

USI

Student Organization

2009-2010

Policies Book

for Campus Facilities

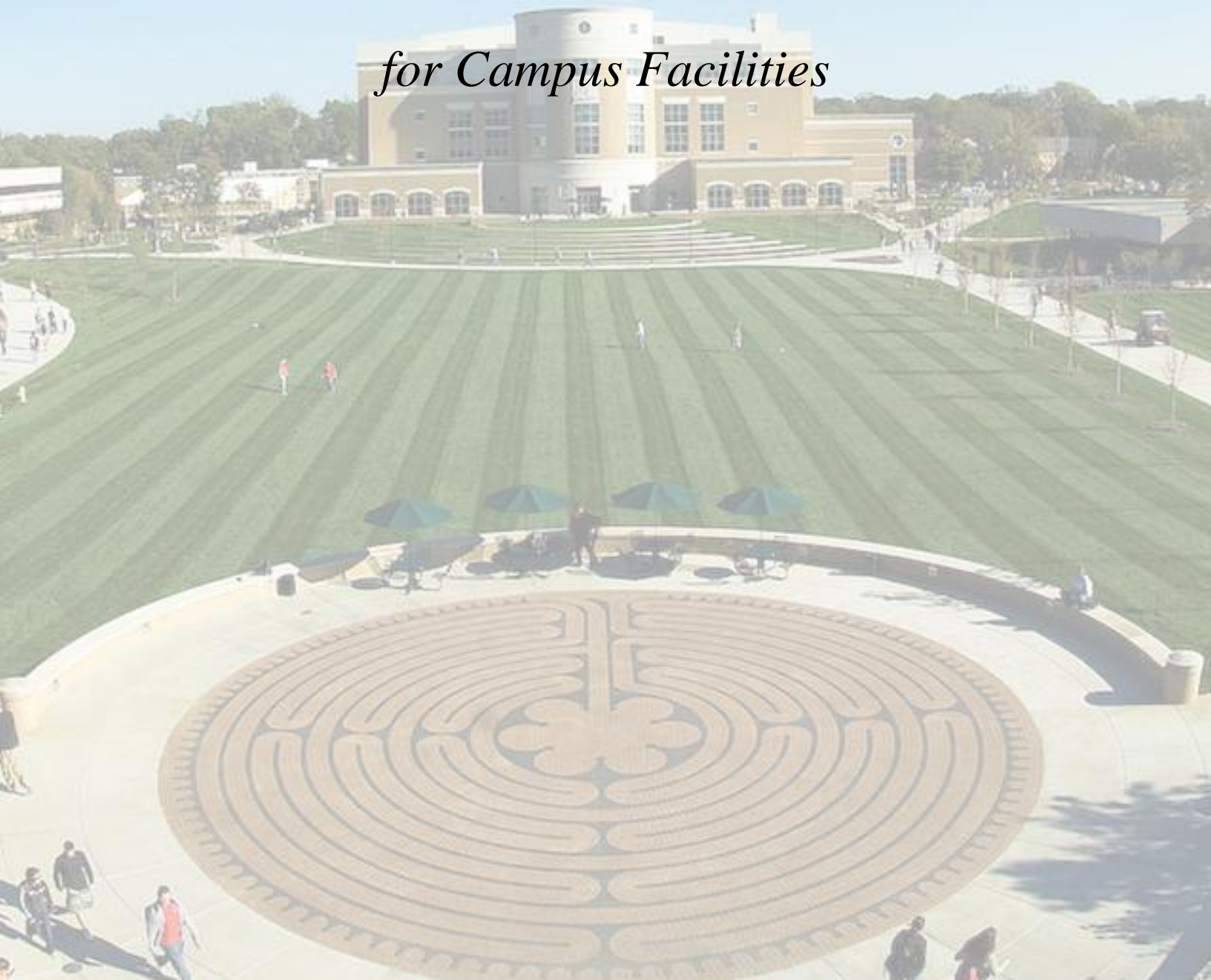


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Please note that this booklet does not contain all policies and procedures. Please check the Student Rights and Responsibilities: A Code of Student Behavior or check with Student Scheduling or Student Development Programs with any questions.

General Information

About Student Activities and Organizations

This booklet will serve as a guide to your organization about university and facility policies pertaining to registered student organizations.

Benefits for Registered Student Organizations

- Use University facilities
- Be listed in University publications and newsletters
- Use the University name in publicity and press releases
- Use University logos and trademarks
- Apply for and expend University funds as distributed through the Student Government Association or University departments
- Apply for and occupy office space in the University Center
- Participate in Student Development Programs activities and conferences as an organization
- Participate in any information fairs
- Apply for University recognition for organizational achievement

Renewing your Organization

Renewing your organization is a two-step process. Completing this process will ensure that your organization continues to receive the University benefits associated with being a registered student organization at USI. To complete the registration process, your organization must:

- Step 1: Complete the Student Organization Registration Renewal Form. You can complete this form online at <http://www.usi.edu/studentorganizations> or stop by the office of Student Development Programs (SDP) and pick up a form.
- Step 2: Attend an information session before the renewal deadline. You can sign up online when you renew your organization or contact SDP.

Leadership Resource Library

The Leadership Resource Library is located in the Office of Student Development Programs (SDP) and has information available for the following:

- **Icebreakers** – Come to the SDP office for books filled with hundreds of group energizers for various occasions, which will help your members get to know each other.
- **Team Building** – The SDP library offers many books about team building.
- **Retreat Locations** – SDP offers a listing of possible retreat locations.
- **Leadership Programs** – The SDP office sponsors retreats, conferences, speakers, and workshops each year to help students develop leadership skills.

Publicity Information

There are several mediums you may use to promote your activities, fund raisers, etc.

