Lycoming College Student Organization Event Policy

Updated as of August 2015

The Office of Student Programs and Leadership Development (OSPLD) promotes the personal growth and intellectual development of students through co-curricular programs. Just as the classroom experience provides a forum for new thoughts, ideas, and opinions, so does co-curricular programming (Excerpt from Student Programs and Leadership Development Mission Statement.) Towards that end, OSPLD actively encourages officially recognized student organizations to plan and implement events for the campus community.

The following policies and procedures must be taken into consideration when planning events. The order of the list here can be considered as a sequence of the process to plan an event.

1) Organization Event and Meeting Period:

In order to fully support the educational mission of the College, student organization activities must be held during the dates of each semester where classes are in session. The final date each semester on which student organization events, activities, meetings, etc. may occur is the official last day of classes taken from the official College Academic Calendar. Although normally no Event or Room reservations will be approved for student organizations for functions following the last day of classes, special, yet limited, consideration will be made for programs to be held on Commencement Weekend, provided that the scope and nature of such proposed events are not otherwise being offered as part of the College’s official Commencement Weekend activities. In some cases, additional clearance to allow such events during Commencement Weekend may need to be obtained by OSPLD prior to event approval.

2) Event Registration:

Any student organization holding an event either on or off campus must submit a Student Organization Event Registration form. Please go to the Student Club and Organization page for all forms: http://www.lycoming.edu/studentprograms/policies.aspx.

The student organization advisor must sign the Event Registration Form. Upon signing the Event Registration Form, advisors should have active knowledge of not only the purpose and plans for the event but also the means by which the group is ready/willing/able to execute the event plans themselves. If OSPLD has questions about an event, both the Officers and the Advisor for the organization should ideally be able to answer basic questions about the event.

Permission/approval to hold your event is contingent upon written approval upon this form by a staff member of the OSPLD. Notification is done via campus mail. If an event is not approved, notification is done via email or telephone. It is important to check your campus mail for your approved Event Registration Form. If you have questions about the status or your Event Registration Form, please call us or stop by the office. No further planning activities should be undertaken for the event until after approval for the event has been granted and received by the organization.

Student Organizations may concurrently submit the necessary room reservation form to be processed after the event has been approved. Event Registration forms must be submitted with an absolute minimum of seven calendar days notice. Event Registration forms submitted with less than seven calendar days notice are subject to denial. The scale and/or size of certain events will sometimes necessitate that events must be planned much earlier than the seven calendar day deadline for Event Registration Forms. Therefore,
the OSPLD reserves the right to deny approval on events the Office deems needs more time for proper implementation.

3) Funding of Events:

If funds allocated from the Student Senate of Lycoming College are to be utilized for the event, the group must have been allocated moneys specifically for the event in question. OSPLD will cross reference budgets in the Event Registration Form approval process. Organizations using alternative means to fund events or contracted services must be able to demonstrate that other sources are able to fully fund the event. Events not deemed to have sufficient funding sources will not be approved.

4) Room Reservations:

Events held on the Lycoming College campus must also have the appropriate room(s) reserved and should be filed within seven business days in advance of your event. Please see the Scheduled Events and Facilities website for a full description of all policies and procedures for reserving space on campus: http://www.lycoming.edu/studentprograms/events.aspx. Groups should take note that they should not actively plan on campus events until an appropriate room has been approved for use. Room Reservation approvals are granted via email with a corresponding room reservation confirmation number in the subject line. This Confirmation Number is utilized by various campus departments. Any communication with B&G, OSPLD, Safety and Security, Dining Services, should reference this confirmation number, along with the date and location of the room being used.

