

**Residence Life Designated Posting Protocol
for Residential Spaces
2024-2025**



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 that wish to post flyers or other marketing materials in Residence Life Spaces. Other locations on campus may have their specific posting guidelines, please consult with their RIT websites for this information.

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 whenever possible. 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 Residence Life does not endorse the content of the advertisement or the programs or services that a posting promotes.

All postings in Residence Life spaces must go through the proper process and be stamped by Residence Life staff members, and posted by approved Residence Life staff members. (see page 6). Postings must contain all information that is relevant to the event. 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 Residence Life reserves the right to make decisions regarding the approval of what is to be posted. The Center for Residence 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 the implementation of changes in the next academic year.

B. Scope

The Center for Residence Life Posting Protocol pertains to all residential spaces on campus. For non-residential spaces, individuals should be referencing the relevant policies for posting in other university areas. Relevant policies include but are not limited to the [Posting Procedures in Campus Center, Student Alumni Union, Schmitt Interfaith Center, and Campus Life Managed Outdoor Spaces](#). This Campus Life policy includes guidance on posting approvals, chalking, rock painting, and other relevant information related to, but not encompassed within this document.

C. Defining Residential Spaces

Residential spaces include but are not limited to 175 Jefferson Road, Carleton Gibson Hall, Eugene Colby Hall, Frances Baker Hall, Fredericka Douglass Sprague Perry Hall, Global Village Plaza, Grace Watson Lobby, Greek Circle, Helen Fish Hall, Mark Ellingson Hall, Perkins Green Apartments, Peterson Hall, Residence Halls A, B, C, and D, RIT Inn, Riverknoll Apartments, Sol Heumann Hall, University Commons Suites.

D. Type of Postings

Type	Materials	Measurements	Posted by
Flyers	Cloth, Paper	8.5"x11"	Center for Residence Life Staff
Posters	Cloth, Paper	11"x17"	Center for Residence Life Staff

E. Requirements for all advertisements

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

F. Approved posting areas:

Residential Life Staff will post flyers in the Designated Posting Areas below:

Gracies Tunnel Connection 4x4
BakerFit 3x3
Gleason Laundry Room 4x3
Gleason Exterior Entrance 5x5
DSP Corner Store no need
Colby Arts 5x4
Sols Underground 5x4
Sol Laundry Room 5x4
Gibson Laundry Room 4x4
Ellingson Laundry Room 5x4
Grace Watson Lobby no need

G. Where NOT to post

Approved postings for Residential Life Spaces will be stamped by Residence Life staff members and posted by Center for Residence 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, handrails or stairs

H. 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

I. Posting and Removal

a. Following approval, if groups or individuals wish to post in a Residential Life space, 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 Residence Life Service Desk to be stamped and distributed to the 10 designated posting locations.

b. Any flyer without a Residence Life stamp or posted by a group or individual and not designated Center for Residence Life staff will be removed, regardless of whether the design has been approved.

c. All advertisements will be removed by Residence Life staff after the event.

d. General advertisements with no specified date will be removed after 10 days.

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, Residence Life Staff, or Facilities Management Services is permitted to remove signage.

J. 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 that are not in compliance with the regulations will be removed by the Center for Residence Life staff. The sponsoring individual/organization may be notified.

K. Apartment Area Postings

The Apartment Area encompasses all spaces in Perkins Green, University Commons, Riverknoll, Global Village, Greek Circle, and 175 Jefferson.

In the Apartment Area, Residence Life will not approve physical flyers or posters to be hung within these communities. Postings for these communities will be accepted in a digital format to be included on digital displays or for dissemination through other digital formats (ie: Residence Life Community Newsletters). The format for dissemination will be determined by Residence Life.

The exception for these communities is University Commons which does not have digital displays in common areas. For University Commons, Residence Life may approve paper postings to be hung in the display cases within each building's entryways.

Exceptions to this guidance may be granted for postings pertaining to legitimate business operations in support of the residential community.

For posting in the apartment communities, students will forward the approved email from Campus Life along with a digital copy of their posting to residencelife@rit.edu. Digital postings should be 1920x1080 in dimensions.

Residence Life Tunnel Designated Posting Protocol

Posting is only allowed in the 11 designated areas in the tunnels.

Posting Approval Process:

- Students will show the approved email from the Center for Campus Life to the Residence Life Service Desk worker.
- Once the Residence Life Service Desk has verified the flyer, they will stamp the 11 flyers and have them posted by the end of the day.
- Once the event is completed, Residence Life will remove the flyer.
- Any flyer not stamped by Residence Life will not be approved.

Flyer Removal:

- Any flyer not in the designated areas will be removed.
- Any flyer not approved by Residence Life will be removed

Please use [this link](#) to submit your flyer for approval:

Designated Posting Areas:

Gracies Tunnel Connection
BakerFit
Gleason Laundry Room
Gleason Exterior Entrance
DSP Corner Store
Colby Arts
Sols Underground
Sol Laundry Room
Gibson Laundry Room
Ellingson Laundry Room
Grace Watson Lobby

**Contact the Center for Residence Life at 585-475-3104
should you have any questions.**