



# POLICY AND PROCEDURE MEMO

SUBJECT: Rochester Community Center Main Hallways

NO.

DATE: 3/12/2021

DocuSigned by:

Blaine Cox

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CITY MANAGER

## I. STATEMENT

The purpose of this document is to provide overall guidance and direction to staff and tenants working in the Rochester Community Center. The mission is to make the common areas of the Community Center safe, more accessible, and easier to navigate for Rochester residents and visitors.

## II. PROCEDURE

### Signs and Way-finding

1. The City of Rochester is responsible for the way-finding systems and interior signage within the main hallways of the Community Center. The goal of these systems and signage are to create a cohesive and uniform environment as well as a sense of safety and security.
2. Each tenant will be provided an 11x17 lucite sign holder. Each sign will include the business/organization's name and suite number. All signage will be consistent throughout the building. Any changes or customizations must be approved by the Public Information & Community Engagement Office.
3. Tenants are allowed to display an additional sign on the main door of the entrance to their suite.
4. Tenants and visiting organizations/rentals/groups are not allowed to install/tape/display signs, announcements, banners or otherwise to the windows, walls, or floors of the Community Center main hallways. Any such displays, banners, signs, posters/flyers will be removed.
5. No signs, easels, banners, or sandwich boards of any kind can be displayed or placed in the general hallway. Any displays must be placed within the tenant's suite.

### Bulletin Boards

1. Bulletin boards must be installed on the walls inside the tenants doorway, not the general hallway. All bulletin boards that are currently installed outside doorways will be considered "grandfathered" and will be allowed to continue.
2. Bulletin boards must be kept clean. All posts must be attached to the physical board, not the wall. Any posts on the wall will be removed and discarded.
3. Tenants are allowed to tape announcements/flyers to the main door of their respective suite if there is no bulletin board nearby. Signs, posters, or flyers on the walls or windows of the Community Center hallway are not allowed and will be removed and discarded.

### Events

1. The only instance where additional signage is allowed without approval is for an event.



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2. Tenants are allowed to display up to 2 free-standing temporary signs in the halls. The signs can not block any emergency exits, elevators or stairways, or doorways. Signage must be free-standing and cannot be attached to walls, doors, or windows. Acceptable signage includes banners, easels, sandwich boards.
3. Signs can be displayed for up to 8 hours at a time per day. Signs must be temporary and removed promptly at the end of the event. Events occurring more than once per week are not considered "events" and consistent signage will not be allowed.
4. Signs must be stored away when not in use.

### Art in the halls

1. Art on the walls of the Community Center is not to be touched, relocated, or removed without permission of the Rochester Museum of Fine Arts. Any such instance will be considered vandalism.

### Safety

1. To reduce the risk of tripping hazards, and to keep a clear path in the event of an emergency, nothing is allowed to be placed in the hallway of the Community Center without expressed permission of the Public Information & Community Engagement Office. If it touches the floor of the main hallway, it's not allowed and will be removed immediately without notice. Free-standing temporary banners for one-time events excluded, refer to the Events section above.

### Other

1. Any property left outside tenant suites, in the restrooms, or in the hallways will be removed. The city reserves the right to remove anything that violates these rules for the Community Center main hallways.

### Changes and Proposals

1. Any changes to signs or proposals for additional signage, displays, posters/flyers, or otherwise must be approved by the City's Public Information & Community Engagement Office. Contact [matthew.wyatt@rochesternh.net](mailto:matthew.wyatt@rochesternh.net) or (603) 330-7195 for any inquires or requests.