STUDENT CLUB & ORGANIZATION

ON-CAMPUS EVENT
POLICIES & PROCEDURES
MANUAL

2019-2020

Millersville University
CENTER FOR STUDENT
INVOLVEMENT & LEADERSHIP
Division of Student Affairs and Enrollment Management

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**Student Organization On-Campus
Event Policies & Procedures**
Last Revised August 1, 2019

On-Campus Events

A student organization on-campus event (referred to as event hereafter) is defined as any program, activity, or formal gathering sponsored and/or organized by a registered student club/organization and occurring on/in the grounds/buildings of Millersville University. Events include, but are not limited to, movies, performances, lectures/speakers, concerts, competitions, socials, conferences, workshops, fundraisers, etc. Tabling, general meetings, rehearsals, and practices are considered on-campus events, but do not require event registration. It is the responsibility of the sponsoring student organization(s) to review and adhere to all student organization on-campus event policies and procedures as outlined below, the Millersville University Student Code of Conduct, and all local, state, and federal laws.

On-Campus Event Policies & Procedures

Event Planning:

- **Event Safety:** The sponsoring student organization(s) should refer to the Event Staffing Chart to determine whether Millersville University Police Department (MUPD) staff are required to be present at the event. If MUPD staff is required, the sponsoring student organization must abide by all on-campus event policies and procedures outlined in this document as well as the additional policies and procedures for events requiring MUPD found on page 6.
- **Space Reservations:** Student organizations are responsible for reserving event space(s) through Ad Astra. Two members from each organization are identified by the organization and granted reservation privileges during the annual Student Club and Organization Registration Process. Only these students who have been identified by the organization and the organization's advisor are permitted to reserve space on campus.
    - Student organizations are permitted to request event space through Ad Astra beginning May 1st for the following academic year. Only organizations that have completed the Annual Student Organization Registration Process are eligible to reserve space.
- **Fronting:** Student organizations cannot reserve on-campus space for individual students, another organization, or non-university groups. This practice is referred to as fronting and is strictly prohibited.
- **Registration:** All events must be registered through the Event Registration Form in Get Involved within 10 days of requesting the event space reservation in Ad Astra, or the event space reservation will be *cancelled* and released to other organizations.
- **Advanced Registration:** For adequate planning, all competitions, socials, performances, and events that require a signed contract and/or MUPD staff require advanced registration in Get Involved at least 4 weeks in advance of the event date. Here's a chart with more details.
- **Hours:** Events are not permitted between the hours of 2:00AM and 7:00AM unless an exception has been requested through the Event Registration Form in Get Involved and approved by the Center for Student Involvement and Leadership. Exceptions will only be considered based upon best practices and/or industry standards for the event.
- **Approval:** Events are *not* officially approved until the student organization(s) has registered their event in Get Involved and receives an *Event Approval* notification email. Depending upon the nature of the event, event approval may take up to 10 business days after the event has been submitted through Get Involved, so please register an event as soon as possible.

- **Marketing:** Event promotional materials cannot be distributed until an event has been registered and approved in Get Involved. Once approved, the student organization(s) must take printed promotional materials (flyers, posters, etc.) and the [Event Approval Certificate](#) (Event Approval Certificate may be printed on paper or presented electronically) to the Center for Student Involvement & Leadership to be stamped for approval. All promotional materials must accurately reflect the event information approved through Get Involved.
- **Pre-Planning Meeting:** Depending upon the nature of the event, members of the sponsoring student organization(s) may be required to attend an in-person Event Planning Meeting with campus partners that will be coordinated by CSIL. Failure to attend a required meeting may result in the event being postponed and/or cancelled.
- **First/Last Day for Programming**: The first day in the academic term to sponsor an event is the first day of fall/spring classes unless the event is a collaboration with a University department and approved by CSIL. The last day in the academic term to sponsor an event is the Saturday before finals week begins. Student orgs are not permitted to sponsor events during the summer/winter terms.
- **Revenue**: All proceeds generated from admission fees, donations, or any other means must be deposited into the student organization's SSI Bank Account.
- **Alcohol**: Millersville University is a "responsible use" campus which means that alcohol is not permitted on campus or any affiliated campus property or event without the express written permission of the Vice President of Student Affairs and Enrollment Management. Please refer to the Student Code of Conduct (Section B, V: 2. Alcohol) for a comprehensive review of Millersville University's Alcohol Policy.
- **Food**: Food and beverages served at *any* on-campus event must be catered by Millersville University Dining Services. This includes any food/beverages used for grilling, utilizing off-campus caterers/restaurants, and serving/selling food that has been prepared at home, in a residence hall, or off-campus.
  - **Exceptions:** An exception to the Dining policy may be considered for food that enhances the authenticity, uniqueness, and overall experience of the event (e.g., Multicultural Showcase serving food from diverse cultures), or Dining Services is unable to accommodate the catering request. An exception may be requested by completing the [Waiver of Catering Policy Approval Form](#) found on Dining and Catering's [website](#). Events will not be approved until the Waiver of Catering Policy Approval Form has been submitted and approved. *(If applicable)*
  - **Permissible Items:** Baked goods that are served at room temperature (e.g., cookies, brownies, etc.) and food that has been pre-packaged by the distributor (e.g., candy, chocolate bars, etc.) do not require a waiver to be served/sold.
- **Security**: Security for events must be provided by MUPD. If MUPD is not required at an event as determined by the Event Staffing Pattern Chart (pg 8), security may still be requested and paid for by the student organization.
- **Deny Services List**: Student organizations with outstanding balances with any University department or Student Services Inc. may be added to the University Denied Services List, which prohibits organizations from utilizing university resources and services including Ad Astra, Get Involved, Dining, etc. An organization is removed from the Deny Services List once all outstanding balances have been paid.

