



**Posting Procedures in the  
Campus Center,  
Student Alumni Union,  
Schmitt Interfaith Center, and  
Campus Life Managed Outdoor Spaces**

**Quick Links**

Students: RIT supported clubs/organizations and individual students	<a href="#">Posting Approval Submissions Form</a>  Once you have received approval from the Clubs office, please bring your email notification to the Welcome Desk in the Campus Center for your prints to be stamped.
RIT Faculty and Staff	<a href="#">Posting Approval Submissions Form</a>  Once this form is completed, you will receive an email notification when your design has been approved, declined, or put on hold.

**A. Rationale**

This document outlines guidelines and procedures that communicate a sense of order regarding how posters, flyers, displays, and printed media should be posted. The guidelines in this document refer primarily to student organizations who wish to post flyers or other

marketing materials in the Student Alumni Union (SAU), Campus Center (CPC) and Schmitt Interfaith Center.

The following guidelines are designed to allow students and other community members to creatively advertise events and opportunities on campus while ensuring the appropriate use of space. These guidelines are additionally written to protect and alleviate damage to buildings, signage, trees, artwork and other parts of the campus.

Priority will be given to RIT recognized clubs, organizations, and departments. All postings in the Student Alumni Union and Campus Center must go through the proper process and be stamped and posted by approved Center for Campus Life staff members. Postings must contain all information that is relevant to the event. Postings that are not in compliance with these guidelines are not permitted and the sponsoring individual/organization will be notified. The Center for Campus Life is not responsible for any damage to or theft of postings or displays.

The Center for Campus Life **does not** endorse the content of the advertisement or the programs or services that a posting promotes.

This document serves as a working document and is subject to change based on campus policies and needs.

### **Information External to the Division of Student Affairs but Internal to the University**

Academic postings related to class projects and any other student based projects can be reviewed on a case by case basis by uploading a request through RIT CampusGroups at: <https://cqlink.me/2d1/s51909>. In addition, the professor/instructor will need to forward a note verifying the posting is related to a class assignment to the Center for Campus Life Assistant Director of Facilities. No postings external to the University will be allowed.

#### **B. Type of Postings**

<b>Type</b>	<b>Materials</b>	<b>Measurements</b>	<b>Posted by</b>
Flyers	Paper	8.5"x11"	Center for Campus Life Staff
Posters	Paper	11"x14"	Center for Campus Life Staff
Banners	Paper, Vinyl	2'x3' to 6'x9' maximum	By sponsoring organization or individual

General or Large Advertisements (Not advertising a specific event)	Cloth, Paper, Gaffer Tape, Plastic Table Cloths	6'x6' maximum	By sponsoring organization or individual
A Frames	Campus Center provided A Frames	N/A	By sponsoring organization or individual

### C. Requirements for all advertisements

- Name of sponsoring person or group
- Date of event (if applicable)
- Time of event
- Group or RIT logo
- Location of event
- If the content is for a demonstration or Partisan Political Event, the posting should include the following disclaimer: "This event represents the views of [insert organization] and not RIT, its officers, administration, faculty, staff or Board of Trustees."

Postings at RIT must adhere to all RIT university policies including policies [C.10](#) (Political and Legislative Activities Policy) and [C.11](#) (Policy on Freedom of Speech and Expression). Reference the [University-Level Policies: An Overview](#) for a complete outline.

Postings should support a legitimate organizational purpose. If the content is for a demonstration or Partisan Political Event, the posting should include the following disclaimer: "This event represents the views of [insert organization] and not RIT, its officers, administration, faculty, staff or Board of Trustees." The content of postings must adhere to New York State laws and cannot be libelous, violate copyright and trademark law, or contain any material that is inconsistent with other RIT policies, including but not limited to the Honor Code (P03.0), Core Values (P04.0), Policy Prohibiting Discrimination and Harassment (C06.0), the Student Code of Conduct (D18.0) and Student Gender-Based and Sexual Misconduct Policy-Title IX (D.19.0). Any promotion of illegal substances or activity will not be approved.

