensive chalkings to the Dean of Student's Office.