

## Chalking Guidelines

Scheduling Office

Continuing Education Building, Room 302

Phone: 784-6837; Fax: 784-4492; E-mail: [scheduling@unr.edu](mailto:scheduling@unr.edu)

Chalking may be used by ASUN and GSA recognized student groups, and also for other approved events on campus for advertising. Chalking is allowed on sidewalks ONLY, and must comply with the following guidelines:

- Request to chalk must be e-mailed to the Scheduling Services office at least three (3) working days prior to the event;
- Request must state when chalking will occur, what event chalking is advertising, and where chalking will be located (in proximity to what buildings);
- Chalking is to be removed within two (2) days of conclusion of event.
- Requests must include specific text to be chalked;
- Requests must identify the student organization, the person submitting the request and all contact numbers, i.e., telephone, cell phone, e-mail.
- Messages must be at least 25 feet from any entry to any building.
- Messages must be written in chalk that is water soluble (does not include spray chalk or artist pastels);
- Messages must be written only on horizontal sidewalks, but not underneath awnings at the Joe Crowley Student Union, or on any pavers or bricks.
- Messages shall not be written on any vertical surface including stair risers, building porches, building entryways, building foundations;
- Messages shall not be written on any walls, pillars, posts, benches, doors, trash receptacles, or kiosks.
- Messages shall not be written on any outdoor athletic facilities.
- If chalking is not removed by the time stated, your group will be charged for the cleanup.

### Sanctions:

Failure to comply with these Guidelines will result in the loss of the ability for the organization to do any chalking for up to one year.

