

Facilities and Property Management

Post Office Box 751
Portland, Oregon 97207-0751
503-725-2349 tel
www.pdx.edu/facilities

Effective Date: September 30, 2015

Chalking and Posting

PURPOSE

To prevent damage to campus buildings, grounds, and facilities from chalking and posting.

DEFINITIONS

- Chalking – The writing or drawing of messages or images in chalk in or on any university buildings, facilities or grounds.
- Posting – The posting of flyers, brochures, posters, leaflets or similar items in or on any university buildings, facilities or grounds.

CHALKING

Chalking on the PSU campus is **prohibited without prior written approval** from the Art and Temporary Installation Committee.

PSU organizations or departments wishing to use chalking to promote PSU related activities or events must **submit an installation request form** via email to 2fix@pdx.edu. The request form can be found here: <http://www.pdx.edu/pcre/installations-commissioned-and-donated-art>

Note that there are several limitations on chalking activities on the PSU campus:

- Only PSU registered organizations or departments, and organizations hosting an event at PSU or in the South Park Blocks, may be granted permission to chalk on campus, and only for the promotion of activities or events.
- If permission is granted, chalking will be allowed only on horizontal concrete or asphalt surfaces of university maintained grounds that are exposed to the elements and not covered by a roof or overhang.
- Chalking is prohibited on other surfaces, structures and fixtures such as, but not limited to: roadways, buildings, bricks, steps, seating walls, benches, tables, signs, poles, columns, waste receptacles, and trees.
- The material used to mark the pavement must be a water-soluble stick chalk. The use of markers, paints, oil-based products, spray-chalk, other types of markers or liquids, or coatings to preserve the chalk is prohibited.
- Chalking is prohibited within ten (10) feet of building entrances.
PSU has no responsibility to ensure that chalked messages are preserved, however, attempts will be made to preserve the messages during the period agreed to by the Art and Temporary Installation Committee.
- Organizations or departments granted permission to use chalk are responsible for removing any chalk not removed by rainfall within 48 hours of the end of the agreed upon chalking period. Environmentally sound clean-up is required: a deck brush and cold water must be used to remove the chalk. The surface should be wet, and then scrubbed with the brush and rinsed. This process should be repeated until the chalk is gone
- Chalking that is defaced must be removed promptly by the organization or department.
- The cost to remove any chalking contrary to these instructions, or to repair damage caused by materials contrary to these instructions, may be billed to the responsible organization or individual.

POSTING

Postings are allowed on approved bulletin boards and other specific designated area as described in this document. Postings may not be placed on walls, doors, windows, signage or any surface.

Bulletin Boards:

- Postings must be affixed with tacks only. The use of staples, tape and glue are prohibited.
- Persons who are posting materials are encouraged to respect others' posting needs. Duplicate or outdated postings may be removed if posting space is unavailable.
- Special purpose bulletin boards (e.g., Student Activities and Leadership Programs (SALP) bulletin boards or academic program related boards managed by particular PSU departments) are limited to their specific purpose and have their own posting guidelines.

Other Approved Surfaces:

If you are unsure whether a surface on campus is an approved surface or not, please contact Facilities Work Order Center, 2fix@pdx.edu 503-725-2349.

- Classroom Change Notices: notices must be placed on the designated space for classroom notices if one exists. If one does not exist, notices can be posted on or next to the door using only painters tape (not Scotch tape). Notices must not block or interfere with the room signage or windows in doors. Notice must be placed at least 3 feet and no more than 5 feet from the ground.

OTHER SIGNAGE REQUESTS

For all banner, temporary and permanent signage requests including A-frames, please contact Facilities Work Order Center, 2fix@pdx.edu, 503-725-2349.