- **Campus Announcements:** Your organization may post an announcement on MyUSI for special events that are open to all students and recruitment meetings. To post an announcement on MyUSI, go to www.usi.edu/studentorganizations and complete the online form.
- **Organization Mailboxes:** Located in the Student Involvement Center (lower level of the University Center).
- **SETV:** To show a slide on the Screaming Eagle television in the residence halls, email your power point slide to Amy Price at asprice@usi.edu. This slide will be shown between movies. Make sure you plan in advance, allowing enough time for the slide to be posted for the event.
- **Table Tents:** Table tents may be utilized by registered student organizations. To place table tents, permission must be obtained through the student scheduler.
- **USI Calendar:** To post an event on the USI calendar, go to www.usi.edu/webservices/calendar_03
- **UC TV:** To show a slide on the University Center televisions, email your PowerPoint slide to Rhonda Woolsey at rwoolsey@usi.edu
- **Web sites:** Your organization may establish its own web site. To do this, visit the Computer Center in the Orr Center lower level, to fill out a computer account request.
- **Shield-**visit www.usishield.com or call 464-1870.
- **WSWI Radio Station-** visit <http://www.820theedge.com> or call 461-5201.
- **Health Professions TV-**To show a slide on the Health Professions televisions, email your PowerPoint slide to Mike Fetscher at mwfetscher@usi.edu.
- **Residence Life areas-**Any flyers that are placed in Residence Life areas must be approved by Residence Life. Please visit the main office for approval.

Posting Policies and locations can be found on P. 7

Fundraising

There is no limit to the number of fund raisers your organization may do throughout the year. Listed below are the policies that pertain to fundraising for registered student organizations.

1. Sales must be scheduled through, and approved by the student scheduler. This includes fundraisers such as bake sales and discount cards.
2. Ideally, only two groups at a time will hold sales in any one area.
3. When scheduling a fundraising activity, an organization must request all tables and other equipment that will be needed. Costs associated with setups other than at the UC will be charged to the organization.
4. Special rules exist for bake sales. A copy of Health Department regulations is available at the Office of Scheduling Services.
5. All food and beverage items sold in the University Center must be purchased through Sodexo Food Services. If your student organization would like to sell food in the UC for a fundraiser, please contact Sodexo Food Services Catering Manager to discuss options.

Sponsorship Fundraising Policy

1. Each reserving company MUST be sponsored by a REGISTERED student group or organization. The sponsoring group will then contact the student scheduler to reserve space and any necessary equipment. Fundraising companies may NOT make reservations. Space is not provided on a sub-lease basis. Sponsoring group or organization MUST have a representative present for the duration of the function.
2. Reserved space will be limited to three days a week in a 30-day period and no more than twice a semester per company.
3. Outdoor UC tables will be assigned as follows: Outside UC's west entrance until the construction tunnel is completed allowing direct access to the UC fountain area which will then become the location for all outdoor UC event tables. On inclement weather days tables and chairs may be set up inside, around the perimeter of the Eagles Nest contingent upon space availability.

How to Plan

Your Student Group Meeting or Event

The easiest way to plan your meeting or event is to go to the Student Scheduler in UC208 and pick up an **Event Reservation Form**. This form lists appropriate questions for planning your meeting or event.

When you visit the office please have the following:

- University account number
- Date and time of meeting
- Possible places for your meeting
- How many will be in attendance
- Any special needs (food or AV)
- Detailed Description of activities

If you can't visit the office, you can access an electronic Event Reservation Form online at:

<http://www.usi.edu/schedule/form.asp>

After you have scheduled your space and you receive your confirmation, verify that everything on it is correct.

If you have any food needs, contact the catering office in UC 213 or by phone at 812/464-5267 or 812/465-1652.

Once your event has taken place, Scheduling Services and Sodexo Food Services ask that you evaluate the process and service delivery that you experienced in planning and holding your event – telling us what we did right, as well as where we may improve. We are anxious to have your evaluation, suggestions, and recommendations. The Student Scheduler will be reviewing the surveys as well as the results compiled from the responses we receive.

The online survey is available at: www.usi.edu/schedule/surveynew.asp.

Outdoor Events

Events involving the use of amplification must add a standard clause on all contracts, which will give the sponsoring organization the right to request the artist/provider to reduce the volume output. All contracts must be approved the Office of Student Development Programs. All technical riders must be approved by the Office of Scheduling Services. The student organization scheduling the program is accountable for the performance and volume output of the participating artists and/or individuals. If requested by an appropriate University official, the responsible student organization designee will be expected to reduce the volume output. Failure to do so may result in immediate termination of the scheduled event and subsequent use of USI grounds by the sponsoring organization and artists involved.

Any special services provided by the Physical Plant or other departments will result in appropriate charges to the using groups. Student organizations may be required to have a minimum amount of dollars on deposit within their University agency account or pre-pay a portion of University charges upon approval of events. Arrangements for set-ups (including but not limited to staging, electrical needs, tables, chairs, portable restrooms), tear-downs, cleaning, and damage repairs are at the expense of the sponsoring organization. Physical Plant in conjunction with Office of Student Development Programs and Scheduling may estimate the associated costs.

Outdoor Space: Those requesting a reservation of an outdoor University facility/space must complete a reservation form and submit the form to the Office of Scheduling Services 60 days prior to the event. All paperwork and special requests must be submitted 30 days prior to the event to the office of Scheduling Services. The reserving organization must be in good standing with the University. Scheduling Services shall forward copies of the reservation to the Office of Student Development Programs, the Department of Security, and other appropriate offices for approval. Once approved, the Office of Scheduling Services will notify the reserving organization. If the attendance for the event is expected to be 100 or greater, and there will be amplification of sound, the group must also submit a Proposal for Outdoor Event/Activity, a budget, and timeline to the Office of Student Development Programs and schedule a meeting with the Program Advisor for Student Activities. This meeting must occur at least 60 days prior to the event. If event approval is granted, the group must complete paperwork and requests at least 30 days prior to the event. The group may meet as necessary with the Student Scheduler in the Office of Scheduling Services and the Program Advisor for Student Activities in the Office of Student Development Programs.

POLICIES & PROCEDURES **for USI facilities**

Campus Wide

Events on campus must end by midnight (12:00am) unless approval has been obtained through appropriate channels. . Use of space for a purpose other than for which it has been designated is not permitted. Space will not be reserved or rented to any individual, group, or organization that is in competition with University programs.

Users who misrepresent any event or affiliation in order to avoid fees and charges or compliance with the general policies of the University may have reservation privileges suspended and incur additional charges.