The following rooms/areas are scheduled directly through the OSP/LD:

<table>
<thead>
<tr>
<th>Jonas Private Dining Room (28)</th>
<th>Jane Schultz Room (110)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Board Room (25 max)</td>
<td>Wertz Conference Room (40)</td>
</tr>
<tr>
<td>Burchfield Lounge (Receptions)</td>
<td>Jack’s Corner</td>
</tr>
<tr>
<td>East Hall Coffeehouse (14 lg rounds w/8chairs)</td>
<td>Quad/Volleyball Pits</td>
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<tr>
<td>East Hall Coffeehouse (sm round tables w/chairs)</td>
<td>Lynn Science Center Group Study Rooms</td>
</tr>
</tbody>
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The following rooms/areas must be coordinated with other offices first, then reserved on EMS:

<table>
<thead>
<tr>
<th>Classrooms (AC, LSC, Fine Arts &amp; Heim) – Registrar’s Office</th>
<th>Chapel – Music Dept</th>
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<tbody>
<tr>
<td>Residence Hall Lounges – Student Life Coordinators</td>
<td>Mary L. Welch Theatre – Jay Innerarity</td>
</tr>
<tr>
<td>Blue PDR Room &amp; College Guest Suite – President’s Office</td>
<td>Honors Hall – Performance Hall – Music Dept</td>
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<tr>
<td>Gym/Football Stadium – Physical Education Dept</td>
<td>Honors Hall – Stu Lounge/Mtg Rm – UCM Office</td>
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<tr>
<td>IM Fields/Recreation Center – Rec Center Director</td>
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To reserve any area, you MUST fill out a facility scheduling form. Found at Lycoming Home Page, http://www.lycoming.edu/; Click myLyco – log in; Click Reserve Space on Campus; Click on http://virtualems.lycoming.edu; Click My Account and log in.

It is always best to plan in advance. It takes time to contact and coordinate with other offices and B&G. No planning activities should be done for the event until after approval for the event has been granted and received by the organization.

Note: Give as much information as you can on the form. When someone calls and asks about a program, our Office can only relay the information on the form.
5) Private Dining Rooms (PDRs):

A Private Dining Room, commonly referred to as a PDR, is a private event for your organization held in certain rooms in the Wertz Student Center during specified lunch or dinner times. It is intended that PDR attendees utilize the meal served at a PDR as a replacement meal for the meal they would have received down in the dining hall. In other words, a meal substitution means that students on the board plan can eat their meal in the Private Dining Room rather than in the Dining Hall and will not be charged the catered meal price. Students participating on the "14 or 10 Plan" will be deducted one swipe.

Student organizations wishing to plan a PDR should stop by OSPLD to check for available dates. A room reservation form with OSPLD is needed prior to submitting a menu and guest list to Dining Services. Event Registration Forms are not needed for PDRs. Final online menu and guest list is due to Dining Services a minimum of seven business days prior to your PDR. You will need to have your reservation number, GL Account #, and student IDs before filling out the menu and guest list online.

Each officially recognized student organization is allowed a maximum of one lunch and one dinner PDR each semester. Student groups may not substitute a lunch or a dinner PDR for a corresponding opposite lunch or dinner PDR. Student groups may not have more than two PDRs in one semester.

Dining Services is able to accommodate a maximum of two PDRs in any given meal period. Dates and availability go fast so signing up at the beginning of each semester is strongly encouraged.

Please note that students who fail to attend a scheduled PDR without 24 hours notice will be billed by Dining Services and/or forfeit a swipe. Outdoor Dining Events (BBQs/Picnics) are not eligible for Student Meal Substitution. These dining events will be charged the catered meal price.

Please see the PDR policy for more information on policies, guest lists and menus at: http://lycomingdining.catertrax.com/shopcatgroup.asp?id=2&intOrderID=&intCustomerID=

6) Lycoming College Policy on Food-Related Events:

Lycoming College has granted Parkhurst Dining the exclusive right to provide food for all scheduled food-related activities on campus. In their “risk management” role, Parkhurst has responsibility to ensure a reasonable approach to safe food handling and will review all requests for events serving food that is prepared or provided by individuals and/or organizations other than Parkhurst. If safe food preparation and handling cannot be assured, an event may not be allowed to take place. Please note that an event that will have food will need secondary approval on your Event Registration form prior to turning in your form to Student Programs. Please see the Student Club and Organization Policies page for all forms and additional policies: http://www.lycoming.edu/studentprograms/policies.aspx.