Event Registration Timeline

Depending on the nature of your event, the timeline for when the Event Submission Form should be submitted in Get Involved looks different. Student organizations are expected to follow this chart and please consult with the Center for Student Involvement and Leadership if you have any questions.

Event Registration Timeline	4 Weeks	3 Weeks	2 Weeks	1 Week	3 Business Days	Registration Not Required	Additional Requirements
Concerts/Performances (Open to Public)	X						May require a pre-planning meeting with CSIL
Concerts/Performances (MU Only)		X					
Events w/ Contracts	X						Contracts may NOT be signed by student until event has been registered and approved in Get Involved
Socials	X						Requires pre-planning meeting with CSIL
Organization/Club Meetings						X	
Tabling (Information Only)					X		
Movies				X			Movie screening license required
Fundraisers				X			
Health/Wellbeing Programs			X				Requires review by relevant department in Get Involved
Recreation				X			May require participant waivers provided by CSIL
Events w/ Minors	X						Requires a pre-planning meeting with CSIL
Off-Campus Trips/Programs						X	See Travel Folder on CSIL's Get Involved page for resources/travel support
Fraternity & Sorority Life (Minimum for ANY events)				X			
Club Sports Events			X				
SGA Funded Events		X					Note: Orgs requesting allocated funds from SGA must be submitted at least 30 days in advance on Get Involved
All Other Events					X		
	Note: If your event falls into more than 1 event category, the category with the greatest advanced registration will apply.						

Ware and Winter Center

Need to reserve space at the Winter or Ware Centers for an Event or Performance? Please go to the [Facility Usage](#) tab on ArtsMU.com or find [here](#) on the ASTRA webpage. There you will find descriptions of the Facility Use Application that best applies to your event/performance. Options include Internal, MU-related, External or Student Organization request. Instructions for completing the application are found at the beginning of the form and any questions can be directed to Alex Bender, X 4017.

The Facility Use Applications have been revised to conform to the University's Philanthropic Use of University Facilities (2/19) policy and must be completed for requests for use of Winter and Ware Center space.

Event Management:

- **Guest Management:** During the event, guests may be refused entry, denied re-entry, or asked to leave for one or more of the following reasons:
    - Non-Payment of admission fee (if applicable)
    - Appear Intoxicated or under the influence of drugs/alcohol
    - Disorderly conduct, disruptive behavior, or altercations before/during the event
    - Possession of firearms/weapons
    - Precautionary safety and security measures have stopped operating for the evening (see page 7)
    - Other behaviors, actions, or disruptions that may negatively impact the intended outcomes/success of the event, or overall safety and security of the event
    - Venue has reached capacity

- **Hosting:** Members and advisors of the sponsoring student organization(s) present at the event are expected to serve as hosts throughout the event, meaning they actively monitor the event by walking around and engaging guests, volunteers, and other event staff, proactively troubleshooting problems/concerns, and encouraging the safety, well-being, and satisfaction of those in attendance.
- **Minors:** Minors are not permitted to attend student organization events (or meetings/gatherings) with the exception they have a valid University Identification, *or* are accompanied by a parent or legal guardian who is present for the duration of the event. Events with minors must adhere to the Minors on Campus Policies and Procedures found on page 16.
- **Wrap-Up:** The student organization should not exceed the time limit of the reservation as specified in Ad Astra. The sponsoring student organization(s) must ensure all guests have vacated the event venue before leaving the venue.
- **Clean-Up:** It is the responsibility of the sponsoring student organization(s) to return the event venue to the original setup/condition in which it was found. This includes returning all furniture to its original location, removing all décor/debris, and returning the venue to the original condition/setup in which it was found.
- **Social Events:** Social events, defined as events organized for the sole purpose of social engagement and conclude after 9PM, include parties, dances, etc. must abide by the guidelines below:
    - Guests to social events are limited to:

- University students (MU & Non-MU) with a valid University picture ID
- A pre-approved guest list of no more than 25 non-student guests over the age of 18 years old may be submitted to CSIL no later than 48 hours before the event. <u>All</u> guests must show a valid state, federal, or University ID.
  - At least 15 minutes prior to the conclusion of social events, all lights must be turned on and the activity should begin concluding. (e.g., If the event ends at 1AM, lights must be turned on and the activity should begin concluding at 12:45AM).
  - Social events charging admission <u>and</u> open to non-MU guests, including a guest list, must be ticketed through the SSI Ticket Office (see page 11)
  - Social events that conclude after 9PM will require security screenings, as well as additional MUPD beyond what is indicated in the staffing chart.
  - No beverages or beverage containers of any kind are permitted to be brought into a social event by guests, event staff, or members of the sponsoring student organization.

