

Rensselaer Polytechnic Institute Sign Policy

All students and student organizations are expected to abide by the campus sign policy 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. It is important that this policy be reviewed before signs are posted.

I. Definitions

A. The term “sign,” as used herein, refers to nonpermanent written or graphic material on paper, cardboard, cloth, or other materials placed on public display for the purpose of advertising or information dissemination.

B. Only those advertising activities of the Institute or Russell Sage College and their departments will be considered official signs. All other signs will be considered unofficial.

II. Style and Content

A. Signs must not contain anything of a libelous nature. The Institute reserves the right to remove signs deemed to be graphically inappropriate, profane, libelous, in unsightly condition, or conveying inaccurate or outdated information.

B. The name of the group or person posting the sign must be on each sign.

C. Every sign must have a clearly visible and legible date on the bottom right corner. For signs advertising events, this must be the day after the event. For all other signs, this must be 1-15 days from the date they are posted.

D. Signs posted on behalf of any group must contain at least one form of contact information.

E. Signs may be carried as long as they do not disrupt classes, traffic, or other educational and administrative functions of the Institute or members of the community.

F. All signs advertising events must include the date of the event.

G. No for-profit business external to the RPI community may post anywhere on the Rensselaer campus without the express permission of the Career Development Center, a Rensselaer Union club or organization, the Dean of Students Office, or an Academic Department of the Institute.

III. Posting Signs

A. Locations for posting signs:

1. Outdoor signs must not be posted on telephone or power poles, trees, fences, doors, windows, benches, or the ground. 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).

2. 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.

3. Banners are not typically permitted on the 15th Street walkway bridge. Any exception to this must be pre-approved by the Dean of Students and the Activities Coordinator in the Rensselaer Union. Signs may be posted on the footbridge handrails, but only with masking tape.

B. Properly posted signs advertising events must not be removed prior to the event(s) advertised unless the group or individual which posted the signs authorizes such removal. All other signs may be removed two weeks after posting.

C. Signs must not be posted in such a way as to cover or obscure signs already on display.

- D. No sign may be posted in unreasonable quantity in any particular space.
- E. Nails or any material damaging to the environment must not be used to post signs. Signs may be mounted on bulletin boards only with thumbtacks and staples. Nails, chalk, adhesive-backed signs (bumper sticker type), and direct application of paint to any surface are prohibited. Duct tape is prohibited with the sole exception of brick surfaces (i.e., the exterior of the JEC).
- F. All signs remaining on display must be removed by the groups or individuals that posted them in a timely fashion. Signs advertising events must be removed within three school days following the event. All other signs must be removed within 17 days of the date of their posting.
- G. Signs placed or carried in a building must comply with rules established by those having jurisdiction over that building.
- H. No sign shall be posted in such a way that its removal shall be excessively difficult or dangerous.

IV. Use of Outdoor Bulletin Boards Meant Specifically for Sign Display Purposes

- A. Only signs containing information pertinent to Institute activities or interests may be posted in campus bulletin spaces.
- B. No more than one of any particular sign may be posted on any side of a bulletin board.
- C. Signs posted on bulletin boards may not exceed two feet in any orthogonal dimension.
- D. A group or individual may remove an outdated sign to place a new sign on a bulletin board. All removed signs must be disposed of properly.
- E. Locked outdoor bulletin board space shall be available to the Institute administration, Faculty Senate, and Student Government, to be divided and apportioned as these groups arrange.

V. Enforcement of Rules

- A. Potential outcome of sign policy violations include:
 - 1. Immediate removal of signs;
 - 2. Disciplinary action.
- B. These rules will be superseded for student political signs during campaigning for student elections by the election rules passed by the Student Senate.
- C. In extraordinary cases, these rules may be waived by the Coordinator of Student Activities, the Grand Marshal, the Dean of Students, the Chairperson of the Faculty Senate, and the President or Vice Presidents of the Institute. Disagreements concerning waiving and interpretation of rules shall be resolved through discussion by these parties.
- D. Revisions to this policy must be approved by the Student Senate, the Faculty Senate, and the Dean of Students Office.

Appendix: Building Coordinators' Contact Information

Building	Coordinator	E-Mail	Extension
Academy Hall	Jaye Vien	vienj@rpi.edu	6268
Armory	Robert Keyes	keyesr@rpi.edu	8038
Amos Eaton (1st/2nd floor)	Shannon Carrothers	bornts@rpi.edu	6354
Amos Eaton (3rd/4th floor)	Michele Kronau	kronam@rpi.edu	6346
Biotech	Sonny Ratual	rataus@rpi.edu	2257
Carnegie	Heather Hewitt	hewitt@rpi.edu	4379

Chapel & Cultural Center	Eric Smith	smithj3@rpi.edu	7793
CII/JEC	Phylis Federici	federp@rpi.edu	8817
Cogswell Lab	Ron Bailey	bailer@rpi.edu	4856
Commons Dining Hall	Patty Stargensky	Stargp@rpi.edu	2096
Field House	Norris Pearson	pearsn@rpi.edu	6121
DCC	James Evans	evansj2@rpi.edu	6646
Mueller Center	Steve Allard	allars@rpi.edu	2874
Folsom Library	Bob Mayo	mayor@rpi.edu	8303
Greene	Christine Dickson	dicksc@rpi.edu	6457
87 Gym	Jerry Davis	davisg@rpi.edu	8824
Heffner Alumni House	Lindsay Shea	sheal@rpi.edu	8719
Campus Housing	Melissa Powers	powerm2rpi.edu	6284
West Hall	Ed Jackson	jackse@rpi.edu	6597
J-Rowl Science Center	Sam Waite	waitsc@rpi.edu	6305
Lally	Chris Coonrad	coonrad@rpi.edu	8412
Russell Sage Dining Hall	John Fusco	fuscoj2@rpi.edu	6043
MRC	Ray Dove	dover@rpi.edu	4079
Pittsburgh	Beth Macey	maceyb2@rpi.edu	2388
Student Union	Jean Purtell	purtej@rpi.edu	6505
Student Union Dining	Robert McIntosh	mcintor@rpi.edu	6502
Ricketts	Rose Primett	primer@rpi.edu	6378
Russell Sage Lab	Joann Drost	drostj@rpi.edu	6576
VIC	Leanne Hanlon	hanlol@rpi.edu	8527
Walker Lab	Tim Walsh	walsht@rpi.edu	8474
West Hall	Laura Garrison	garril@rpi.edu	8362