



Posting and Chalking on Campus Policy

Policy Source: Student Affairs, Academic Affairs, Security, Facilities, and Communication

Type: Policy and Procedure

Handbook: Student Handbook and Institutional Policies

Purpose and Scope

The purpose of the policy is to describe the conditions under which posting and chalking is permissible on KCAI property.

The policy applies to KCAI students, faculty, staff, and visitors.

Policy Details

KCAI community members and outside organizations may advertise on campus using methods including, but not limited to: posters, signs, table tents, sidewalk chalk, etc. Posting and/or chalking may only be done after approval has been secured and may only be done in approved areas as designated by the college. Chalking material used must be a water-soluble substance washable by water or rain and may only be applied to exterior sidewalks. Chalk may not be applied to vertical surfaces, buildings, planters, trash receptacles, nor interior spaces.

Content may not include threatening, discriminatory, or harassing language, information that violates the law, defames a specific person, group of persons, and/or organization (or the likeness thereof), violations of privacy, and/or content that is inconsistent with the KCAI Student Code of Conduct and the mission of the Kansas City Art Institute.

The Kansas City Art Institute reserves the right to remove advertisements and/or information that have not been approved and/or that were disseminated without following the processes and guidelines identified in this policy.

The Posting and Chalking on Campus policy is to be used for the posting of general information and/or advertising. If postings are advertising for or related to an aspect of an assembly or demonstration, they must be submitted and reviewed per the KCAI posting policy in a process that is separate from that of the Assembly and Demonstration policy approval track. This policy also does not take the place of the Installation of Artwork on Campus policy/procedure. More information on this policy and procedure can be found in KCAI's Installation of Artwork on Campus policy.

Procedure for Approval

Approval must be obtained prior to posting on campus.

1. Contact Student Affairs via email at studentaffairs@kcai.edu and include a summary of the request (poster, sign, table tent, sidewalk chalk, etc.), the timeline for the information to be shared, and attach an image of the item(s) that is to be posted. All materials and/or content for



chalking must include the name of the organization, time, date, and location of the event and/or pertinent information relevant to the event organization.

2. A member of the KCAI Student Affairs staff will review the request and notify the individual making the request of approval or denial of the request.
3. If approved, the KCAI Student Affairs staff member will share the designated locations where the items may be placed on campus. Push pins are the expected method of posting on campus bulletin boards. No other methods will be permitted.

Related Policies/Forms/Templates

- Student Code of Conduct
- Political Activities
- Assembly and Demonstration
- Freedom of Expression
- Hate Symbols
- Art and Design on Campus
- Guest Speakers on Campus

Review History

Version	Date	Author	Purpose
1.0	August 15, 2024	Gina Golba and Mike Raunig	First released version