



### ComMUnity Fest Guidelines

- **Set-Up:** The event will take place from 3:30PM – 6:30PM on Thursday, September 12, 2019. All participants are expected to be setup by 3:15PM and are expected to remain throughout the entire duration of the event. Rain location will be inside the Student Memorial Center.
- **Registration:** Registration is on a first come, first served basis. Registration will be capped at 50 registrants. Your organization's location will be selected by the committee and will be assigned based upon flow, availability, and guest experience.
- **Tables:** Each registered organization will be provided one standard 6-foot rectangular table and two folding chairs. Ice or cold storage of any kind will not be available during the festival.
- **Electricity:** Due to the open-air location of the event, electricity will not be available during the event.
- **Tents:** Canopies/Tents no larger than 10x10 are permissible, so long as they are securely anchored. If using stakes, stakes may not exceed 8 inches in length. (If you plan on bringing a tent/canopy, please indicate so on registration form)
- **Raffles:** Games of chance (raffle ticket sales, etc.) are not permitted without presenting a Small Games of Chance License issued by the Pennsylvania Department of Revenue.
- **Giveaways:** In addition to general information, your organization is encouraged to bring freebie items (coupons, products, promos, samples, etc.) to distribute to students. Many students are new to the Lancaster area and will want to connect with local organizations. Plus, college students love free items!
- **Prohibited Items:** The following items are not permitted to be given away, marketed, or sold on Millersville's campus:
  - Candles, strobe lights, decorative string lights, lava/oil lamps, slow cookers, crock pots, rice makers, grills of any kind, toasters, hot plates, animals, toaster ovens, e-cigarette/e-hookah, hookahs, wireless routers, space heaters, hover board, any type of sharp objects, guns or weapons; alcohol and other drugs
  - Open flames of any kind, explosives, grills, etc. are not permitted
  - Only Pepsi Company or Turkey Hill beverage products may be distributed/given away
  - Credit card applications of any kind are not to be handed out, distributed, or made available to guests.
- **Animals:** Only service or emotional support animals are permitted to accompany organizations and guests.
- **Interactions:** Organizations should not exchange *personal* information with students, including, but not limited to, phone numbers, addresses, social media accounts, etc. All participants invited to MU are expected to exhibit courteous and professional interactions with the MU community.



Center for Student Involvement and Leadership  
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- **Prohibited Vendors:** Promoting and/or encouraging start-up businesses, investments, self-employment, or work-from-home.
- **MU Values:** ComMUnity Fest serves as opportunity for the University to exemplify and celebrate our EPIIC Values with our community partners and MU family. Our EPIIC values, or core values, serve as a guiding principle to help us fulfill our mission, achieve our vision, and attain our goals. Please review our EPIIC values below to ensure your organization's messaging, products, and marketing compliment these values, so you are able to fully participate in ComMUnity Fest.
  - <https://www.millersville.edu/about/eppiic-values.php>
- **MU Policies:** Organizations are expected to review Millersville University's policies on:
  - Discrimination and Harassment Policy and Complaint Procedures
  - Alcoholic Beverages
  - Smoking Policy
  - Visit: <https://www.millersville.edu/about/administration/policies/>
- **Food Guidelines:** Organizations/Food Vendors are required to abide by the additional guidelines below:
  - No food (hot or cold) may be sold during the event. Food vendors are encouraged to provide small samples of their products to advertise to students. Tasting samples serve as a great opportunity to attract students to your place of business!
  - A copy of current valid Food Service License must be provided to the Center for Student Involvement & Leadership.
  - Food Trucks must provide a copy of the most recent Department of Agriculture Sanitation Inspection.
  - Only Pepsi products (carbonated or non-carbonated) or Turkey Hill products may be distributed on campus for sale or sampling.

### Questions?

**Contact the Center for Student Involvement & Leadership**

[csil@millersville.edu](mailto:csil@millersville.edu)

**717-871-7057**

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