Individuals and groups will be responsible for the behavior of members of the organization. Individuals and groups will be charged repair, replacement, or cleaning resulting from damages to the facilities or equipment or for inadequate clean up.

Smoking is not permitted within University buildings. Alcohol is not permitted on campus.

Arrangements for food services through Sodexo Food Services are to be made after the room reservation has been confirmed by Scheduling Services. Please refer to the Sodexo Food Services page (10) for additional information. If your event is scheduled in the University Center with more than 50 attending and you choose to have food, you are required to order from Sodexo. Separate guidelines are in place for Rice Library, and PAC. Please refer to page 10 of this booklet for more information.

Decorations, displays, or exhibits that require flame or water cannot be used in University buildings. Hurricane or votive candles may be used on tables. Open flame candles are prohibited. Scheduling Services has a supply of hurricane lamps for rent.

Painter's tape may be used to hang decorations on painted walls. The use of cellophane tape, glue, staples, thumbtacks, or adhesive is not permitted on the walls, ceilings, doorframes, doors, columns or staging for attaching any material. No tape is allowed on any wood surfaces. Angle hair, glitter, confetti, and straw are also prohibited. Painter's Tape is available for purchase in UC213.

Arrangements for any audio-visual or other equipment, special set-up and catering must be confirmed 72 hours in advance for the event.

Classroom space is semi-dedicated space to accomplish the educational mission of the University. Classroom space is released for campus reservation after the first two weeks of class in fall and spring semesters and after one week in the summer sessions. Anything before this will have to be approved one day prior to the event.

Space in campus housing is reservable only for groups affiliated with the University of Southern Indiana. Events in housing facilities can be reserved by USI departments, student organizations, or official conference groups. Set-ups have been established for all of the rooms. Rooms must be returned to their original set ups to avoid Physical Plant labor charges. All garbage must be emptied and taken to the dumpster closest to the building reserved when holding an event in the housing area.

When using the courts in the **Physical Activities Center (PAC)** Gym shoes must be worn. Groups are restricted to the area that has been reserved. You must provide your own equipment unless you reserve it at the time of court reservation. You will be responsible for repairs or replacement of any damaged equipment. USI is not responsible for items left unattended in the locker rooms. Any damage in the locker room will be charged to the group who made the reservation. PAC workers will assist the renters with any problems. PAC workers must be notified if there is an accident. If the event scheduled in the PAC is outside regularly scheduled PAC hours, the event sponsor will be required to pay for a PAC worker to staff the building. There are no exceptions to this policy. If the pool is scheduled outside of open swim hours, the event will be required to pay for a lifeguard.

The outdoor education area (OEA) includes the **Virgil C. Eicher Barn, Westwood Lodge, and the Paul Grimes Haus**. Eicher barn has two enclosed areas and a covered walkway. There are also volleyball standards in this area. Campus groups may reserve a net and ball at the PAC counter. Westwood Lodge is a popular place for cookouts, meetings, and retreats. The building has a large interior room with a working fireplace. A small covered patio area is in front of the building. The Grimes Haus is used for meetings and special events throughout the year. The maximum amount of people allowed in the OEA is 300. Only 15 cars will be allowed during large events. Visitors are to park in the Valley Lot east of Physical Activities Center. Please review page 10 for the PAC food policy.

For guest safety we will require the following information to confirm your reservation:

- Number of guests-Adult supervision is required for children under 18 years of age.
- A complete description of your event or an agenda of planned activities.

Westwood Lodge has a working fireplace and campfire pits are in front of the other facilities; however, fires are NOT permitted without prior permission from the Environment Protection Agency and USI Director of Safety and Security. Tell us when you make your reservation if you would like to build a fire while you are on campus. A determination will be made 24 hours prior to your event and you will be notified.

For a campfire requests to be approved, it must meet the minimum following standards:

- Use only clean wood products or charcoal.
- Adequate fire fighting equipment (water hose or fire extinguisher) shall be on-site for extinguishing purposes during burning times.
- The campfire must be in a fire pit no more than 3 feet wide. The fire itself cannot exceed 2 feet in height.
- You must provide a name of a responsible party to set and distinguish the fire as well as the times this will be done.

Policy for Events held on 1st Floor of David Rice Library-To maintain the tranquility of the library experience, organization tables or easels to promote events (held outside of the library facility), sell or distribute products or literature, etc. are not authorized to take place within the library building.

In addition to the Starbucks retail store, the Starbucks Lounge on the north end of the first floor of the David L. Rice library is a designated Starbucks trade area and may not be reserved for private events. This space however may be used for events that will not cause disturbance to library patrons and must be open to the public. Contact Scheduling Services to discuss plans for an event and to see required approvals for use of this space.

Furnishings in the Starbucks Lounge cannot be moved and tables for reception refreshments may be set-up in the corridor near the Lounge. The Food Services department maintains exclusive rights to provide food served on this level of the library. Contact the Food Services' Catering Manager at extension 1652 for assistance.

The following materials and equipment are unacceptable for use in this area:

- Decorations, except those used on refreshment tables in the corridor
- Materials i.e., confetti, water, hay, candles, angel hair
- Items affixed to walls with tape, other adhesives, staples, tacks
- Open flames
- Staging
- Sound amplification
- Lighting, other than permanently installed fixtures
- Starbucks logo on promotional literature or messages

Event sponsors will be responsible for the respectful behavior of guests and are expected to clean the area following the event. Event sponsors will be charged fees for repair, replacement or cleaning resulting from damages to the facilities or equipment. Additional fees may be charged for inadequate clean up.

For information regarding the use of this space, please contact Scheduling Services at extension 7037.

Events in the Quad (area between Liberal Arts Building and Rice Library)-Events may be scheduled in this area with proper approvals. Please contact the Student Scheduling Office 2 months prior to the event date to discuss the event and begin the approval process. Events will be evaluated on a case by case basis.

Reserving Information Tables

Information Tables: Requests to use information/ display tables in the University Center will be honored, for student organizations and University departments. The Office of Scheduling Services will make all arrangements.