<u>On-Campus Event Safety</u>

To mitigate risk and help foster a safe and secure environment for event sponsors and patrons, some on-campus events may require designated Millersville University Police Department (MUPD) staff to facilitate a walk-through safety check before/during the event, ***and/or*** have MUPD staff maintain a presence for the entire duration of the event. Events that require MUPD staff must adhere to all on-campus event policies and procedures (above) *<u>and</u>* the additional policies and procedures for student organization on-campus events that require a MUPD staff presence (below).

It is the responsibility of the student club(s)/organization(s) to refer to the <u>Event Staffing Chart</u> to determine whether MUPD staff are required at the event *<u>before</u>* an event is planned and registered in Get Involved. A required MUPD presence may alter the logistics, costs, location, and overall management of an event. Typically, all events with an anticipated attendance of more than 150 guests require some form of MUPD staff presence and support in addition to a standard walk-through. During a standard walk-through, MUPD staff may determine additional staff are required at the event based upon event risk factors outlined on page 10.

Safety and security requirements for events will be determined by MUPD in coordination with the Center for Student Involvement and Leadership and other campus stakeholders.

Events Requiring MUPD Staff

Event Planning and Management:

In addition to adhering to the required on-campus event policies and guidelines previously described, events that require MUPD staff must also adhere to the additional event planning and management guidelines below:

- **Registration:** All events that require MUPD staff must be registered through Get Involved at least <u>4 weeks</u> in advance, regardless of the type of event.
- **Advisors:** The official advisor of record may be required to be in attendance throughout the duration of the event. If the official advisor on record is unable to attend the event, another full-time member of the Millersville University faculty, staff, or administration must be identified by the student organization and approved by CSIL.

- **Fees:** The student organization(s) sponsoring the event is fiscally responsible for all fees associated with required MUPD staff at an event. An invoice will be sent directly to the sponsoring student organization(s) from MUPD. *See Event Staffing Chart for fees.*
- **Duration:** Events that require MUPD staff may not exceed 4 Hours in duration (e.g., an event that begins at 9PM must conclude by 1AM). Setup/teardown does not have to be factored into the 4-hour timeframe.
- **Entry:** Entry or re-entry to events is not permitted after 12:00AM, or when applicable, after metal detectors/ security wands have been deactivated, whichever comes first.
- **Re-Entry:** Guests are permitted to leave an event at any time; however, re-entry is not permitted to events where security screenings are conducted by MUPD,
- **Announcements:** At the start of all indoor events, a representative(s) from the sponsoring student organization(s) should welcome guests and read the Emergency Exit Procedures provided by CSIL.
- **Saturday Late-Night Events:** Events that conclude after 11:00PM ***and*** require MUPD staffing are **not** permitted on *Saturday* evenings. Under rare and unique circumstances only may an exception be approved when registering the event through Get Involved. Exceptions must be directly related to the purpose, implementation, and overall success of the event and are *not* guaranteed. Exceptions to this policy should be noted when registering an event in Get Involved.
- **Security:** No MU group or outside entity is permitted to contract separately for security services for events held on campus. Security must be provided and/or coordinated by MUPD at the cost of the student organization.
  - **Security provided by artist/entertainer:** Any speaker, performer, or entertainer who requests to maintain their own security presence must coordinate with MUPD, no exceptions. No armed outside security staff will be allowed without written permission from the MUPD Police Chief, or Deputy Chief. This does not apply to on-duty members of local, state, or federal law enforcement who are on campus accompanying a visiting dignitary or working in conjunction with MUPD.

Precautionary Safety & Security Measures:

In addition to MUPD maintaining a presence throughout the duration of the event, the following precautionary safety and security measures for entry may be enacted to further promote the safety and well-being of staff, volunteers, and guests. Decisions to enact said measures are based upon event risk factors assessed from the Event Registration Form in Get Involved and/or in-person meetings. Final determination to enact such measures will be made by MUPD.

- **Wrist Banding –** Wrist banding occurs when access and/or venue capacity needs to be monitored. Wrist bands help event staff and volunteers easily identify students who are permitted to enter controlled areas.
- **Security Screening –** Security screenings by MUPD may be utilized at concerts, performances, sporting events, and some late night events. Security screenings may include metal detectors, wands, or visual baggage checks, and are used to identify prohibited items. Some security screenings, such as metal detectors, require additional MUPD staff members to facilitate beyond what has been identified in the Event Staffing Pattern Chart. Additional MUPD staff members will be at the cost of the student organization.

Identification: Guests must show a valid form of ID to enter an event that includes any of the precautionary safety and security measures listed above.

  - Students – Students must present a current University student ID

o Guests – Guests, including guests on guest lists, must present a current state issued or government ID
o Minors – Minors must be accompanied by a parent or legal guardian who present a current state issued or government ID

Event Staffing Pattern Chart

Student-Sponsored On-Campus Event Staffing Pattern Chart

On-Campus Events NOT Open to the General Public (Events that include MU students, staff, faculty only)				
Anticipated Attendance	1 - 150	150 - 300	300 - 450	450+ (Case by Case Review)
MUPD Staff Billed at a rate of $30 per staff member x hr	Walk Through (No Cost)	0-1 (Based upon Event Risk Factors)	1-2 (Based upon Event Risk Factors)	2+
Host Organization (members needed to monitor event)	4	6	8	8+
Advisor Attendance	Not Required	Not Required	Not Required	TBD

On-Campus Events OPEN to the General Public (Events that include non-MU students, staff, faculty)				
Anticipated Attendance	1 - 150	150-300	300-450	450+ (Case by Case Review)
MUPD Staff Billed at a rate of $30 per staff member x hr	0-1 (Based upon event risk factors)	1-2 (Based upon Event Risk Factors)	2-3 (Based upon Event Risk Factors)	3+
	N/A	In addition to MUPD Staff, metal detectors/wands may be utilized based upon event risk factors		
Host Organization (members needed to monitor event)	6	8	10	10+
Advisor Attendance	Based Upon Event Risk Factors	Required	Required	Required

*Event risk factors will be reviewed by CSIL, MUPD, and key campus stakeholders. Final safety and security requirements will be determined and coordinated by MUPD.

