



Name of Policy: Posting on Campus Policy
Source: Student Affairs, Academic Affairs, Campus Facilities, Security, and Communication
Date Reviewed and/or Implemented: Spring 2022
Form to Complete: Email to studentaffairs@kcai.edu

Policy:

KCAI community members and outside organizations may advertise on campus using methods including, but not limited to: posters, signs, table tents, sidewalk chalk, etc. Advertising may only be done after approval has been secured and may only be done in designated areas for advertising events as designated by the college. Content may not include threatening or harassing language, information that violates the law, defames a specific person and/or organization (or the likeness thereof), violations of privacy, and/or is inconsistent with the KCAI Student Code of Conduct and the mission of the Kansas City Art Institute.

In order to be approved all materials must include the name of the organization, time, date, and location of the event and/or pertinent information relevant to the event organization.

The Kansas City Art Institute reserves the right to remove advertisements and/or information that has not been approved and/or follow the above listed process and guidelines.

Process for Approval:

Approval must be obtained prior to posting on campus.

1. Contact Student Affairs via email at studentaffairs@kcai.edu and include a summary of the request (poster, sign, table tent, sidewalk chalk, etc.), the timeline for the information to be shared, and attach an image of the item(s) that is to be posted.
2. A member of the KCAI Student Affairs staff will review the request and notify the individual making the request of approval or denial of the request.

3. If approved, the KCAI Student Affairs staff member will share the designated locations where the items may be placed on campus. Push pins are the expected method of posting. No other methods will be permitted.

Additional note:

The Kansas City Art Institute supports the rights of the campus community to engage in free speech and open assembly. These rights are based on appropriate time, place, and manner cues, and provided under the guideline that any activities or demonstrations are non-violent toward people and property, and not disruptive to the functioning of the college. If members of the campus community wish to hold an assembly/demonstration on the KCAI campus and/or property, or at a KCAI sponsored event, there is a request process in place and approval must be secured in advance. More information on this policy and procedure can be found in KCAI's Assembly and Demonstration policy, which is in the [Campus Policies tab in MyKCAI](#).

The Posting on Campus Policy is to be used for the posting of general information and/or advertising. If postings are advertising for or an aspect of an assembly or demonstration, they must be submitted and reviewed per the KCAI posting policy in a process that is separate from that of the Assembly and Demonstration policy approval track. This policy also does not take the place of the Installation of Artwork on Campus policy/procedure. More information on this policy and procedure can be found in KCAI's Installation of Artwork on Campus policy, which is in the [Campus Policies tab in MyKCAI](#).