

not be affixed to the glass portion of doors. For large format materials, you may check with Facilities in advance for assistance.

Chalkings may be installed on horizontal outdoor concrete surfaces which are exposed to the elements, i.e., not on walls, pillars or other vertical surfaces, and not under overhangs of any kind.

The location of a posting must not pose a risk to health or safety, including by breaching Fire Codes or similar life/safety regulations as determined by the appropriate College or Town officials.

For postings that fall into the "Other" category, the installer must meet with the location/space owner of the proposed installation at least 7 days in advance of the proposed installation for consideration. If a location/space owner is not designated or clear, the installer must contact OCL or Facilities for assistance.

compliance issue(s). The card will show a web address to this policy, as well as a QR code linked to this policy.

Standard Durations

- General fliers may be posted for 14 days after which they will be removed and discarded.
- Program event/series fliers may be posted until the last program date on the flier has passed.
- Large format materials may be posted for 7 days after which they will be removed and discarded.



If you wish for your posting to have a longer duration than those noted above, contact the [Director of Student Involvement & Events](#) for consideration.

Postings will be removed and discarded campus-wide on the day after the last day of final exams at the end of each semester; at the end of Winter Study; and in mid-August.

Individual offices/departments often provide dedicated bulletin or other display areas that are managed by the individual offices/departments themselves and may not be available

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