

Yale Divinity School Poster Policy

Yale Divinity School is a community of learning. Internal communication about gatherings and ideas is important for the sharing of our communal life at YDS, and the purpose of this policy is to offer guidelines for internal communication on our physical campus. First, posters must be confined to regular bulletin boards, kiosks, display cases, and other spaces designated by YDS for postering. Postering elsewhere is prohibited, including leaving content on tables and other surfaces. Other forms of publicity, such as banners, may not be hung on YDS gates or on the exterior of YDS buildings. The following regulations apply to postering on YDS's campus:

POSTER LOCATIONS AND APPLICATION

- **Department, Organization, and Classroom Boards.** Some bulletin boards around YDS are clearly labelled for a particular department or organization. No posters should be placed on these boards without the consent of the department or organization's leadership. Boards within classrooms are for instructional use only and should remain clear of posters between classes. Boards that are for the use of the YDS community more broadly will be labelled as "Yale Events" and "YDS Community" Boards.
- **"Yale Events" Boards.** Any posters about an event sponsored by an official Yale entity should be placed on bulletin boards labelled "Yale Events". No other posters may be placed on these bulletin boards.
- **"YDS Community" Boards.** Posters about an event that is not sponsored by an official Yale entity or other non-event related posters should be placed on bulletin boards labelled "YDS Community Board".
- **Application.** Glue, staples and tape of any variety (e.g., Scotch tape, masking tape, duct tape) are damaging and may not be used on any Yale property. Thumbtacks or pushpins should be used on bulletin boards but may not be used on any interior or exterior woodwork.
- **Chalk.** Students may use chalk on walkways to advertise events, but those markings must be on areas that are open to the sky and the weather. Walkways cannot be marked under overhangs, archways, or other covered areas. Chalk may not be applied to walls or other vertical surfaces. Chalk notices must be limited in size to 4 by 4 feet, and not more than one chalk announcement for a single event may be visible from any single point. Only water-soluble chalk may be used. Spray chalk is strictly prohibited.

POSTER SIZE AND CONTENT

- Posters may not exceed a size of 11 by 14 inches. Only one copy of each poster may be placed on the same bulletin board. Posters for an event must provide the name of the event, its date, time and location, and the name of its sponsoring organization.
- Any posters not about a specific event should be placed only on the YDS Community Boards and should include the clearly printed name and contact information of the organization or individual and the date posted. Only one poster by an individual or organization should be on a Community Board at any given time.
- Posters and chalk messages may not include content that is harassing, threatening, or that violates law or Yale policy.

REMOVAL OF POSTERS

- The removal of posters except by facilities and other authorized staff members (or the person/organization that originally posted the poster) is strictly prohibited. YDS also prohibits community members from defacing or destroying existing posters or poster over them.
- Posters not advertising specific events will be removed after one week. Expired posters, posters improperly placed in other locations (interior or exterior walls, doors, signs, trees, utility polls, etc.), or posters that violate this policy will be subject to immediate removal by facilities or other authorized staff members.

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