

# SEWANEE

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THE UNIVERSITY OF THE SOUTH  
**University Posting Policy**

## **I. Purpose**

The purpose of this policy is to provide the requirements for the temporary display or distribution of posters, fliers, banners or table-tents, chalking, projection of images onto interior or exterior surfaces and any other form of display on campus (“posting(s)”). As a private university, The University of the South reserves the right to impose policies for the distribution of content on University property.

## **II. Scope and Application**

**A.** This policy is in effect for all University owned buildings and adjoining outdoor spaces (“campus”) not leased by a third party.

**B.** Only Registered Student Organizations (RSO) approved by the Dean of Students or a University department (each a “sponsoring party”) may participate in posting on campus. Individual students, faculty, and staff are prohibited from posting on campus. Non-University individuals, organizations, and groups are prohibited from posting on campus unless sponsored by a Registered Student Organizations (RSO) approved by the Dean of Students or by a University department. This policy does not apply to postings by University officials to comply with federal, state, or local laws, rules or regulations.

## **III. Policy Statement**

The University of the South is committed to the free expression of ideas. The use of postings on-campus is one method used to express opinions, offer services, or promote events. Members of the University community are required to engage in free expression in a manner that complies with all applicable University policies. Posting on University property is a privilege, and therefore, the University reserves the right to regulate the posting and distribution of all publicity.

## **IV. Responsibilities and Procedures**

To regulate the use of postings on campus, The University of the South has established the following time, place, and manner restrictions.

### **A. Time**

1. Postings for a scheduled event or activity must be removed within 24 hours after the event has concluded or been canceled.
2. Postings that do not have a specific date of activity or those related to advertising for services must be reviewed by the sponsoring party every year to ensure accuracy and continued relevance.
3. All postings must be date stamped and are eligible for removal after two weeks.

## **B. Place**

### *i. Exterior*

1. Postings for exterior locations may be made on exterior bulletin boards not enclosed in glass or restricted by a University department and subject to compliance with this policy.
2. Exterior postings are prohibited, in locations including but not limited to:
  - a. Exterior building doors, windows and entrances
  - b. Statues or art installations
  - c. Public safety equipment such as fire hydrants, safety or security equipment or directional signage
  - d. Landscape features including trees or bushes
  - e. Building features such as fences, lamp posts, benches, flag poles, rooftops, stairways or walls.
3. The use of banners is allowed provided that their placement is in designated locations for banners and do not block the ingress and egress of buildings, streets, or sidewalks. Banners may be employed during peaceful assemblies, either held by hand, or with the approval of the University's Office of Student Involvement or the Office of the Provost, on the exterior or interior of buildings and light poles installed by designated University personnel. Banners must be removed at the end of peaceful assemblies and relocated to the areas designated for assemblies of longer than 24 hours. The time frame and identification of the sponsoring party articulated in this policy must be observed.
4. The use of sandwich boards and yard signs are allowed provided their placement does not block the ingress and egress of buildings, streets, or sidewalks. The timeframe and identification of the sponsoring party articulated in this policy must be observed.
5. The use of chalking is allowed with the following stipulations.
  - a. The use of paint and/or permanent markers are prohibited.
  - b. The type of chalk used must be water-soluble, non-toxic, and easily washed away by water. Spray chalk of any kind is prohibited.
  - c. Chalking may only occur on sidewalks that are completely exposed to the elements. Chalking within a building, on a vertical surface (including, but not limited to, building exteriors, walls, planters, doors, trash receptacles, steps, bridges, fountains, benches, signs, poles, columns, light posts, trees, windows, safety or security equipment, and utility boxes), or under an overhang or archway is prohibited.
  - d. Chalking must include the name of the sponsoring party.
  - e. Additionally, not more than one chalk message associated with the same sponsoring party may be visible from any single point.

### *ii. Interior*

1. Postings for interior locations may be made on interior bulletin boards not enclosed in glass or restricted by a University department and subject to compliance with this policy.
2. Interior postings are prohibited in interior locations including but not limited to:
  - a. Hallways, stairways, or corridors
  - b. Entryway doors, excluding office doors
  - c. Windows
  - d. Other common areas, unless a bulletin board is provided

3. Students living in student housing must also comply with applicable procedures for decoration as outlined in the [Residential Life Policies and Procedures](#).

### **C. Manner**

In order to uphold the University's motto of EQB, the following provisions related to the manner of posting should be observed. All postings by Recognized Student Organizations must adhere to the [Student Code of Conduct](#) and other applicable University policies. University departments must comply with all applicable University policies and procedures when posting on campus.

#### *i. Community Standards*

1. The name and contact information of the sponsoring party is required on all postings in order to support an open and free exchange of information and ideas. Falsely identifying a sponsoring party as responsible for a posting is prohibited.
2. Postings displaying threats, obscenity, false advertising, defamation, invasion of privacy, unlawful harassment, or that violate University policies, rules, or Code of Conduct are prohibited.
3. The removal, obscuring, defacement or destroying of postings for any reason other than provided in the *Removal of Postings* section of this policy is not allowed.

