



Dean of Students

Sign Policy

All members of the RPI community are expected to abide by the campus sign policy for non-residential buildings that is detailed below. This policy was developed to regulate the style, content, and posting of signs and posters as a means of reducing the litter and visual clutter on campus. No business or organization external to the RPI community may post anywhere on the RPI campus without the express permission of the Center for Career and Professional Development, RPI Union Executive Board, the Dean of Students Office, or an Academic Department of the Institute. It is important that this policy be reviewed before signs are posted.

Definition

The term *sign or poster*, as used herein, refers to any written or graphical material on paper, cardboard, cloth, or any other materials placed on campus for public display for the purpose of advertising or information dissemination.

Style and Content

1. The Institute reserves the right to remove signs deemed to be graphically inappropriate, profane, libelous, in unsightly condition, or that contain outdated information.
2. The name and email address of the group or person posting the sign must be on each sign.
3. Every sign must have a clearly visible and legible takedown date on the bottom right corner; signs not advertising an event date should also include the original

posting date. For signs advertising events, the takedown date must be at most three days after the event. For all signs not advertising an event, the takedown date must be at most three weeks from the date they are posted.

4. Signs may be carried if they do not disrupt classes, traffic, or other educational and administrative functions of the Institute or members of the community.
5. All signs advertising events must include the date of the event.
6. Signs from external organizations must clearly identify the RPI organization sponsoring the poster and include contact information for the external organization.

Posting Signs

1. Do not use materials that may be damaging to the postering surface, such as nails, screws, chalk, adhesive-backed signs (bumper sticker type).
2. Do not paint directly on surfaces.
3. Do not use duct tape.
4. Outdoor signs must not be posted on telephone or power poles, lamp posts, trees, fences, doors, windows, benches, or the ground. [Note: Signs may be posted on the 15th Street Footbridge as long as they do not stick out or block use of the guardrail.]
5. Outdoor signs must also not be posted on Institute buildings with the exceptions of the Low Center for Industrial Innovation (CII), Darrin Communications Center (DCC), and the Jonsson Engineering Center (JEC).
6. Signs must not be posted on the internal walls, floors, carpets, or doors of any building except as permitted by those having jurisdiction over that building.
7. Signs must not be posted in such a way as to cover or obscure signs already on display.
8. No sign may be posted in excess, as defined by the Director of Student Activities in the RPI Union, at any postering location.
9. Signs placed or carried in a building must comply with rules established by those having jurisdiction over that building.

10. No sign shall be posted in such a way that its removal shall be excessively difficult or dangerous.

Posting Banners

1. Banners may be hung with string on the footbridge, and if requiring the use of a ladder to hang, must be approved by the Director of Student Activities in the RPI Union or the Dean of Students Office.
2. Banners hung overhead in the CII walkway must be approved by the Director of Student Activities in the RPI Union.

Posting on Outdoor Bulletin Boards

1. Only signs containing information pertinent to Institute activities or interests may be posted in campus bulletin spaces.
2. Signs may be mounted on bulletin boards only with thumbtacks and staples.
3. No more than one of any particular sign may be posted on any side of a bulletin board.
4. Signs posted on bulletin boards may not have an area greater than 4 square feet.

Removing Signs, Posters, or Banners

All removed signs must be disposed of properly on or after the takedown date by any member of the Institute community. Signs advertising events must be removed by the person or group posting the sign within three days following the event. All other signage must be removed within three weeks of posting. Properly posted signs may not be removed, unless as authorized by the person or group posting the sign, before these established dates. A group or individual may remove any sign on or after the takedown date to place a new sign.

Campus Buildings & Grounds may perform a takedown of posters with express notification and subsequent approval from the Dean of Students, the Grand Marshal, and the Director of Student Activities when postering reaches an excessive amount or at the start/end of a semester.

Takedown dates shall not apply to signs set up by the RPI Union containing information about this policy.

Enforcement of Rules

Revisions to this policy must be approved by the Student Senate and the Dean of Students Office. In extraordinary cases, these rules may be waived by the Director of Student Activities, the Grand Marshal, the Dean of Students, the President, or one of the Vice Presidents/Provosts of the Institute. Disagreements concerning waiving and interpretation of rules shall be resolved through discussion by these parties.

Potential outcomes for sign policy violations may include:

1. Immediate removal of signs
2. Written warning from the Dean of Students Office and/or Campus Buildings & Grounds
3. Referral to the Dean of Students Office
4. Removal of privileges to poster in the RPI Union
5. Monetary fines levied by the Executive Board on funded clubs
6. Removal of privileges to poster on campus

These rules will be superseded for student political signs during campaigning for student elections by the election rules passed by the Student Senate.

Contact Office: Rensselaer Union & Student Engagement