**TYPE OF PROCEDURE:** All University

**TITLE:** Chalking Procedure

**RELATED POLICY:** Chalking Policy

Sidewalk chalk (chalking) is prohibited on university property except by a St. Cloud State University organization, department, or program (Sponsor) that has provided prior notice via e-mail to the Office of Student Life and Development at the following e-mail address: studentlife@stcloudstate.edu. Notification should be made preferably 7 business days prior to the application of chalk to SCSU property. Sponsors shall provide the following information when making notification to the Office of Student Life and Development:

1. Sponsor (SCSU) Organization, Department, or Program
2. Contact Person Name
3. Contact person e-mail address
4. Contact person phone Number
5. Description of the Event
6. Date and time of the Event
7. Preferred/Requested Chalking location(s)

By submitting notification to the Office of Student Life and Development sponsor acknowledges they understand SCSU’S Chalking Policy and Procedure and that violation of the policy/procedure may subject the sponsor to University conduct or disciplinary processes.

The following procedures apply:

1. All chalking must pertain to the particular event or activity submitted via e-mail to the Office of Student Life and Development.
2. The chalked text must include the time, date, and place of the event and shall not be applied more than 7 days in advance of the event.
3. The chalked text or artwork must identify the sponsor either by recognized name, acronym, or symbol.
4. The chalked text or artwork must not be obscene, threatening, or slanderous.
5. Chalking may only be applied using non-toxic, water-soluble sidewalk chalk. Paint, spray chalk, charcoal, or any other material that does not easily wash off is strictly prohibited.

6. Chalk cannot be applied to buildings, installed art, decorative walkways, signs, or other structures, and must be limited to main concrete sidewalk areas exposed to the weather.

7. Chalk cannot be applied within the canopy, overhang, or apron at covered entrances and must be at least 20 feet from any non-covered entrance.

8. Chalk shall not be applied over another posted event.

PROCEDURE OWNER: Vice President of Student Life and Development

PROCEDURE CONTACT: Office of Student Life and Development, Office of Facilities Management, Administrative Office; Atwood Memorial Center.

OTHER DOCUMENTS: Chalking Policy

EFFECTIVE DATE: October 15, 2014