7) Fundraisers:

Events or activities that also serve as a fundraiser must be registered with the Dean of Student Affairs office. Campus facilities for student organization fundraising activities will not be approved until the fundraisers are registered and approved by the Dean of Student Affairs office. Please note that an Event Registration form is not needed unless you are reserving a space for your actual event at which fundraising will occur. For example, Event Registration forms are not needed for reserving tables on campus for selling items or tickets, etc, but a Room Reservation is still required.
If you need to order labels for a fundraiser letter that is being sent to homes, they are requested from the Dean of Student Affairs Office and Development Office when signing up for the fundraiser. You will need to submit a copy of the letter that you are sending to the Student Affairs and the Development Office when requesting labels.

8) Travel:

Any student organization wishing to travel on organization business or for events must comply with additional policies that govern such travel. Particular attention needs to be paid towards the use of rented vehicles via Enterprise Rent-A-Car for organization trips. OSPLD must coordinate the rental of vehicles for student organization trips. As with all other events, the ability to pay for renting needed vehicles must be demonstrated via an allocation from the Student Senate of Lycoming College or another funding source. Vehicles will not be rented for the organization without first demonstrating the ability to pay. Please go to the Student Club and Organization Policies page for all forms and additional policies: http://www.lycoming.edu/studentprograms/policies.aspx.

9) Special Notation for Showing Films/Television:

Federal copyright laws govern how copyrighted materials, including films may be used. Videos and DVDs purchased or rented by an individual or an organization are intended for personal use only. "Public performances" are not allowed under the law, hence the warning notice at the beginning of all videos or DVDs that are restricted in this way.

Public performance settings include but are not limited to, the Wertz Student Center, residence hall lounges, Lamade Gym and the Recreation Center, Clarke Chapel, Honors Hall, outdoor screenings, and spaces in all academic buildings. The fair use for educational institutions is very limited in scope. In fact, only classes for academic credit or which are restricted to enrolled class members may show films in these spaces without creating a public performance.

In order to show a copyrighted film/video on campus, you must obtain a “public performance license” from the film’s distributor prior to the screening. There is generally a fee for the license, and fees can be substantial depending on the film, size of the audience, and number of showings. Showing a film free of charge does not mean that you do not need a license and it does not affect the license cost.

If you are interested in showing a copyrighted film/video on campus, please contact OSPLD and fill out and submit the Lycoming College Club and Organization Film Screening Form by going to the Student Club and Organization page for all forms: http://www.lycoming.edu/studentprograms/policies.aspx.

We will work with our film distributor contacts and we will contact you with the film information and pricing. Requests must be submitted a minimum of two weeks prior to the screening date.

Thanks to the generous co-sponsorship of the Snowden Library, Residential Life, and the Communications Department, we have secured a resource to provide you a list of films that are no longer copyrighted and thus in the public domain. Why is this important? Well, it means you can show a film that is in the public domain without first acquiring screening rights (commonly in the form of a public performance license) to show it at an event or program. For this great new public domain film resource, go to the Snowden Library. It is: Film Superlist: motion pictures in the U.S. public domain, created by Walter E. Hurst. Ref. PN1998.H85 1992 v.1-3.
10) Contracts for Outside Services and Events:

Any event where a student group “hires” the services of any performer/lecturer or reserves an off-campus banquet facility or a bus for a trip, etc., these will necessitate the issuance (usually by the person or firm you are booking services with) of a contract. Organizations and advisors are not authorized to sign any contracts. Contracts must be immediately forwarded to the Director of OSPLD for review. Please allow a minimum of four weeks to process a contract.