- 1) All table activities must carry the identification of the sponsoring organization.
- 2) A representative of the sponsoring organization must be present at the table at all times.
- 3) Promotions may take the form of ticket sales, collection of funds, (remove) distribution of literature, etc.
- 4) Tables must be kept neat and orderly. Materials must be removed at the end of each day.
- 5) All table activities are limited to the confines of the table. Traffic flow through the hallways cannot be restricted. Information table activities cannot interfere with the rights of others operating other information tables.
- 6) Loud and boisterous activity will not be allowed.
- 7) Fundraising activities must be approved prior to reserving an information table. Fundraisers: Fundraisers sponsored by Registered Student Organizations must be approved by the Office of Scheduling Services no later than two weeks before the event is to take place. The fundraising form is available in the Office of Scheduling Services. All funds must be deposited in the student organization account. The Office of Scheduling Services in accordance with University regulations must approve fundraising activities in any form.

Student organizations can reserve the following locations to have information tables:

Contact the Student Scheduler for charges that may apply.

Outside UC's west entrance (Closing when UC fountain area opens)

UC fountain area (Opening soon as construction progresses)

UC Indoor Event Tables

Liberal Arts Lobby (2nd floor)

Orr Center Lobby

Redwood Lounge

Science & Education Lobby (1st & 2nd floor)

Student organizations can reserve the following locations for bake sale tables:

Outside UC tables, 2nd floor LA lobby, OC Lobby and the Redwood Lounge (if the group prefers to make all of the items that they will be selling)

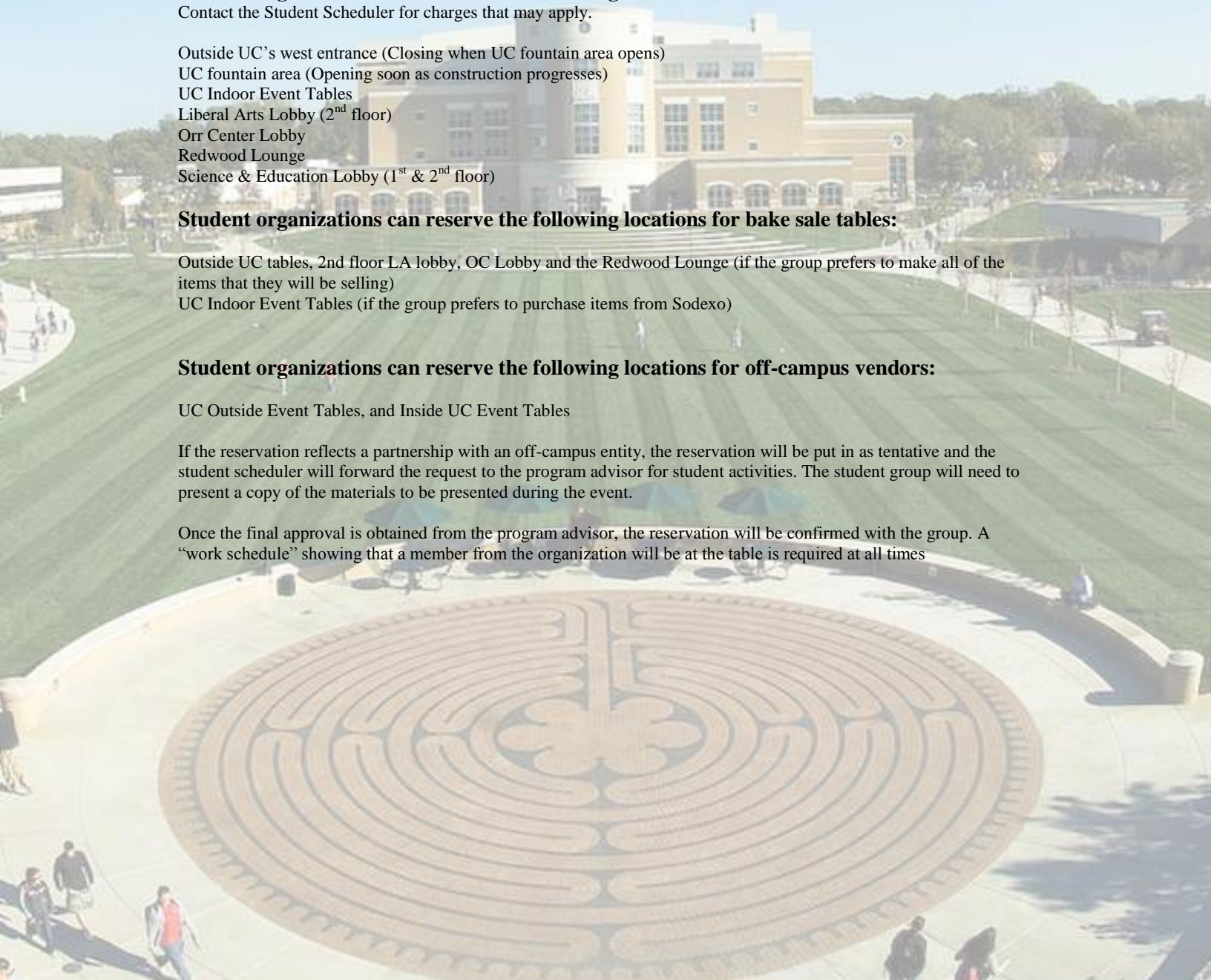
UC Indoor Event Tables (if the group prefers to purchase items from Sodexo)

Student organizations can reserve the following locations for off-campus vendors:

UC Outside Event Tables, and Inside UC Event Tables

If the reservation reflects a partnership with an off-campus entity, the reservation will be put in as tentative and the student scheduler will forward the request to the program advisor for student activities. The student group will need to present a copy of the materials to be presented during the event.

Once the final approval is obtained from the program advisor, the reservation will be confirmed with the group. A "work schedule" showing that a member from the organization will be at the table is required at all times



University Center **No Show Policy**

The “No Show” policy is for EVERYONE on campus who uses the University Center and wants or needs to cancel a scheduled event.