Event Risk Factors

Event Risk Factors are characteristics of an event that are evaluated to determine what level of perceived risk is associated with a particular event. Evaluating event risk factors assists in running a successful event and helps determine whether an event should be considered a low-risk event or a high-risk event. Risk factors are reviewed to help evaluate the overall safety of an event and are collected from the event detail information submitted through the Event Registration Form in Get Involved.

Low-risk events will require the *minimum* number of staffing to be present (as indicated in the Event Staffing Chart), and high-risk events will require the *maximum* number of staffing to be present (as indicated in the Event Staffing Chart).

If the Event Staffing Chart has determined Millersville University Police Department (MUPD) staff are required at a student organization on-campus event, the Center for Student Involvement and Leadership (CSIL), along with MUPD, will determine how many MUPD staff members are required to be present after examining all risk factors associated with the event.

Low-Risk Events

A low-risk event is an event where there is a minimal amount of perceived risk associated with the event, and it is presumed the event is unlikely to experience injuries, safety concerns, violence, or damage to the venue. Low-risk events generally include several of the low-risk event factors found in the Risk Factor Chart.

When planning and implementing on-campus events, the sponsoring student organization should consider implementing multiple low-risk factors to ensure the event is deemed a low-risk event. Sponsoring a low-risk event will not only encourage a safe and secure environment, it will also lower the overall cost by requiring fewer MUPD staff to be present.

High-Risk Events

A high-risk event is an event where there is a reasonable amount of perceived risk associated with the event, and it is presumed the event is more likely to experience injuries, safety concerns, violence, or damage to the venue than low-risk events. High-risk events generally include one or more of the high-risk event factors found in the Risk Factor Chart.

When planning and implementing on-campus events, the sponsoring student organization should consider limiting the number of high-risk factors included in the event to ensure the event is safe and secure for everyone involved. Sponsoring an event with multiple high-risk factors not only puts your event at risk, it may also increase the overall cost of the event by requiring more MUPD staff to be present.

Unknown Risks

Although evaluating event risk factors is helpful in determining and mitigating risk, it is impossible to eliminate all risk associated with an event even if the event is determined to be low-risk. Student organizations should be mindful there are both known and unknown risks associated with planning, sponsoring, and managing events and should remain active and alert throughout the duration of the event to help identify, address, and mitigate any risk management issues if they should arise. While proper planning and preparation are a necessity for successful event management, they do not absolve the organization from all risk before, during, or after an event.

Event Insurance: Some events that are deemed exceptionally high-risk will be required to purchase event insurance through a third-party vendor. Event insurance can range in cost and is the responsibility of the student organization. Insurance will be determined after the event has been registered and reviewed in Get Involved.

Risk Factor Chart

While each event has its own unique dynamics and characteristics, the following risk factors have been identified below and credited for promoting Low-Risk/High-Risk Events. These risk factors will be reviewed alongside the event registration form in Get Involved to determine if an event should be considered a high-risk event, or a low-risk event.

<u>Low-Risk Factors</u>	<u>High-Risk Factors</u>
• **Event is open to current MU students, faculty, and staff only**	• Event is open to the general public (non-MU faculty, staff, students)
• **Advisor or MU faculty/staff members are present during the event**	• Advisor or MU faculty/staff members are not present during the event
• **Event does not require MUPD as indicated by the Event Staffing Chart**	• Event requires MUPD as indicated by the Event Staffing Chart
• **Event is held indoors in a controlled space**	• Event is held outdoors in an uncontrolled space
• **The sponsoring student organization is in good standing with CSIL and not on the Deny Services List**	• The sponsoring student organization is not in good standing with CSIL and/or on the Deny Services List
• **Few events occurring simultaneously on campus that require limited University resources**	• Multiple events occurring simultaneously on campus that stress University resources
• **Event concludes before 11:00PM**	• Event concludes after 11:00PM
• **Prior events of a similar nature have not experienced any conduct, safety, or capacity concerns within the last 3 academic terms**	• Prior events of a similar nature have experienced conduct, safety, or capacity concerns within the last 3 academic terms
• **Event is seated**	• Event involves physical activity, movement, or crowded spaces where patrons will not be sitting
• **Event is ticketed through the SSI Ticket Office and/or requires pre-registration**	• Event is not ticketed and/or does not require pre-registration
• **No/Limited cash is handled or collected on-site**	• Large sum of cash is handled or collected on-site
• **Outcome of event includes purposes beyond social engagement**	• Outcome of event is for social engagement only
• **Event is advertised on campus and/or through Get Involved only**	• Event is advertised and marketed off campus
• **Venue is well lit with ample opportunity for staff/volunteers to monitor event**	• Venue is dark or dimly lit limiting opportunity for staff/volunteers to effectively monitor event
• **Event is limited to guests 18 years old and above**	• Minors will be attending and/or participating
• **Entertainer, Artist, Performer, Speaker, etc. has minimal notoriety or celebrity**	• Entertainer, Artist, Performer, Speaker, etc. has substantial notoriety or celebrity
• **Other factors as determined by CSIL, MUPD, Safety and Environmental Health, Conferencing and Events, etc.**	• Other factors as determined by CSIL, MUPD, Safety and Environmental Health, Conferencing and Events, etc.