Please note that the simple act of verbally requesting these contracts from a company constitutes a verbal commitment to the service, etc., in question and that commitment can be potentially legally binding. It is, therefore, very important, as part of a sound and thorough event planning process, to register your event, secure all of the funding, and reserve a room/venue for your event prior to requesting a contract. We cannot process a contract without being able to verify that all the funds are in place to satisfy the financial requirements of the contract.

In addition to the actual contract, the College adds an automatic attachment to each contract issued to us on behalf of recognized clubs and organizations. The attachment is called the Lycoming College Performance Contract Addendum. It includes a detailed set of standardized terms to add to the protection against typical problems that can arise when contracting the services of an outside performer. Please be aware that your group is responsible for upholding and following through the terms of this and any contract that entered into for services provided.

Furthermore, Lycoming College requires proof of General Liability Insurance in the amount of a minimum of $1,000,000 aggregate coverage for any contracted service or performer. Proof of insurance must be obtained from the company or artist prior to the contract being released back to the organization for processing of payment. OSPLD will typically (unless otherwise noted) request this document for you on your organization’s behalf. In some instances, the company or artist may not carry this insurance or in the minimum amount required. In these cases, we have a special waiver form called the Assumption of Risk in Lieu of Liability Insurance form to provide the company or artist. In order for our office to release the contract back to the sponsoring organization, we must have one of the above mentioned items first. It also means that the company or artist cannot provide the services in the contract without one of these above items. In other words, events are subject to cancellation if one of these two items are not on file with OSPLD. For risk management matters, this will be strictly enforced.

A final executed copy will then be returned to your organization (once all necessary paperwork is received including those mentioned above) from OSPLD so that group members may use it to fill out the necessary check requests for payment. Please allow enough extra lead time for the review process so you have enough time to get a check cut in a timely manner.

Please be aware this process of sending such contracts to OSPLD only applies to such agreements pertaining to student clubs and organizations.

For more information on Contracts, please go to the Student Club and Organization page for all forms: http://www.lycoming.edu/studentprograms/policies.aspx.

11) Equipment Requests for Events:

Student organizations often require special setups and equipment to make their events successful. Although it is often most helpful to know some of these things at the time the Room Reservation form is filled out, sometimes plans will dictate that equipment or tables and chairs be requested during the
remainder of the event planning process. Organizations are responsible for requesting what they need for events. Requests must be made in a timely manner subject to the policies and procedures of the particular department. Late or last minute requests may not be able to be granted based on available time to fulfill the request or based on if the necessary equipment is available. Event planners should follow up with departments to make sure requests are still “in the works” to be fulfilled. Such requests should be made with a bare minimum of seven business days in advance of your event.

You may request tables, chairs, risers, microphones, sound systems, podiums etc. for your program. Remember equipment requests should be listed on your facility form. If you are unsure of what you need at that time, you may send an email to the appropriate department with your equipment request. Please remember to reference your room reservation number and copy me (weaver@lycoming.edu) on your request but it must be submitted a minimum of seven (7) business days prior to the event date. It is your responsibility to check and make sure all items requested are there especially for a weekend event. (Check by 2pm day of event or Friday if weekend event so that you still have time to contact B&G if something is missing.) B&G does not come in on Saturdays or Sundays for setups. The items requested will be left in the room reserved and you will need to come early and set it up the way you want it.

To reserve any equipment, you need to request it on your facility scheduling form. Some of the items available are:

- *Stereo System ($25 Refundable Security Deposit) - OSP/LD
- *LCD Projector/Screen ($25 Refundable Security Deposit) -OSP/LD
- Overheads-Projectors-Screens - OSP/LD

* Return Policy - by noon the next day or by noon Monday after a weekend. If sound equipment or LCD projector is returned late, you will forfeit the $25 deposit. If the equipment is returned damaged, your group will forfeit the $25 deposit and will be charged for the necessary repairs.

For more information on the usage of campus facilities and requesting needs from other departments, please refer to this website: http://www.lycoming.edu/StudentPrograms/facilityusagepolicy.html.