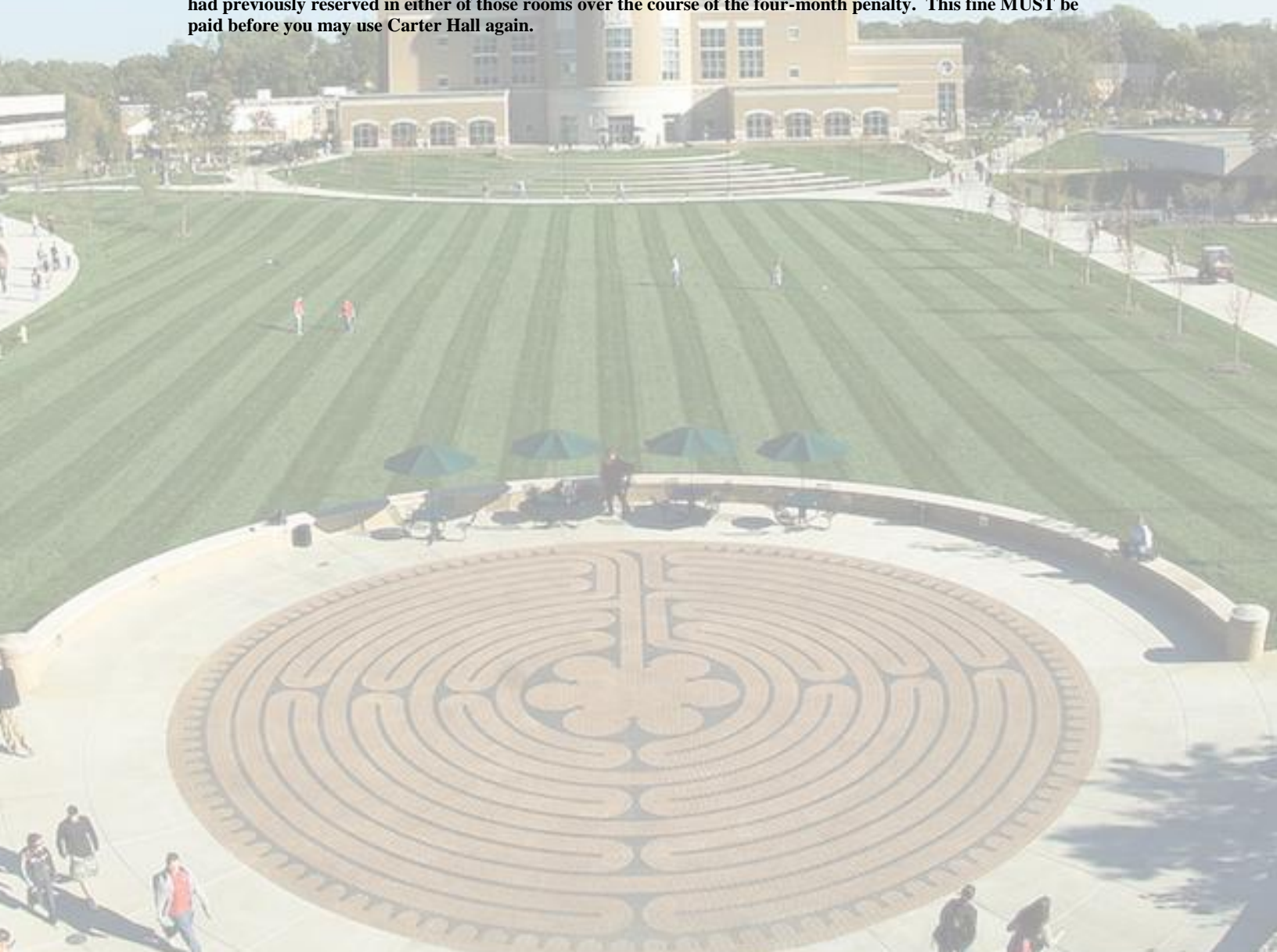
Your organization must inform the student scheduler at least 24 hours in advance of your meeting as to any cancellations. If you cancel on a weekend, please call 812/465-7037 and leave a message.

If a group reserves space in Carter Hall, but finds the event needs to be cancelled, the group has to notify the Student Scheduler of the cancellation. If the group does not notify the Student Scheduler about cancelling the space, the group will be charged a fine to cover meeting room set-up labor charges.

1st No show --\$25 This fine MUST be paid before the group may use Carter Hall again.

2nd No show --\$50 and a written warning to the organization, student development programs, and the advisor. This fine MUST be paid before the group may use Carter Hall.

3rd No show -- \$75 and the privileges to use either Carter Hall will be revoked for the equivalent of one semester (four months.) The four months will not include summer months. For instance, if your third violation occurs in late April, your privileges will remain revoked until November. The student scheduler will cancel all space you had previously reserved in either of those rooms over the course of the four-month penalty. This fine MUST be paid before you may use Carter Hall again.



University of Southern Indiana **On Campus Greek Chapter Facility Event Policy**

All events within the on campus Greek chapter facilities will be initiated through the University Student Scheduler.

Definition of an event in an on campus Greek chapter facility

Greek chapter facility events include chapter sponsored events both inside an individual's apartment within the chapter's facility and events outside of the organization's designated chapter facility. Examples of events in a Greek chapter facility include, but are not limited to, Greek mixers, social gatherings, and recruitment events.

