



Posting Procedures for Advertisement and Announcements 2021-2022

Quick Links

Students: RIT supported clubs/organizations and individual students	<p>Posting Approval Submissions Form</p> <p>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.</p>
RIT Faculty and Staff	<p>Posting Approval Submissions Form</p> <p>Once this form is completed, you will receive an email notification when your design has been approved, declined, or put on hold.</p>
Non-RIT Affiliates	<p>Posting Approval Submissions Form</p> <p>Please complete this form and wait for an email notification informing you if your design has been approved, declined, or put on hold.</p>

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) and Campus Center (CPC). Other locations on campus may have their own specific posting guidelines (see pages 9-11 of this document).

The following guidelines are designed to allow students and other community members to creatively advertise events and opportunities on campus while protecting the safety of our students and ensuring the appropriate use of space (Please know that priority will be given to RIT recognized clubs, organizations, and departments). Postings that are not in compliance with these guidelines are not permitted, will be removed, and the sponsoring individual/organization will be notified. Further, all postings at RIT must adhere to all RIT university policies including policies C.10 and C.11 on the Freedom of Speech and Expression that went into effect July 1, 2018. Reference the [University-Level Policies: An Overview](#) for a complete outline. Additionally, these guidelines are written to protect against the defacing of university property and alleviate damage to buildings, signage, trees, artwork and other parts of the University. The guidelines will also reinforce community expectations regarding fire codes and cleanliness as well as accountability for student organizations that sponsor events. The Center for Campus Life **does not** endorse the content of the advertisement or the programs or services that a posting promotes.

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. (see page 8). Postings must contain all information that is relevant to the event (as described in section C). Postings must also be consistent with the principles and values espoused by the University and should support a legitimate organizational purpose. 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.

The Center for Campus Life reserves the right to make decisions regarding the approval of what is to be posted. The Center for Campus Life is not responsible for any damage to or theft of postings or displays.

This document serves as a working document and is subject to change based on campus policies and needs. Additionally, this document will be reviewed at least every two years during the spring semester with implementation of changes in the next academic year.

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 Tiffany Brodner, Associate Director of Building Operations at tbcccl@rit.edu

Information External to the University

Business and commercial postings are not permitted without prior approval and may also be uploaded to <https://cqlink.me/2d1/s51909> for review. In order to maintain the integrity of these posting guidelines, all outside vendors, businesses, and organizations must receive approval of all written material prior to its posting and be stamped or it will be removed from these premises.

B. Type of Postings

Type	Materials	Measurements	Posted by
Flyers	Cloth, Paper	8.5"x11"	Center for Campus Life Staff
Posters	Cloth, Paper	11"x17"	Center for Campus Life Staff
Banners	Cloth, Paper, Vinyl	2'x3' to 6'x9' maximum	Center for Campus Life Staff
General or Large Advertisements (Not advertising a specific event) *requires approval from Tiffany Brodner at tbcccl@rit.edu	Cloth, Paper, Gaffer Tape, Plastic Table Cloths	6'x6' maximum	By sponsoring organization or individual
Sandwich Boards	Constructed Plywood, Fiberglass	2.4'x8' maximum sheet of plywood joined at top with hinges	By sponsoring organization or individual
Table Tents & Napkin Dispensers *requires approval from Dining Services	Heavy Weight Paper	Not to exceed approximately 8.5"x3" on one side	By sponsoring organization or individual

C. Requirements for all advertisements

- a. Name of sponsoring person or group
- b. Date of event (if applicable)
- c. Time of event
- d. Theme of event (if applicable)
- e. Location of event

E. Rock Painting

- a. Rock painting is permitted ONLY on the official “paintable” rocks, as indicated on the map below.
- b. The painting of other rocks on campus is NOT permitted.
- c. The official “paintable” rocks can be painted; however, the ground under them, and the pathways and walkways near them may NOT be painted.
- d. Violations of these rock painting procedures will be addressed as outlined in Section xii: Non-Compliance with Posting Procedure Guidelines.