12) Event Advertising:

Once a student organization event has been registered, groups are free to advertise their events. Student organizations should take care in the design and placement of advertising.

Rolls of colored paper are available in Wertz, OSP/LD to make signs, posters etc.. There is a work area and also a limited selection of markers available. The area is open as follows:

- Monday-Thursday: 8:00 a.m. - 10:00 p.m.
- Friday: 8:00 a.m. - 4:30 p.m.
- Saturday: none
- Sunday: none

Remember DO NOT hang posters etc. on door windows or painted surfaces. If hung on a painted surface results in damage to the surface, your group may be held responsible for repair costs. Also please avoid using duct tape.
Please refer to the College’s Posting & Distribution Policy from the Student Handbook:


**Mass E-mail:**
Mass e-mails are sent out from OSP/LD. Please include which groups are to receive the email. Ex. students only; students/staff/faculty; staff/faculty only. Emails should be sent exactly how you want them sent out. Our Office reserves the right to edit as needed.

**Mail Room:**

Notices must be a minimum of 3”x5”. Do not just throw things into the mailbox. All on-campus group mailings (10 pieces or more) need to be in box order number and secured with a rubber band when given to the Mail Room. If in doubt, call the Mail Room at ext. 4310 during office hours.

**College Relations:**

College Relations Office, ext. 4037, is always looking for things happening on campus and off campus in the community.

**Labels and Lists:**

Labels/lists of students on campus or with home address can be ordered through the OSP/LD. Address labels and lists for faculty and staff may also be ordered. All requests should be made at least ten (10) business days before they are needed.

Alumni labels are requested through the Alumni Office, Long Hall and are to be requested at least two – three weeks in advance. If you receive information regarding an address change, notify the Alumni Office so they can update their records. This helps you because the next time you will get the correct information the first time round.

**Print Shop & Copier:**

Student groups may have printing done in the Print Shop located on the Franklin Street side of the Mass Comm Building. You need to have all copies camera ready and taken to the Print Shop at least 10 business days to two (2) weeks BEFORE you need it. Have a Print Shop Work Order completely filled out with GL Account to Be Charged. For date needed, do not use ASAP. For organizations only, there is a copier number you can use for a small number of copies in Student Life Office and OSP/LD. RAs should use a copier number from the Residential Life Office.

**Registered Student Organizations:**

You can pick up a list of all student organizations on file from the OSP/LD. To be recognized by the Student Senate and considered for funding, you must have a current constitution, officer’s list, and membership list submitted using the online web form at http://www.lycoming.edu/orgs/senate/neweluborgs/update.html. If you are not sure, call and check at ext. 4118.
13) Social Events Policy:

All social events at which alcohol is served must be registered through OSPLD via the Social Events Policy. In addition to the policy, OSPLD has developed a special form to be used in these cases. Please stop by OSPLD or see our website for the form. Groups should reference the Social Events Policy in the Student Handbook:  http://www.lycoming.edu/studentLife/studentHandbook/socialEventsPolicy.aspx.

14) Event Sponsorship Responsibility

Student Organizations sponsoring events bear full responsibility for both the conduct of participants at the event, as well as the care and safe use of the facilities and any College property/equipment for the event. Student Organizations will be billed for damage to facilities and/or equipment. Failure to comply with any of the guidelines in this policy and/or any other College Policy may result in disciplinary action taken against the organization including but not limited to possible suspension of registration, events and/or use of facilities.

15) Emerging Programs Grant

Funding is sponsored by the OSP/LD to aid student organizations in creating new and innovative programs beyond the constraints of the normal budget process. In order to qualify for these Grants, a Student Organization must demonstrate effective planning, creativity, and preparation to ensure success. Programs that have been offered by the Organization previously are NOT eligible for Grant Funds. A maximum of $200 is available for each program request. Programs that are on Friday and Saturday night will receive first priority.

Version 9, Updated August 28, 2015