

## Emory University Posting Guidelines and Practices

Emory University's posting guidelines complement Emory University's [Respect for Open Expression Policy 8.14](#) while addressing sustainability, maintenance, and safety guidelines. Note that an individual's counter-speech may not deface or materially change the meaning of another community member's previous expression of speech. These policies apply to all individuals and groups. These guidelines also function in tandem with the guidelines on Emory University [Temporary Outdoor Signage Guidelines](#) that establish and maintain a standard for signage on Emory's Atlanta and Oxford campus.

### **Flyers, Posters and Banners on Vertical Surfaces**

- In compliance with Georgia fire code and local regulations, Emory instituted a safety practice to limit flyer postings on building interiors to bulletin boards. Specific posting policies on institutional bulletin boards vary across university buildings.
- Flyers and posters may be posted on outdoor bulletin boards and kiosks. Postings in areas other than the outdoor bulletin boards are prohibited and shall be removed.
- Flyer, poster, sticker, and banner posting is prohibited on sidewalks, brick pathways, streets, building exteriors, stairwells (except evacuation information), railings, benches, light poles, bike racks, windows, doors, sculptures, landscaping, trash receptacles or any other structure of the University.
- Flyers and posters that do not refer to dated events may be removed by Campus Services. Flyers that refer to dated events will be removed after passage of the relevant event date. Campus Services will remove flyers on occasions when preparing for major university events or subsequent space reservations.
- Thumb tacks are the preferred means when adhering posters or flyers to public bulletin boards. Magnets are preferred when such bulletin boards are magnetic.
- Temporary adhesives such as painters' tape are the preferred means when adhering to flyers to surfaces other than bulletin boards. Permanent adhesives are strictly prohibited to prevent property damage. Any property damage caused by a violation of these guidelines will require the responsible party to reimburse Emory University for the cost of repairs.
- Banners may only be hung in designated reservable outdoor spaces. Any unapproved banners will be discarded.
- Banners must be hung without harming university property including elements of the natural landscape such as trees and shrubs and without impeding movement of campus services.

### **Use of Chalk on Horizontal Surfaces**

- The use of chalk (“chalking”) is permitted on most sidewalks and streets on university property that are exposed to the elements. Chalking is only permitted in areas where the chalk would be washed away by normal rainfall.
- Chalking is prohibited on building exteriors or other vertical surfaces and on horizontal surfaces covered by permanent structures such as covered walkways, tented entryways, and covered terraces.
- The use of spray chalk or other spray products (toxic or non-toxic) is strictly prohibited. Failure to comply will result in a clean-up fee.
- University maintenance will only remove chalking from unpermitted locations or for special circumstances such as construction or special events. Otherwise, chalk messages will remain subject to rainfall.

### **Accountability and Respect for Open Expression**

- Flyers, posters or chalking that defame, harass, or threaten violence will be removed and reviewed by the Bias Incident Response Team and Committee for Open Expression. For information on the Bias Reporting process, visit <https://campuslife.emory.edu/about/initiatives/bias/file-report.html>
- If you believe your open expression rights have been violated, you can file a complaint with the Committee for Open Expression by email to [openexpression@emory.edu](mailto:openexpression@emory.edu).
- If you have general concerns or questions regarding posting on campus, contact the Emory Student Center at [esc@emory.edu](mailto:esc@emory.edu).