Scheduling an event in an on campus Greek chapter facility

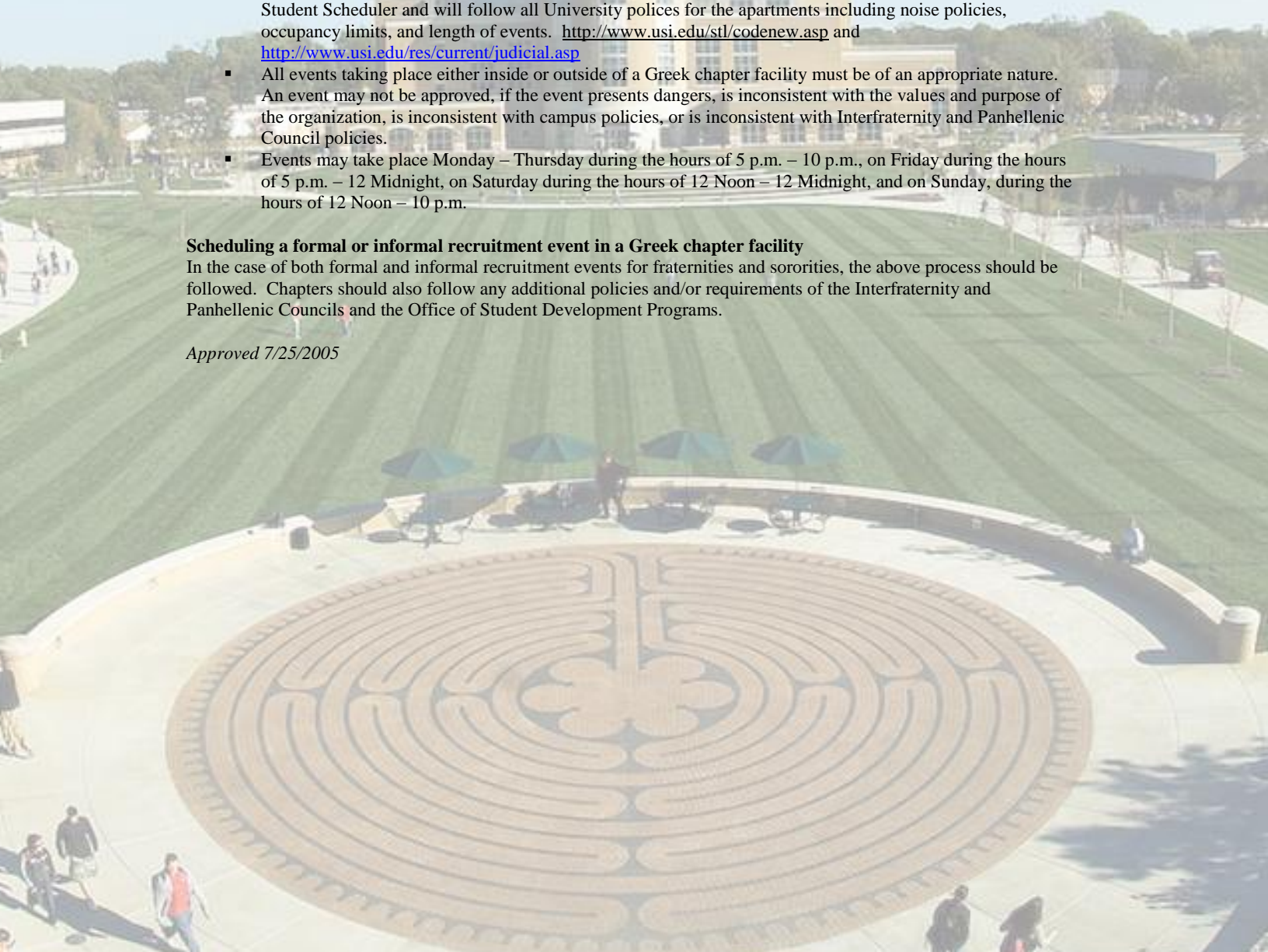
If a chapter wishes to schedule an event, the chapter President, Social Chair, or Recruitment Chair must contact the University Student Scheduler to schedule space. The individual requesting space must complete an *Event Request Form*. This form can be found in the Scheduling Office or online at <http://www.usi.edu/schedule/form.asp> and must be filled out prior to meeting with the Student Scheduler. Once the space has been requested, the request must be approved by Residence Life and the Office of Student Development Programs. Upon receiving approval, the Student Scheduler will send a confirmation to the chapter and copy the Director for Residence Life or his/her designee and the Program Advisor for Greek Life.

- Any chapter event taking place outside of the designated chapter facilities will be coordinated through the Student Scheduler and will be limited to one event per time period for the Greek Housing area. For example, if chapter ABC is having a cookout with chapter XYZ on Monday night from 5 p.m. - 7 p.m., chapter LMN can schedule an outside event after that time period or on a different day.
- Any chapter events taking place inside the designated chapter facilities will be coordinated through the Student Scheduler and will follow all University polices for the apartments including noise policies, occupancy limits, and length of events. <http://www.usi.edu/stl/codenew.asp> and <http://www.usi.edu/res/current/judicial.asp>
- All events taking place either inside or outside of a Greek chapter facility must be of an appropriate nature. An event may not be approved, if the event presents dangers, is inconsistent with the values and purpose of the organization, is inconsistent with campus policies, or is inconsistent with Interfraternity and Panhellenic Council policies.
- Events may take place Monday – Thursday during the hours of 5 p.m. – 10 p.m., on Friday during the hours of 5 p.m. – 12 Midnight, on Saturday during the hours of 12 Noon – 12 Midnight, and on Sunday, during the hours of 12 Noon – 10 p.m.

Scheduling a formal or informal recruitment event in a Greek chapter facility

In the case of both formal and informal recruitment events for fraternities and sororities, the above process should be followed. Chapters should also follow any additional policies and/or requirements of the Interfraternity and Panhellenic Councils and the Office of Student Development Programs.

Approved 7/25/2005



Campus Posting Policies

Posting on campus is restricted to University campus groups, organizations, University departments, students, faculty and staff. Space is not available for commercial advertising by non-university firms or organizations unless a request is received in writing and permission is granted in writing by the Office of the Dean of Students. All posting is limited to those activities open to the student body; that bear some direct relationship to the educational purpose of the university and/or that provide an exceptional or beneficial service to students, faculty and staff not normally available; and information about a student organization or University department, including educational material related to their purpose or function. (Refer to Code of Conduct, Section C.10)

All posting must have the name of the sponsoring group or organization, be in English or have an English translation on the same posting, and follow the Posting Guidelines and Procedures. No posting flyers or literature on car windows, light poles, sidewalks, building doorways, trash cans, or unapproved locations. Violations to the Campus Posting Policy should be reported to the Office of the Dean of Students.

Bulletin Boards

Groups or individuals using designated bulletin boards may bring fifteen (15) copies to the Scheduling Services Office (UC208) to be posted by a member of the Scheduling staff.