#### *ii. Mounting, Posting, Projection, and Distribution*

1. Postings must not damage the underlying surface where located. The use of glue, duct tape, nails, poles, stakes (excluding yard sign stakes), and other permanent fixtures is prohibited. Thumbtacks or pushpins should be used on bulletin boards but may not be used on any interior or exterior woodwork.
2. Postings may not cover permanent signage, emergency signs, or other directional signs.
3. Only one copy of a posting may be placed in the same designated space at any one time.
4. The projection of images onto the interior or exterior surfaces on campus is not permitted.
5. Distribution of printed materials is subject to reasonable time, place and manner requirements in this policy including community standards and may not be distributed in such a manner as to interfere with access to or impair the condition or use of University buildings or facilities. Distribution of printed materials in classrooms is at the discretion of the instructor. Multiple copies of postings may not be left unattended in loose stacks resulting in litter or placed on vehicles.

#### *iii. Use of the Sewanee Name, Logo, and Marks*

The University of the South has several trademarked logos and marks that may be used, as authorized, by a sponsoring party in materials for posting. The use of any trademarked logo or mark must comply with the [Identity Standards Manual](#), the [Writing Style Guide](#), and other policies as directed by Marketing and Communications. Questions about the use of Sewanee logos or marks should be addressed to [Marketing and Communications](#).

#### *iv. Trademark, Copyright, and Image Use*

Any content used for a posting must comply with all federal and state laws related to trademark, copyright, and protection of creative or intellectual property<sup>1</sup>. Permission must be secured in writing for the use of any images of individuals that would be protected by privacy laws.

Under Tennessee law, any person who knowingly uses or infringes upon the use of an individual's name, photograph, or likeness as an item of commerce for purposes of advertising products, merchandise, goods, or services, or for purposes of fundraising, solicitation of donations, purchases of products, merchandise, goods, or services, without such individual's prior consent, may be subject to a civil action and commits a Class A misdemeanor.

#### *v. Political Advocacy*

As a non-profit, tax-exempt entity, The University of the South must abide by federal laws prohibiting the use of its facilities, services, or personnel to promote or support individuals or organizations campaigning for public office. These laws prohibit the University from contributing to or supporting political candidates or parties. No University resources including personnel, email accounts, copiers, office space, mailing lists, vehicles, or publications may be used for political purposes. For additional information, please refer to the [University's Political Activity Guide](#).

#### *vi. Commercial Advertising*

University resources cannot be used for the purposes of commercial or business enterprises that are not University-contracted vendors or sponsors, including advertising, sponsoring, marketing, or endorsement of or for such businesses or enterprises.

#### *vii. Removal of Postings*

The University reserves the right to remove postings that violate this policy at any time. Any University personnel are permitted to remove any posting that is past the event date as specified on the posting. In addition, any chalk posts are subject to removal by University personnel engaged in regular campus maintenance activities and cleaning.

### **V. Policy Violation**

Failure to comply with this policy and other related policies will be subject to the applicable disciplinary process.

1. Individual students and Recognized Student Organizations are subject to the [Code of Conduct](#) and the outlined conduct procedures.
2. Staff, faculty, and departments are subject to policies and procedures of Human Resources and the Office of the Provost.
3. Non-University entities and persons are subject to the Sewanee Police Department.
4. Any costs related to excessive cleaning or any damages may be assessed to the person or entity responsible for the posting.

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<sup>1</sup> For additional information on copyrights and trademarks, see <https://fairuse.stanford.edu/charts-and-tools/> and <https://www.nolo.com/legal-encyclopedia/when-you-need-permission-use-trademarks.html>

## **VI. Raising Concerns**

Part of the responsibility that comes with postings is the willingness to engage in respectful dialogue with individuals who may have different perspectives and views.

Concerns that a posting does not comply with this policy should be brought to the attention of the Office of the Dean of Students and/or the Office of the Provost.

Concerns that the content or viewpoint expressed in posting discriminates based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, veteran status, pregnancy and childbirth, genetic information, and/or any other classification protected by law can be reported through the EEO/Title IX Office.

## **VII. No Endorsement**

Postings permitted under this Policy do not imply University endorsement, sponsorship or support by the University for the views, opinions, programs, or activities of any posting. The University may require any sponsoring party to modify a posting if there is an implication of University endorsement and/or to state that there is no University endorsement of such posting.

## **VIII. Revision**

The University Posting Policy may be reviewed periodically as determined by the Provost. The University reserves the right to issue revisions at any time.

## **IX. Responsible Department**

Questions regarding this policy should be directed to the Office of the Provost.