The location of the official paintable rocks are marked with red Xs below:



Locations of the paintable rocks

F. Flag Displays

Temporary flag displays are permitted in the grass area outside the main entrance of the Student Alumni Union (SAU). 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. If this request is approved, the requestor can then make a reservation request for the SAU Grass area located outside the Student Alumni Union through the RIT Events system. 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. After the maximum display period of 5 business days, if the organization would like to display the flags for an additional time period of up to five business days, they may request to reserve the space again as long as there is 2 full business days between reservations with the flags removed during that period. Please note, displays will be limited to two reservation blocks per academic semester. In addition, there may be times/periods of the year where no displays will be approved.
- 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 candidate for office or engage in any activity that favors or opposes any candidate for office are not permitted.
 - f. Only one display will be permitted on the SAU Grass Area at a time.
 - g. 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, flyer, 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
- l. Flyers, posters, and banners may NOT be taped to the ground, hand rails or stairs.

H. Sandwich Boards

- a. Locations for sandwich board placement:
 - i. Outside of the Student Alumni Union and Campus Center on the Quarter Mile
 - ii. Infinity Quad (Science/Engineering/Arts and Printing academic quad)
 - iii. Entrance to Gracie's
 - iv. Entrances to the residential quads
- b. Sandwich boards are available for checkout from the Welcome Desk in the Campus Center to be used in or outside of the Student Alumni Union and/or Campus Center ONLY

- c. Sandwich boards must be placed in a manner that does not in any way block or impede walkways or access to buildings.

I. Large Signage, Including Gaffer Tape Signage

Large Signage including gaffer tape signage will require prior approval from Tiffany Brodner, tbcccl@rit.edu. Once the posting has been submitted and approved through Campus Groups, please forward the approval email to Tiffany Brodner, tbcccl@rit.edu 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.

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 one month. 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.

Inside Posting for the Student Alumni Union and Campus Center	<p>Organization designs/postings/advertisements/etc. need to be approved by the Clubs and Events Staff. All poster and purchase designs can be uploaded to RIT CampusGroups for approval: http://cglink.me/s20365</p> <p>If groups or individuals wish to post any of the approved materials in the SAU and/or Campus Center, once the poster/flier design has been approved by the Clubs and Events staff, 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.</p> <p>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.</p> <p>All other student organizations (not supported by Campus Life), faculty/staff/departments or individual students enrolled in an academic program that want to post related to a project with their class can upload their postings for approval to RIT CampusGroups: https://cglink.me/2d1/s51909</p> <p>Number of Flyers in Each Area Per Event:</p> <ul style="list-style-type: none">● Student Alumni Union – 4 posters or flyers● Campus Center – 3 posters or flyers● Schmitt Interfaith Center – 2 posters or flyers● Outside – 2 posters or flyers● Suggested total = 11 posters or flyers <p>Approved Posting Areas managed by Center for Campus Life staff:</p> <ul style="list-style-type: none">● Student Alumni Union: Large wall by Nathan’s, hallway to Monroe Hall, A-Level bulletin boards by Music Rooms and Student Org Offices, outside wall opposite diagonal wall● Campus Center: Outside breezeway near Clark Gym, Campus Center lobby, 2nd Floor outside of Bamboo room, A-Level across from CLCE● Schmitt Interfaith Center “Other” posting area on bulletin boards, lower level bulletin board <p>*Prior permission to post must be received by location manager in order to</p>
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	advertise within RIT Dining facilities.
RITreat Lounge	Table tents may be used in this area without prior permission for approved designs.