All flyers and posters may be placed on bulletin boards and must meet the guidelines stated in the first paragraph of this policy. They are not to exceed 22" X 30" and must be secured by using pushpins or thumbtacks on bulletin boards. Bulletin boards and posting areas are defined for use as follows:

- ***Bulletin Boards - Designated***
Bulletin boards identified as "designated" or "General University Posting Areas" are available for posting to the following: University campus groups, organizations, University departments, students, faculty, staff and approved non-university firms or organizations. To obtain a current listing of all designated or "General University Posting Areas," please contact the Student Scheduler.
- ***Bulletin Boards - Restricted***
Bulletin boards identified as "restricted" are under the jurisdiction of a school, department, or administrative office and are restricted to their use only. University campus groups, organizations and University departments may request permission to use these bulletin boards by the appropriate school, department, or administrative official.
- ***Bulletin Boards - Open Posting Area***
An open posting area is available for posting by anyone, without permission. The open posting area is located on 2 sides of the kiosk located at the northwest corner of the Orr Center.

Table Tents

Table Tents in the Eagles Nest must be tents or tri-folds. Flat sheets flyers and tents/flyers at retail cash registers will not be permitted. Table tents must be submitted for approval to the student scheduler. Tent request must be submitted in printable form (hard copy or file) just as they will look on tables. Please include start date, end date, group name, and contact name and e-mail. Requestor will be responsible for removing tents on the end date. Eagles Nest tables are limited to 3 different tents at a time. Table tents displayed on Eagles Nest tables are for University offices and registered organizations only. Scheduling Services and Sodexo reserves the right to refuse any tent deemed inappropriate.

Banners

Banner space on the University Center Expansion fencing is to be reserved with the Student Scheduler in UC208 and is available on a first-come, first-serve basis. All banners, must meet the following guidelines:

- Banners may be no larger than a twin-sized sheet, painted vertically.
- Banners for student organizations can remain on the fencing for no longer than 2 weeks.
- Banners cannot contain wood or metal.
- Some banners will be vented by the Student Scheduler for safety reasons.

Display Cases

A student organization or department may reserve the display cases and the one open bulletin board (in the Eagles Nest) for 2 weeks at a time, but no more than 3 times during a semester. The reservation cannot be continuous. However, if a student group or department would like to reserve one of the locations and there is a vacancy, but they have already used their 3 reservations for the semester, they may reserve the space one week in advance (pending availability) and the reservation can only be for 2 weeks. (Refer to Code of Student Behavior C.9 10-e)

Staked and A- frame Signs

Staked & A-frame signs may be utilized by registered student organizations and university departments. Staked signs, maximum size of 18" X 24," and A-frame signs are allowed in specified lawn areas, along the sidewalks or roadways, as long as they do not block or overhang onto a walkway, driveway, or street. Staked & A-frame signs are not permitted in landscaped areas. Only directional signs for campus events may be posted in the boulevard median with approval from the Vice President for Advancement. Permanent signs are not permitted on university premises. Within 72 hours of the completion of the event, all staked signs must be removed or it will result in physical plant charges. (Refer to the Code of Student Behavior, C.10, 2-c - See SDP for map)

Chalking

Chalking may be utilized by registered student organizations and University departments and is allowed on outdoor concrete (non-brick) sidewalk areas that are exposed to the weather and can be easily washed away by rain. Physical Plant charges for cleanup in areas not exposed to rain may be incurred. Use only brands of chalk identified as sidewalk chalk on the label. Designs with lewd content, hateful or derogatory messages or symbols or designs that can be changed into lewd content are not permitted. All chalking must meet the campus posting policy. Counter-chalking is not allowed. Counter-chalking is defined as chalking that occurs either directly on original chalking or in proximity to original chalking and represents an opposing viewpoint. (Refer to the Code of Student Behavior, C.10, 2-e)

Window Paint

The windows by the main entrance to the UC, facing the Orr Center, can be painted to promote events on campus by registered student organizations and university departments. Contact the Student Scheduler to reserve any of these windows. Events advertised must be open to all USI students. Windows can only be painted with washable paint and the organization or department is responsible for cleaning any ground spills and for window cleaning on the final day of the reservation. Failure to clean the window or ground spills will result in a minimum physical plant charge of \$100. (Refer to the Code of Student Behavior, C.10, 2-f) **(Currently windows for the 2009-2010 academic year are unavailable due to the UC expansion. Student groups will be notified when windows become available as construction progresses.)**

Distribution of Literature/Handbills

Registered student organizations, university departments, and approved non-university firms and organizations may distribute literature/handbills on campus if it complies with the Campus Posting Policy in addition to the following:

- individuals distributing do not hawk, shout or accost individuals,
- the distribution may not obstruct pedestrian or vehicular traffic,
- literature or handbills discarded on the ground in the general area of distribution are to be picked up by sponsoring group
- the distribution of material is not in an area reserved by another organization nor does it impede another scheduled activity or event

(Refer to the Code of Student Behavior, C.10, 2-g)

CAMPUS SOLICITATION POLICY

No canvassing, peddling, soliciting, distributing, or posting of any written or printed material by outside individuals or organizations is permitted on the grounds or in the buildings or on equipment or networks owned/operated by the University without the written permission of the president. Such solicitations that are prohibited include the use of electronic mail and web page solicitation. Any activity in violation of this policy should be reported to the Office of the Dean of Students.

Student and employees are not permitted to solicit canvas or peddle any items, distribute or post any unauthorized material during working time and in work areas within the buildings or through equipment or networks owned/operated by the University or on the grounds of the University without the written permission of the president. Such solicitations that are prohibited include the use of electronic mail and web page solicitation. Any activity that violates this policy should be reported to the Office of the President.

Approved solicitations include the annual United Way campaign and various Foundation and University solicitations. Other activities may be approved for projects and/or programs that are of direct interest and value to the University. Employees may donate as generously as they wish, as the University does not imply any obligation on the part of the individual employees to contribute. Contributions to charitable and welfare programs and activities are entirely matters of individual discretion.