Ticket Office

The Ticket Office is located in SMC 103 (across from the Galley) and is available to assist student organizations in managing ticketing for events. Please note some student organization events are *required* to utilize the services of the Ticket Office. The Ticket Office will collaborate with the student organization sponsoring the event to establish the ticketing process.

The following events are <u>required</u> to use the Ticket Office:

1. Events charging admission <u>and</u> utilizing allocated funds from the Student Government Association.
2. Events charging admission that are open to the public <u>and</u> are considered high-risk and/or have an estimated event attendance, or attendance history, of 150 people or more.
3. Events occurring in the Winter Visual and Performing Arts Center.

Ticket Office Tips:

- The student organization must contact the Ticket Office at least <u>2 weeks</u> prior to the event to arrange event ticketing logistics.
- Ticket services are <u>not</u> free. The sponsoring student organization(s) is financially responsible for all services provided by the Ticket Office. An invoice will be sent directly to the sponsoring student organization from the Ticket Office.
- The student organization can choose one of two ticketing options:
    1. Tickets are pre-sold until 4:30PM the day of the event. No ticket sales at the door.
    2. Tickets are pre-sold until 4:30PM the day of the event, as well as at the door up to 1 hour before the event. This option requires additional Ticket Office staffing to staff the event at the cost to the student organization.

Resources:
- Click here to learn more about services provided by the [Ticket Office](#)
- Click here for [Bus Trip Event Request Form](#)
- Click here for [Ticketed Event Request Form](#)

Tech Ops

The Technical Operations Department (Tech Ops) is located in the Student Memorial Center and specializes in audio, video, lighting, and other electronic support for events sponsored by student organizations, as well as other campus functions. All events, meetings, or activities that require the use of a computer, projection, sound, lighting, or PowerPoint must employ the services of the Tech Ops Department for setup needs.

Requesting Tech Ops: Tech Ops services are requested through the Event Registration Form in Get Involved. On the Venue/Setup Information page in the Event Registration Form, simply check "yes" when asked if your event requires lighting, audio, video needs from Tech Ops. By indicating yes, you will be

asked to provide the details of your Tech Ops request on a subsequent page. Your Tech Ops request will be approved when your Event Request Form is approved.

> **IMPORTANT: Student organizations are <u>not</u> permitted to utilize the services of the Tech Ops Office until the event has been registered and approved through Get Involved.**

Tech Ops Fees: While some events may require minimal support from Tech Ops such as the turning on of a computer and projector, other events may include more intricate and elaborate technical support. Because some events require more sophisticated resources from Tech Ops, Tech Ops has the right to invoice student organizations for their services. Student organizations will be invoiced directly for any charges incurred for any Tech Ops services rendered.

Limited Resources: It's not uncommon for the University to experience multiple events and activities held the same day/time, which places a high-demand on University resources such as Tech Ops. It's important to register your event as soon as possible in order to secure the services of Tech Ops before resources become limited, and at times, unavailable.

Reserving your event space in Ad Astra does <u>not</u> guarantee the availability of Tech Ops, therefore it's important to register your event in Get Involved as soon as possible in order to secure resources.

<u>Contracts</u>

Some events may require a signed contract before an artist, vendor, speaker, etc. (hereafter referred to as talent) will agree to come to campus and provide services. A signed contract is a legally-binding agreement between the party that agrees to pay for services (student/student organization) and the party providing services (talent). Millersville University only determines *when* and *by whom* a contract may be signed and does *not* review, approve, endorse, or sign contracts on behalf of *any* student organization. All contracts required for on-campus events are requested, reviewed, and signed by the sponsoring student organization.

> **Contract Signature Guidelines:**
> 1. Only a member(s) within the student organization(s) financially responsible for the contract should sign the contract(s).
> 2. Millersville University faculty, staff, and advisors are <u>NOT</u> permitted to sign contracts on behalf of student organizations.
> 3. A contract may only be signed *after* an event has been registered and approved through the Event Registration Form in Get Involved. Event approval may take up to 10 business days depending upon the nature of the event.
> 4. The original contract must be uploaded as part of the Event Registration Form in Get Involved.
> 5. If a contract is being paid for using allocated funds from the Student Government Association (SGA) then those funds must be deposited into the sponsoring student organization's account *before* an event will be approved and a contract can be signed. Allocated funds are only guaranteed when an allocations request has been submitted to and approved by SGA.
> 6. **Proof of Funds:** Proof of funds for the student organization(s) financially responsible for the contract will be verified by the Banking Center upon submission of the Event Registration Form in Get Involved. The sponsoring student organization(s) must have the

FULL payment amount in their SSI Banking Account to pay for the contract *before* an event will be approved and a contract can be signed.