### D. Rock Painting and Chalk Process

RIT recognized student clubs and organizations are permitted to paint approved rocks and chalk in designated areas on campus. These guidelines are outlined in full in the [Student Affairs Rock Painting & Sidewalk Chalking Policy](#)

### F. Flag or Symbol Displays

Temporary flag displays may be permitted in the grass area outside the main entrance of the Student Alumni Union (SAU). The first step is to create a reservation in the RIT Events system for the SAU Grass. Once the space is confirmed, the display must be reviewed by the Campus Life Facilities staff. In order to be approved, the requesting organization must submit the flag design, proposed layout in the grass area, and an explanation for the purpose of temporarily displaying the flags. Flags can be displayed for a maximum of 5

business days. If the flags are not removed at the end of the 5 business days, Campus Life staff will remove them.

- a. Organizations are limited to two reservation blocks per academic semester. These blocks cannot be reserved concurrently, with a minimum of two business days between reservations.
- b. The flag display must be temporary in nature. No permanent fixtures are permitted to be installed. Any displays that may cause damage to the grass or pose a health or safety concern will not be permitted. When requesting approval for the temporary flag display, the requesting organization must provide a proposed layout of the flags including the size and quantity of the flags to be displayed. If the quantity and size is deemed excessive by the Center for Campus Life, the request will not be approved.
- c. A flag in the display may be no greater than 3' x 5' and the flag display must be confined to the allocated space.
- d. In addition to the flag display, signage, provided by the sponsoring organization or individual, will be posted for each display that provides context for the purpose of the display and the sponsoring organization or individual(s).
- e. In accordance with [RIT Policy C.10 on Political and Legislative Activities](#), any displays that endorse any political party, candidate for public office, and/or position on a ballot issue are not permitted.
- f. Only one display will be permitted on the SAU Grass Area at a time.
- g. RIT and the Center for Campus Life are not responsible for any damages or other incidents related to the display.
- h. No other outdoor area on campus is permitted to be used for the temporary display of flags.

#### **G. Where NOT to post**

Approved postings for the Student Alumni Union, Campus Center and the Schmitt Interfaith Center will be stamped and posted by Center for Campus Life staff members in approved posting areas. The following notes are listed as general practice and reminders for additional “where not to post” locations throughout campus.

- a. No posting on or over other posters
- b. No posting on glass, light poles/fixtures, mailboxes, pre-existing campus signage, artwork, statues, benches, stairs, or on murals in the residence halls
- c. The top of any poster, flier, or artwork cannot be higher than 6 feet from the ground
- d. Only university banners are permitted on the diagonal wall leading to the main entrance of the SAU
- e. Gordon Field House and Activities Center (GOR)
- f. East wall of Clark Gym facing the residence halls
- g. No posting flyers or posters on the walls of the bridge between the August Center and the Campus Center
- h. Student doors in the residence halls or on apartment doors
- i. Glass in the Grace Watson Lobby, Campus Center, Student Alumni Union, or any other facility
- j. No signage may be posted at any entrance to the campus without special permission from Facilities Management Services. This includes professional and hand-made signage
- k. No hand-lettered signs are allowed on Andrews and Lomb Memorial Drives I. Flyers,

posters, and banners may NOT be taped to the ground, handrails, or stairs. m. Outside registered events, no projection will be permitted on sidewalks, vertical surfaces, building exteriors, brick walls, dry wall, statues, artwork, tables, trees, or other organic surfaces. Projection may be permitted during an approved event, provided that any proposed projection is subject to the same prior review as other postings under this policy

#### **H. A Frames**

- a. A Frames are only approved to be placed outside of the Student Alumni Union and Campus Center on the Quarter Mile
- b. A Frames are available for checkout from the Welcome Desk in the Campus Center
- c. A Frames must be placed in a manner that does not in any way block or impede walkways or access to buildings
- d. Any poster displayed on an A Frame must be approved in advance. Posters must follow all requirements outlined in Section C

#### **I. Large Signage, Including Gaffer Tape Signage**

Large Signage including gaffer tape signage will require prior approval from the Assistant Director of Campus Life Facilities. Once the posting has been submitted and approved through CampusGroups, please forward the approval email to Assistant Director of Campus Life Facilities with the following information:

- Location of desired posting (see list below)
- Size of posting
- Dates of requested posting (posting should not exceed a one week period)

Please see additional information below regarding postings of this size:

- a. *The top of all posting materials cannot be higher than 6 feet from the ground*
- b. Large signage may be hung in these locations:
  - i. Exterior walls between the Clark Gym and Campus Center
  - ii. Western external side of the main entrance to the Student Alumni Union (opposite of the diagonal wall)
  - iii. East Wall of the Student Alumni Union, adjacent to the handicap entrance to the Student Alumni Union
- c. Non-Permitted Areas:
  - i. Eastman Hall and other academic buildings
  - ii. Outside of Residence halls
  - iii. Dining Facilities
  - iv. Left side of the main entrance to the Student Alumni Union (diagonal wall)
  - v. East wall of Clark Gym facing the residence halls
- d. Requests for signage in areas that are otherwise not considered permissible may be requested but must be approved before posting can occur.
- e. In accordance with RIT Policy C.10 on Political and Legislative Activities, any Larger Signage that endorses any political party, candidate for public office, and/or position on a ballot issue candidate for office or engage in any activity that favors or opposes any candidate for office are not permitted.

