

Residence Hall Posting Policy

Purpose

To establish clear guidelines for the posting of materials within RPI residence halls, ensuring such postings are appropriate, non-disruptive, and contribute positively to the residential community.

Scope

This policy applies to all postings within RPI-operated residence halls, including flyers, posters, banners, and digital materials.

Eligibility to Post

- Only RPI-affiliated, recognized entities may request to have materials posted within SLL operated residence halls.
- Outside organizations may not post materials directly. However, materials from external groups may be posted only if they are sponsored by a recognized RPI department or organization and:
 - Receive prior approval from the Office of Student Living and Learning.
 - Are delivered to the Office of Student Living and Learning at least ten (10) days prior to the program, event, or process being publicized.
- Printing and costs for any postings are the sole responsibility of the sponsoring department or group.
 - All materials must be pre-printed and physically delivered for review and posting.
 - Student Living and Learning will not print from digital files sent electronically.
- Materials submitted must be able to be hung by painter's tape.

Approval Process

- All materials intended for posting must receive prior approval from the Office of Student Living and Learning.
- Materials should be submitted for review at least seven (7) business days before the desired posting date.
- Approved postings will receive an official stamp or notation from the Office of Student Living and Learning.
- Materials posted without approval will be removed without notice.

Content Requirements

All postings must:

- Clearly identify the sponsoring organization or department.
- Include contact information (email address or phone number).
- Provide event or informational details (date, time, location), if applicable.

Materials may not:

- Contain obscene, discriminatory, harassing, or inflammatory language or images.
- Promote illegal activity or violate RPI's Code of Conduct.

Posting Guidelines

- Only Student Living and Learning personnel may post and remove signs, fliers, posters, etc. in residence hall spaces.
- Postings are permitted only on designated residence hall bulletin boards or approved areas.
- Maximum size is 11" x 17".
- Postings may not cover or interfere with existing materials.
- Postings on windows, exterior doors, elevators, exterior walls, or outdoor structures connected to residence halls are strictly prohibited.
- Banners are not permitted by any group or individual except the Office of Student Living and Learning.

Duration and Removal

- Every sign must have a clearly visible and legible takedown date on the bottom right corner.
- Event-related materials will be removed within three (3) days after the event concludes.
- General information postings (with no specific date) may be displayed for a maximum of three (3) weeks.
- Entities seeking a longer posting duration must receive advance permission from the Office of Student Living and Learning.
- The Office of Student Living and Learning reserves the right to remove signs that are in unsightly condition or that contain outdated information.

Enforcement and Sanctions

- Failure to follow this policy will result in immediate removal of unauthorized postings.
- Repeat violations may result in loss of posting privileges or a formal administrative response, including possible referral to the Dean of Students Office.

Exceptions

- Any exceptions to this policy must be requested in writing and approved in advance by the Office of Student Living and Learning.
- The Office of Student Living and Learning may temporarily amend this policy in support of major university programs and initiatives.

Contact:

To submit materials or for questions regarding this policy, contact:

Office of Student Living and Learning

Email: reslife@rpi.edu

Phone: 518-276-6284

Location: Commons West