7. Millersville University cannot be named *anywhere* within the contract unless it immediately follows the name of a student organization. (e.g., Marauders Club *at Millersville University, NOT Millersville University Marauders Club*)
8. The student(s) signing the contract assumes <u>full</u> responsibility for meeting the terms and conditions of the contract, including all financial obligations.
9. Some contracts may include information regarding requirements for lighting, staging, catering, lodging, etc. that are expected to be fulfilled by the student organization. It is important the student organization reviews each term of the contract to ensure it can fulfill the requirements of the contract.
10. Millersville University is not responsible for meeting any terms, conditions, and/or financial obligations of contracts signed by a student(s) and/or a member(s) of a student club or organization, faculty, staff, or advisors.

Movie & Film Screenings

To *legally* screen a movie on campus, the screening must be properly licensed in order to comply with the Federal Copyright Act. This includes *any* movie sponsored by *any* student organization for *any event.* Screening a movie without proper licensing can lead to expensive fines, fees, and other legal ramifications, as well as loss of event privileges on campus.

Renting, purchasing, borrowing, or downloading a movie does <u>not</u> grant permission to screen the movie outside of a home or an individual's residence hall room. Therefore, screening an unlicensed movie at a meeting/event/gathering is a direct violation of federal copyright laws.

Acquiring a Movie License:
CSIL recommends acquiring a license to show a movie from one of the companies below. A license will grant a student organization temporary permission to screen a movie for an event.

1. **SWANK Motion Pictures, Inc.** (www.swank.com)
   a. SWANK is CSIL's preferred licensing company and the one used most often for student activities at MU. To obtain a license to screen a movie, the student organization will need to download, complete, and return the [SWANK Exhibition Request Form](http://www.swank.com) to SWANK Motion Pictures, Inc. The student organization will be billed directly from SWANK.

2. **Criterion Pictures** (www.criterionpic.com)
   a. CSIL does not work directly with Criterion; however, they are a reputable company and a student organization may choose to contact Criterion directly for licensing needs.

   Movie Tips:

   - The student organization(s) is responsible for all fees associated with acquiring a temporary license to screen a movie
   - The licensing process (from the time a movie is requested to the time it is received) typically takes 2 weeks. It may be possible to process requests sooner, however, it is at the discretion of the company and may include additional costs for the student organization

- Movies cannot be shown outside of the specified date/time listed in the agreement between the student organization and the licensing company
- Newer released movies range from $900 - $1,200 per movie screening
- Movies that have been released for 60+ days range from $325 - $600 per movie screening
- Violating copyright laws could result in heavy fines for a student organization
- Licensing companies update their movies often, so check their websites frequently for the most up-to-date movie listing. Please note different companies license different movies.
- **Education Exemptions:** Movie screenings sponsored by a student organization do NOT meet the requirements needed to qualify for an Education Exemption: Under the Education Exemption, copyrighted movies may only be screened without a license at Millersville University if the movie screening is:
    - o An "integral part of a class session" and is of "material assistance to the teaching content."
    - o Supervised by a teacher in a classroom.
    - o Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.
- **Netflix –** Personal Netflix accounts are not considered a proper, or legal, means to screen movies and films on campus. Netflix users are expected to abide by the Terms of Use as outlined on the Netflix Website (see below).
    - o **Netflix Service 4.2**. The Netflix service and any content viewed through our service are for your personal and non-commercial use only and may not be shared with individuals beyond your household. During your Netflix membership, we grant you a limited, non-exclusive, non-transferable right to access the Netflix service and view Netflix content through the service. Except for the foregoing, no right, title or interest shall be transferred to you. You agree not to use the service for public performances.
    - o **Netflix Documentaries –** Original Netflix documentaries may eligible for public screenings IF they abide by the guidelines outlined in the Netflix Media Center.

CSIL frequently assists student organizations in screening movies on campus and can help organizations navigate the process if needed. Email csil@millersville.edu, or call 717-871-7057 for assistance.

On-Campus Events with Minors

Student organization sponsored events in which minors may be *participating* include, but are not limited to, workshops, educational programs, competitions/performances, etc. Minors are defined as any person(s) under the age of 18 years old at time of participation. Minors are not permitted to attend meetings hosted by student organizations without the presence of a parent or guardian.

The following student sponsored events must be in compliance with the *PASSHE Board of Governors Policy on the Protection of Minors*:

1. Events specifically inviting minors to participate
2. Events including minors that are *not* open to the general public
3. Events where a minor may be left alone and/or interacting one-on-one with a member(s) of the student organization (e.g., camps, workshops, etc.)
4. Events where the student organization is responsible for the minor's welfare (i.e., no chaperone, parent, or legal guardian present)

Per the PASSHE Board of Governors Policy on the Protection of Minors and Pennsylvania State Law, events that meet one or more of the criteria above require any person(s) working with minors at Millersville University to obtain the following three Pennsylvania Clearances:

Required Pennsylvania Clearances

1. **Criminal Background Check (Act 34)**
2. **FBI Federal Criminal History – Fingerprint (Act 114)**
3. **Child Abuse History Clearance (Act 151)**

In addition to completing the three required Pennsylvania clearances above, events in which minors will be participating must abide by the guidelines below:

