

Event Services Guidelines

The information the Event Services worksheet form will help Event Services give you the best equipment and staffing possible to make your event the best possible. The Event Services Department is run as an auxiliary service, much like the Catering Department. We need to know as much information as possible to properly support your event.

Event Services needs a minimum of two weeks notice for events. This is so staff and equipment can be coordinated for your event. It is recommended that service be requested as soon as you know about your event. Event Services works on first come first serve basis. The service is limited to the amount of labor hours available and the equipment available. If for some reason, Event Services is unable to support your event, we will try to give you information for outside companies that can help you.

All events the Event Services supports require an organization advisor to be present. In order to use the Caruthers Hall Auditorium or the Holloway Hall Auditorium, a staff member from Event Services must be present when your organization is in the facility.

In order to schedule the support of Event Services, you need to do the following:

1. Fill out the first page of the worksheet. For Organizations that are funded by the Appropriations Board, you need to include your account code. For groups not funded by the Appropriations Board, you need to supply information on how to bill your organization. Additional Forms are available from Facilities Reservations Office or from the Event Services Office.
2. For groups funded by the Appropriations Board, you need to have a signed work order with your Advisor's signature and your account code. In the main body of the work order, please give the starting time, estimated ending time, date, location and name of your event.
3. Call the Event Services office and arrange a time to meet about your setup information. The phone number is (410) 548-4597. When you meet with Event Services, the set up information section of the form will be filled out. If you have technical riders from performers, Event Services will need to approve the riders and have a copy of the rider. The Event Services staff will give you an estimated price to support the event. You are responsible for knowing your budget status with the Appropriations Board. If you are a non-funded group, you are responsible for payment. Non-payment of services can result in the loss of the campus facilities.

The Commons

Whether on the meal plan or not, all students may enjoy the many dining opportunities in The Commons-including meeting rooms, a food court and bistro. The Post Office, Book Rack and Gull Card Office are also located in The Commons.

The Commons mainly houses student and campus events that require food, while the facilities in the University Center will continue to host the non-food events. Groups using The Commons for events with food must use the services of University Dining Services. Foods from other vendors or groceries are not permitted as set forth in local health ordinances. Special “at-cost” pricing is available for student events. Call University Catering (x36173) to make arrangements.

One six-foot table is available for student use on the first floor vestibule of The Commons. This table may be reserved through Facilities Reservations. Only one table is permitted on accordance with State Fire Marshall’s regulations. Table tents, posters and questions regarding these advertising vehicles or The Commons policies in general may be submitted to the Dining Services Central Office (3-6105) located on the second floor of The Commons or via email dining@su.edu.

Alcoholic Beverage Policy

REQUEST TO SERVE ALCOHOLIC BEVERAGES

- Only registered organizations may apply.
- Requests **MUST** be made **two (2) weeks prior to the event**.
- Applicants should review “Alcohol and Other Drug Policy Guidelines” in the current Student Handbook.
- This procedure applies to all events held by student organizations whether or not they are open or closed activities. OPEN EVENTS at which alcohol is served/sold prohibited by University Policy except as events sponsored by the S.O.A.P. The merit of the event and an assessment of the ability of the organization to effectively plan and carry out the event will determine the approval/ disapproval of the event.
- Student organizations will be assessed the cost of out-of-pocket charges for security, other than routine housekeeping services, grounds keeping and damages. Charges for routine housekeeping and night managers will be absorbed by the Center.
- University Dining Services will sell and/or serve all alcoholic beverages. UDS will advise and arrange for adherence to all requirements of the state and local laws.
- A guest list of members and invited guests must be provided to the Facilities Reservations Manager one (1) working day prior to the event.
- If “bar sales” do not meet/exceed a minimum of \$200.00, the organization will be charged for the difference.
- ***Food must be served at all events where alcohol is served.***

Note: Events with alcoholic beverages will be approved only with the understanding that the Organization, its officers and advisors retain primary responsibility for the event and the conduct of the participants. Additionally, it is the responsibility of the organization officers and advisors to ensure that the State of Maryland law regarding alcoholic beverages is enforced. Enforcement of the State law is not the sole responsibility of Facilities Reservations of the University Center.

Food

The Office for Student Organizations, Activities & Leadership encourages all student organizations to consider University Dining Services when hosting an event with food. All catering, such as luncheons, receptions, or dinner's on-campus, must be done through Dining Services to assure proper care in preparation and serving. No outside catering services are allowed on campus. In order to comply with health department standards, at no time can the members of a student organization prepare food for themselves at home (or on-campus) and serve it at an on-campus event. (Bake sales are possible, please see policy.)

If your organization is funded by the Appropriations Board and would like to have some "snack" foods (i.e. chips and pretzels) at a meeting or event, the organizations can comparison shop for these items at local stores that accept purchase orders from the University. Organizations are also able to comparison shop and purchase foods such as pizza and subs from local business with state approved kitchens. Food and beverage are available through UDS for student groups at reduced prices. Check it out before you assume they are more expensive.

If your organization is funded by the Appropriations Board and you want to use Dining Services, you must complete a "request for purchase/work order" form available at the OSAO&L. The organization's president or treasurer, advisor and Appropriations Board representative must approve the work order. If your club fails to do this and Dining Services does provide the food items, your club members may be held personally responsible for the bill. The Appropriations Board does not approve expenses "after the fact."