POSTING IN OTHER RIT UNIVERSITY AREAS	
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Student Life Center	<p>The following list describes the required criteria for postings in the Student Life Center:</p> <p>The Center for Recreational Sports and Wellness Education advertisements are automatically approved and the “Tiger Approved” stamp is not required.</p> <ul style="list-style-type: none"> ● Other advertisements must receive prior approval from the Student Life Center main office as depicted by the “Tiger Approved” stamp. ● Non-RIT advertisements may be approved on a case-by-case basis, but they are not typically approved. ● Non-recreation and wellness advertisements must include: <ul style="list-style-type: none"> ● *Name of organization, club, or RIT college ● *Date, time, and location of program ● They will accept up to four posters. ● Designated posting space includes the Cage bulletin board and the M/W locker room display cases, and other space deemed appropriate by management. ● Posters or flyers must be affixed with thumbtacks, pushpins or masking tape. <ul style="list-style-type: none"> *Masking Tape-for walls/windows/railings *Thumbtacks-for display boards *Cling-for windows ● Posters or flyers must be limited to one per bulletin board per event. ● Posters or flyers may not be placed on interior or exterior walls, floors, doors, or windows. <p>Materials will be removed after the event takes place.</p>
Academic Areas	<p>Most academic buildings have bulletin boards designated for hanging of flyers (i.e. College of Engineering, College of Liberal Arts, and College of Art and Design). We suggest that you contact the Dean’s office to determine which boards or stairwells are appropriate for signage in each academic area.</p>
University Arenas	<p>No posting is allowed in any of the University Arenas. This includes the Frank Ritter Ice Arena, Gordon Field House and Activities Center, and the Gene Polisseni Center.</p> <p>For any questions or further inquiries about posting within these spaces, contact Gianna Sarkis at gianna.sarkis@rit.edu.</p>

RIT Bus Shelters	<p>Recommended sizes include: 8.5"x11" to 2'x2'. No duct tape or masking tape. Use gaffer or blue painter's tape.</p> <p>Posting is allowed on the inside and with gaffer or painter's tape ONLY.</p>
Wallace Library	<p>Advertisements for bulletin boards in the Wallace Library must be approved and stamped at the Circulation Desk.</p>
CSD Student Development Center (SDC)	<p>Important Information:</p> <ul style="list-style-type: none"> ● Advertisements and banners for the SDC must be approved and stamped at the front desk in the NTID Student Life Team office (SDC 1200). ● Non-RIT/NTID advertisements may be approved on a case- by- case basis, but they are not typically approved. ● We will accept up to six posters. ● Student Life Team staff will post approved materials. ● Banners, posters and flyers must be affixed with blue scotch tape only – not staples, clear tape, duct tape, glue, pushpins, or thumbtacks. ● Materials will be removed after the event takes place. ● Advertisements and banners posted in the SDC that have not been approved and stamped will be removed. <p>Permitted Areas:</p> <ul style="list-style-type: none"> ● Designated bulletin boards ● Banners may be hung on the second floor circular balcony railing by Student Life Team staff <p>Non-Permitted Areas:</p> <ul style="list-style-type: none"> ● Flyers and posters cannot be posted on hand railings, walls, or furniture, and they may not be taped to the ground or stairs. <p>Please contact the Student Life Team with any questions or concerns regarding posters or posting procedures for the CSD Student Development Center:</p> <ul style="list-style-type: none"> ● Email: studentlifeteam@rit.edu ● Phone/VP: 585-286-4629 ● Office Location: SDC 1200

Residence Hall Locations

Residence Hall Side of Campus and On-Campus Apartments	<p>Chalk can be used on the ground.</p> <p>Gaffer tape, duct-tape, and chalk are not permitted on any vertical surface in residential areas.</p> <p>Digital materials are preferred in lieu of posted materials for distribution to residential students. For more information please contact the Center for Residence Life via email residencelife@rit.edu. Posting hard copy materials is permitted in the Residence Hall Tunnels per the conditions below.</p>
Residence Hall Tunnels	<p>Posting in the residence hall tunnels is permitted in designated areas only. This includes bulletin boards, laundry rooms, outside of the Corner Store, and other labeled posting areas.</p> <p>Posting over murals is not permitted.</p>

Non-RIT Materials	
Non-RIT Materials	Postings from outside of RIT can be uploaded to RIT CampusGroups for approval through here: http://cmlink.me/s31859

Tips for Posting

- Display screen advertisements (LCD), paper banners for hanging in the Student Alumni Union, social media advertising, table tents, breezeway advertising, window painting, and other artwork can be requested through the Center for Campus Life Design Request <http://cmlink.me/s20365>

Contact the Center for Campus Life, Welcome Center at 585-475-6991 should you have any questions.