#### **J. Alcohol Policy**

- a. Events that intend to have alcohol for sale must advertise in compliance with NY state regulations and [RIT's alcohol policy C15.0](#).
- b. Events are NOT permitted to emphasize the presence of alcohol and must state that a valid ID showing proof of age is necessary to purchase alcohol

- c. Advertising will not contain the logos and/or brands of alcohol, drink specials or prices of alcohol

#### **K. Posting and Removal**

- a. Following approval, if groups or individuals wish to post in the Student Alumni Union, Campus Center or the Schmitt Interfaith Center, the group or individual must bring all copies that they are planning to post, as well as the email confirming the design has been approved, to the Welcome Center on the first floor of the Campus Center. The Welcome Center Attendant will stamp each flier/poster and keep to be posted by designated Center for Campus Life staff.
- b. Any flier without CCL stamp or posted by group or individual and not designated Center for Campus Life staff will be removed, regardless of whether the design has been approved.
- c. All advertisements will be removed by Center for Campus Life staff after the event.
- d. General advertisements with no specified date will be removed after approximately two weeks. Additionally, all postings will be removed at the end of each semester. e. Removal of another organization's poster or signage is prohibited. Only the sponsoring organization, Campus Life Staff, or Facilities Management Services is permitted to remove signage.

#### **L. Non-Compliance with Posting Procedure Guidelines**

- a. Individuals or organizations failing to comply with posting procedure guidelines may jeopardize future posting privileges. Individuals or organizations failing to comply may also be liable for damage and/or clean-up costs if any are incurred. Posted materials which are not in compliance with the regulations will be removed by the Center for Campus Life staff. The sponsoring individual/organization may be notified.

#### **M. Digital Display Postings**

- a. Digital display postings are managed by Student Affairs Department of Assessment, Technology, and Communications. For more information please refer to the following [form](#).

#### **N. Credit Card Marketing**

- a. The Center for Campus Life posting policy follows the RIT [Policy Prohibiting the Marketing of Credit Cards to Students](#). Except as otherwise permitted by this policy, Rochester Institute of Technology prohibits the advertising, marketing, or merchandising of credit cards on campus to students by any vendor or other commercial entity.

#### **O. Non-Solicitation and Distribution Policy**

The Center for Campus Life posting policy follows the RIT HR Policy regarding [Non-Solicitation and Distribution](#).

In order to maintain a productive, respectful, and disruption-free working environment for RIT and its employees, no solicitation of any kind is permitted by any employee during their own working hours or the working hours of others. "Working hours" refers to the time an employee is expected to be actively engaged in their job duties and does not include authorized meal and break periods or before and after punching in or out for work. Similarly, distribution of literature is not permitted during working time and in working areas but is permitted in non-working areas during break and meal periods or before and after punching in or out for work. All employee-led solicitation and distribution activities must respect the rights of others and not

interfere with the university's operations or the performance of work duties.

Individuals, groups, or organizations that are unaffiliated with the university are not permitted to engage in solicitation of any kind, whether directly or indirectly, on university property. Nor may they distribute written material of any kind on university property, except as provided for in official contractual or purchase order arrangements, or as explicitly authorized in writing by a dean or vice president of the university, or their designee. Vendors are asked to register with the Purchasing Department prior to contacting other campus offices or departments. Authorized activity must not interfere with university operations or employee responsibilities.

**P. Posting in Other University Areas**

<b>Residence Hall Locations</b>	
<b>Residence Hall Side of Campus and On-Campus Apartments</b>	Gaffer tape, duct-tape, and chalk are not permitted on any vertical surface in residential areas.
<b>Residence Hall Tunnels</b>	Please refer to the <a href="#">Residence Life Tunnel Designated Posting Protocol</a>

**Contact the Center for Campus Life Welcome Center should you have any questions.**