- **Registration:** Events in which minors will be participating must be registered at least <u>6</u> weeks in advance to ensure ample time to complete required clearances
- **Pre-planning Meeting:** Members of the sponsoring student organization must attend an initial pre-planning meeting coordinated by CSIL *after* the event has been registered through Get Involved.
- **Waivers:** Minors who will be participating in the event will be required to have waivers completed by a parent or legal guardian and submitted to CSIL before the event takes place. Waivers may include general participation waivers, media releases, health forms, etc.
- **Record of Clearances:** The student organization is responsible for submitting a list of members who will be present at the event. The Center for Student Involvement and Leadership will send this list to the Human Resources Office to confirm that all members have successfully completed the three required Pennsylvania clearances. Students who have worked as a student employee at Millersville may have already completed these clearances as a condition for employment; however, it must be verified with the Human Resources Office. It takes a few weeks for students to complete clearances so please keep this in mind when planning.
- **Working with Minors Code of Conduct:** Every member of the student organization interacting with minors at an event must verify they have read and reviewed the [Working with Minors on Campus Code of Conduct](#).

Good Steward Policy

Any registered student organization found not acting as a good steward of the rights, privileges, resources, responsibilities, and benefits associated with being recognized as a registered student organization at Millersville University will be assessed penalties for any infraction(s) incurred. This includes, but is not limited to, violating the Student Organization Sponsored Events Policies and Guidelines, Millersville University Posting policies, and misuse and/or damage to University facilities. The Good Steward Policy includes all participation in and/or sponsorship of on-campus events, meetings, tabling, rehearsals, and practices.

If a student organization incurs an infraction(s), a three-tiered penalty system, with increasing penalties for each infraction incurred, will be implemented; however, CSIL reserves the right to modify this system based on the severity of the infraction(s) incurred.

Level 1 (1st Strike)

- Letter informing organization of infraction(s) and the following sanction:
  - Event and/or Meeting probation for 8-10 academic weeks, or remainder of semester, whichever is longer. If no infractions are incurred during this probationary time period, the student organization will be removed from probation and the strike system will reset

Level 2 (2ⁿᵈ Strike)

- Letter informing organization of infraction(s) and the following sanctions:
    - Loss of event and/or meeting privileges for 6-8 academic weeks, including *cancellation* of any previously scheduled events during this timeframe
    - Event and/or meeting probation for 10 academic weeks after loss of meeting privileges concludes
    - Officer meeting with the Center for Student Involvement & Leadership

Level 3 (3ʳᵈ Strike)

- Letter informing organization of infraction(s) and the following sanctions:
    - Loss of all event *and* room reservation privileges for remainder of semester *and* next 15-week academic term. Previously scheduled events during this timeframe will be canceled
    - Officer meeting with the Center for Student Involvement & Leadership

Note: In addition to the sanctions above, the organization reserving and/or sponsoring space on campus may be charged for any damages/replacement costs for equipment/cleanup that is a direct cause of the organizations use of the space.

Probation: Student organizations on probation may still reserve on-campus space for meetings, events, etc. However, if a student organization receives additional infractions during the probationary period, they will be moved to a higher sanctioning tier and be subject to increasing penalties.

Appeal: Written appeals may be submitted to the Vice President for Student Affairs and Enrollment Management within 10 business days of receiving a notification letter of infractions incurred.

Inclement Weather Policy for
On-Campus Student Organization Events & Meetings

UNIVERSITY CLOSING: If inclement weather and/or other unforeseen circumstances result in the University closing, all on-campus student organization *events* scheduled during the closing period will be *cancelled*.

UNIVERSITY DELAY: In case of a University *delay*, all on-campus student organization events scheduled during the delay period will be cancelled; however, events will proceed as normal once the University has opened.

MEETINGS: Student Organization *meetings* scheduled during a period in which the University is **closed/delayed** may proceed as normal so long:

1) the meeting does *not* require member attendance,

2) the meeting does *not* require services provided by the University or S.S.I, Inc. (Tech Ops, Setup Crew, MUPD, etc.), *and*

3) access to the meeting room/building is available.

The Pennsylvania Small Games of Chance License

The Pennsylvania Small Games of Chance License authorizes that certain non-profit organizations, known as 'eligible organizations' are able to conduct limited types of gambling.
https://www.co.lancaster.pa.us/448/Small-Games-of-Chance

Licensed eligible organizations that obtain a small game of chance license are eligible to conduct games of chance such as:

- o Raffles
- o Daily drawings
- o Weekly drawings
- o Fifty-fifty drawings

There are two types of licenses available to eligible organizations:

- **Regular License** - $125 – An annual license, the terms for the license run a calendar year from the date of issuance.
- **Monthly License** - $25 – A monthly license is valid for 30 consecutive days from the date of issuance. There is no restriction on the number of monthly license an eligible organization may obtain but the licenses may not overlap.
  - o Special Raffle Permits* Special raffle permits are available and authorize the holder to conduct a raffle that exceeds the normal prize limits applicable to the games of change – total prizes may not exceed $150,000.
- Prize limits with the eligible organization licenses
  - o Single chance in any game cannot exceed $2,000
  - o Limited to awarding $35,000 in prizes during an operating week (seven consecutive, reoccurring operating or non-operating days)
  - o No more than $15,000 may be awarded in raffles during a calendar month.