Also, when a club funded by the Appropriations Board buys at off-campus stores, you must complete the REQUEST FOR PURCHASE/WORK ORDER with the exact items and prices listed on your request in order for it to be approved. **DO NOT BUY ITEMS AND COUNT ON BEING REIMBURSED BY THE APPROPRIATIONS BOARD.**

As a general rule, Dining Services needs **AT LEAST two (2) weeks** notice for an event with more time for a larger event. The OSAO&L needs three (3) days to process a Purchase or Work Order Request.

If you have any questions or need any help, please feel free to contact the Office for Student Activities, Organizations & Leadership at 3-6125.

Bake Sales

FACILITIES POLICY – Guerrieri University Center Guidelines for Bake Sale

Purpose: The University Bake Sale Policy has been established in an effort to comply with the Wicomico County Health Department and is stated below:

1. No potentially hazardous food items are to be prepared or offered for sale. Items needing temperature control such as custard or cream pies or fillings, including sweet potato and pumpkin pies, cheese cake or baked goods with cream cheese, cream icing or fillings, etc. are prohibited.
2. Food items must be limited to cakes (sold whole or individually pre-wrapped pieces), brownies, cookies, fruit pies, etc. These items should be wrapped before being offered for sale.
3. Distribution space shall be reserved through Facilities Reservation Office in designated areas of the Guerrieri University Center, the front area of the Commons and Caruthers lobby prior to scheduling a fund-raiser.
4. Such projects should be registered with the Wicomico County Health Department, 300 W. Carroll St., Salisbury, MD 21801. Copy of the registration form may be obtained from the Student Activities office and/or Facilities Reservations office (Monday-Friday, 9:00 a.m.-Noon and 1:00-5:00 p.m).
5. A copy of the approved registration form must be completed and returned to the Facilities Reservations office at least five (5) working days prior to the scheduled event. Failure to comply with these requirements by the Wicomico County Health Department will mean automatic cancellation of the designated distribution space.

Note: Policy does not apply for items prepared in a state approved kitchen.

Banners

The attached policies and procedures for placement of any and all banners on campus are to be followed:

POLICY: The Office of Student Activities, Organizations & Leadership will review and approve banners from all student groups and special interest promotions prior to initiating space reservations and work orders to hand in designated areas.

POLICY: Criteria for approval include content and method of communicating point, level of professionalism exhibited, promotion of proactive interest on campus and continuance of University mission. The quality of banner must be equivalent to Homecoming Banners. Banners of a lesser standard will not be accepted for display. Examples are available to be reviewed through the Office of Student Activities, Organizations & Leadership. The banner cannot be larger than one Queen size flat sheet and holes will be made accordingly in the banner for rope to be strung for hanging purposes.

PROCEDURES:

- A. Developing banner according to established standards;
- B. Visit the Office of Student Activities, Organizations & Leadership to have the banner reviewed and approved;
- C. A work-order is not necessary for hanging a banner in the commons rotunda
- D. Obtain an authorization signature from the Director of Student Activities or Assistant Director on a completed work order, following the attached outline from the Physical Plant in order to have the banner placed on campus and
- E. Check with Facilities Reservations to assure space is available for placement of your banner.
- F. After reserving your space, send proper copy of signed work order to the Physical Plant for hanging and dismantling of the banner.

We greatly appreciate your cooperation in assuring that the campus of Salisbury University is graced with a high standard of banners representing all forms of diversity and creativity and all aspects of student life. Thank you for your attention in this matter.

Additional Instructions Regarding Banners in the University Center

Operations Procedure

Banner Displays in or around the University Center

Office of Student Activities, Organizations & Leadership

- For safety reasons and for the overall appearance of the University Center, University policy prohibits anything being attached, hung or displayed on the outside of the University Center.

BANNERS MAY BE DISPLAYED INSIDE THE UNIVERSITY CENTER ACCORDING TO THE FOLLOWING:

- Banner space must be reserved through the Facilities Reservations Office (see Facilities Scheduling Policy.)
- All Banners must relate to a University-sponsored activity or National Holiday and may only be displayed on week prior to the activity date. Examples of University-sponsored activities include Homecoming, Career Day, and Parents/Spouses Weekend.
- University Center locations for Banner displays are:
 1. 2nd Floor Atrium rails
 2. 2nd Floor North main entrance rails
- Banners must be suspended around rails with soft cloth or string. Tape, wire or fishing string cannot be used under any circumstances because of damage to wall areas and rails. Note: Banners hang better when sheets are used as the base.
- Banners may not be any larger than 74" x 82".

Burning Candles in Facilities

- The Facilities Reservations Manager will consider use of burning candles on an individual event basis.
- Contact the Facilities Reservationist at the time your request is made.
- Candles *may not* be burned for standard meetings. Their use is restricted to ceremonial purposes.
- Candles may only be used in meeting rooms in the University Center without carpeting (Pocomoke Room, Choptank Room and the Nanticoke meeting rooms.)

Chalk Policy

Recognized Student Organizations are permitted to chalk on side walk and/ or brick surfaces on the campus. Chalking is prohibited in areas not exposed to the weather, such as buildings, vertical surfaces, in the Rt. 13 underpass , porches, etc.

RSO's and/or individuals in violation of this policy will be subject to disciplinary action and/or may be billed for the clean up.

Donations

Student Organizations may not accept donations from businesses, individuals, etc. because of the tax ramifications. Businesses and individuals may act as sponsors of specific events. Organizations of SU must be very careful about accepting any type of monetary support from political organizations, since as a state supported institution; SU should not affiliate itself with specific groups.