- Record Keeping
  - o A licensed eligible organization is required to keep records related to games of chance activity sufficient to demonstrate the organization's compliance with the law upon inspection or audit. A licensed eligible organization must retain its records for at least two years. A club licensee must maintain its records for at least five years.
  - o Under federal law, games of chance winnings payments must be reported via W-2G when the amount paid is $600 or more and at least 300 times the amount of the wager. The original W-2G is to be presented to the winner, a copy of each W-2G must be provided to the Department of Revenue and the IRS, and the tavern should keep a copy of each W-2G for its records (see "Record-Keeping Requirements). Additional information and W-2G forms are available at http://www.irs.gov/uac/Form-W-2G,-CertainGambling-Winnings.

- To apply
  - o You will need to fill out the Eligible Organization Games of Chance Application.
  - o For further information on your Tax ID Number you can visit SSI Banking Center
  - o Note that the organization holder of the license is the only one eligible to conduct games of chance, no other organization can use the games of chance license if it is not in their name.
  - o The application must also be notarized before submitting to Lancaster County.
  - o Once you have completed filling out the application and retrieved the check for the payment you can return all information/application materials to Lancaster County Government Center

– 150 N. Queen St. Lancaster, PA 17603, (717)299-8000, Hours of Operation: M-F 8:30 am – 5:00 pm.
- o Application : https://www.co.lancaster.pa.us/DocumentCenter/View/3573/Small-Games-of-Chance-Application-02-2014-rev-1752?bidId=

- For an overview of the Small Games of Chance License Visit - https://www.co.lancaster.pa.us/DocumentCenter/View/3568/2015-Department-of-Revenue-Small-Games-of-Chance-Overview?bidId=

Bingo Law

There are a few different types of licenses based on your needs. Regular License, Three Consecutive Day License, and Entertainment Only License are probably the most common licenses that our student clubs and organizations should become familiar with.

- View the Frequently Asked Questions about the Bingo Law here.
- View the Procedure for Applying for a Bingo License here.

If participants are purchasing tickets in order to play bingo, then you need a bingo license. If participants are not purchasing tickets then you do not need to worry about a bingo license.

Bonfires & Grills

Outdoor fires, including bon fires, are prohibited on campus grounds. Open fires are also prohibited in Millersville Borough (including all campus property) by the Millersville Borough fire ordinance.

Charcoal grilles using charcoal lighter fluid and charcoal briquettes/self-lighting briquettes are prohibited. Please use propane grilles for outdoor cooking. Keep the propane grilles at least ten feet from any building/structure and a safe distance from mulch or any vegetation that could catch fire. Never store the grille and propane tank inside a campus building. Keep a fire extinguisher next to the grille while cooking. Butane-fueled grilles are also permitted with the same safety precautions.

Bus Trip Policies & Procedures

Student organizations who receive allocated funds from Student Government Association to host a bus trip to an area attraction must set up ticket sales through the Ticket Office. Organizations who have not worked with the Ticket Office before must schedule a meeting with the Ticket Sales Manager prior to the event going on sale. Paperwork must be submitted to the Ticket Sales Manager with at least 3 business days' notice prior to the trip going on sale.   All paperwork and trip details must be FINALIZED and APPROVED prior to the trip going on sale.

See Ticket Sales Information Form for Bus Trips.

The following documents can be found on the Ticketing Office's Get Involved page:

- Ticketed Event request form

- Bus Trip Event request form
- Bus Trip Policies & Procedures
- SSI Ticket Sales Services Summary

The organization is responsible for promoting the event. A poster or flyer is strongly encouraged and should be made available to be displayed at the Ticket Office.

The Ticket Office will handle all monies and communication up until the trip is closed. Once the event has closed, the student organization responsible for the event will handle customer communication and refunds.

A trip is considered closed when,

1. The student organization responsible for the event picks up the final list.
2. The event is over.

The Ticket Office cannot distribute funds once they have been deposited into the student organization's account. Therefore, the Ticket Office is not responsible for refunds once the trip is closed.

The Ticket Office will:

- Create the sign-up sheet.
- Collect and reconcile all monies.
- Create the event ticket.
- Notify the student organization as soon as possible if any students with disabilities attend the trip to allow enough communication for accessible transportation to be arranged.
- Handle any communication necessary to the ticket holders if there are changes to event details after sales are collected.
- Handle waiting list and callback communications.
- Provide final check-in list for the event.
- Provide organization with a final sales report.

The Student Organization will:

- Conduct meeting with Ticket Sales Manager, if necessary, with at least 3 business days' notice prior to the trip going on sale.
- Submit all completed paperwork with at least 3 business days' notice prior to the trip going on sale.
- Promote the event.
- Keep Ticket Sales Manager up to date with any necessary changes to the event.
- Handle all required trip waivers and emergency contact information for each of the trip attendees.
- Pick up a final copy of the bus list by the end of business the day prior to the event.
- Handle any refunds once the trip is closed.

Resources

Center for Student Involvement & Leadership
118 Student Memorial Center
csil@millersville.edu
717-871-7057
Connect with CSIL on Get Involved

Division of Student Affairs & Enrollment Management
104 Student Memorial Center
http://www.millersville.edu/saem/contact-us.php
717-871-5714

Dining & Conference Services
Gordinier Dining Hall
https://www.millersville.edu/dining/catering.php
717-871-5143
Connect with Dining on Get Involved

Get Involved
www.getinvolved.millersville.edu

Student Services, Inc.
http://www.studentservicesinc.com/