Sales, solicitations, and distributions are permitted by officially registered campus organization only if they are for the general benefit of the University and/or the community and have received authorization of the president or a designate. Application for approval for sales and solicitations events (including athletic events and events held in Housing and Residence Life areas) may be initiated with the student scheduler. Generally, sales and solicitations are limited to three days in a 30-day period and not more than twice a semester. Authorization to sell on campus does not constitute an endorsement by the University of either the product sold or the service rendered. The University of Southern Indiana and the USI Foundation do not recognize fundraising efforts using games of chance, such as raffles, door prizes, half-pots, or bingo as methods for raising charitable funds. Neither the University nor the USI Foundation is a qualified organization licensed by the Indiana Department of Revenue, Charity Gaming Division, to conduct such activities. Student groups and University support groups are encouraged to solicit funds in other ways. For information, contact the director of Development.

For additional policies related to sales and solicitation by students, see the Student Code of Conduct section C.8 in the University Bulletin.



Price List

Equipment and supplies available

Nametags:

Blank	\$.15 each
Print/Black	\$.20 each
Print/Color	\$.25 each
Clip on Print	\$.35 each

Hurricanes:

Off-Campus	\$6.00 each
On-Campus	\$4.00 each

Candles:

Votives	\$1.50
Decorations	\$5.00 and up

Cloth and Skirt:

Table cloth	\$2.65
Table skirt	\$10.65

*If delivered outside of UC an additional \$13.85 fee is charged.

Markers:

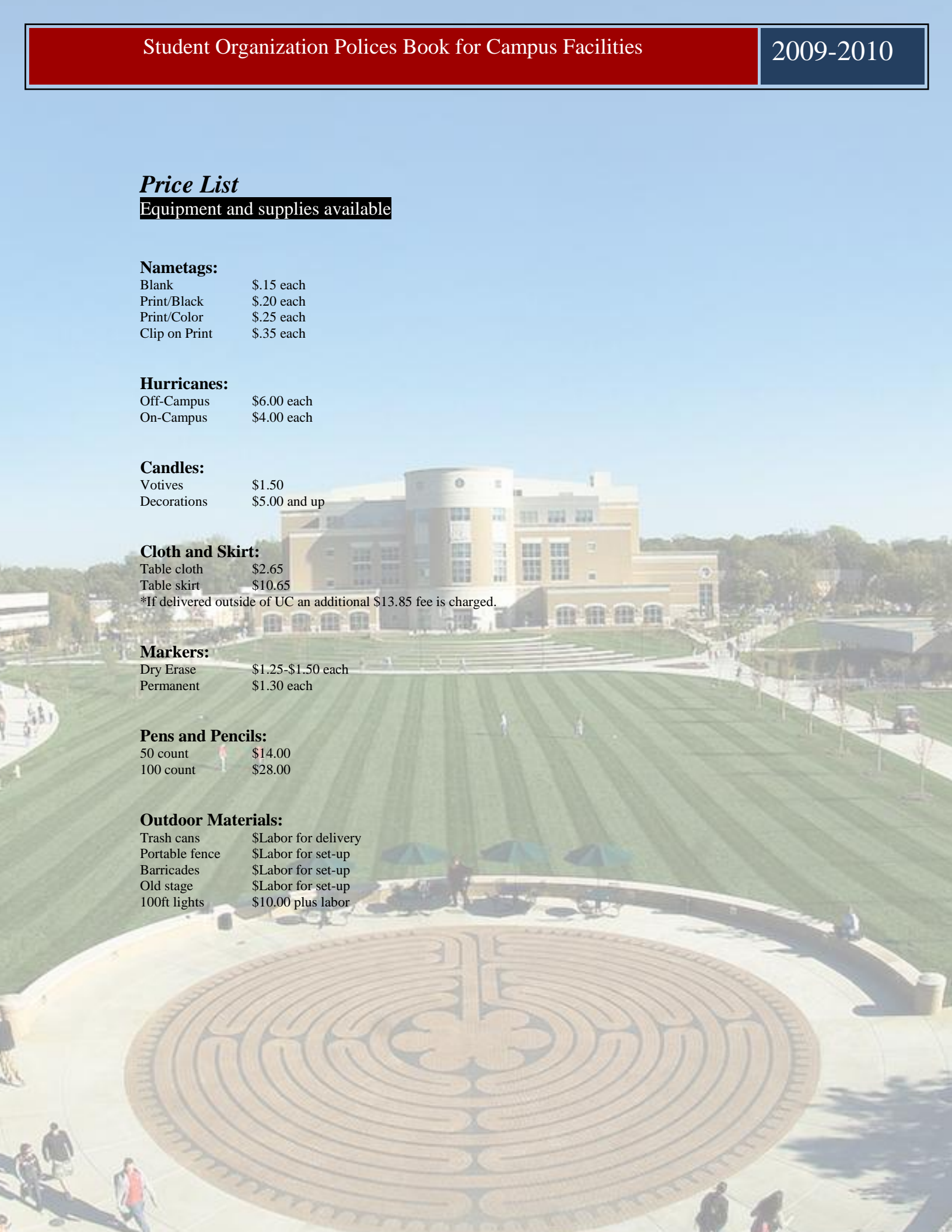
Dry Erase	\$1.25-\$1.50 each
Permanent	\$1.30 each

Pens and Pencils:

50 count	\$14.00
100 count	\$28.00

Outdoor Materials:

Trash cans	\$Labor for delivery
Portable fence	\$Labor for set-up
Barricades	\$Labor for set-up
Old stage	\$Labor for set-up
100ft lights	\$10.00 plus labor



Campus Grills

The cost of using a university grill will be \$35.00 for gas, \$25.00 for delivery, and a \$15.00 rental fee totaling \$75.00. If you order food from Sodexo for your event your group will be charged the cost of food plus 15% and will be able to use a new grill butt will not be charged the \$15.00 rental fee reducing the fee to \$60.00.

To use a new university grill you must order food from Sodexo.

Groups will be responsible for burning off and cleaning the grill. If the grill has not been cleaned properly the group will be subject to a \$50.00 cleaning charge.

Each grill will be equipped with a large grill brush and lighter. Groups that fail to return the grills with these items will be charged the cost for their replacement.

Sodexo Food Services

If your event is scheduled in the University Center or Rice Library with more than 50 attending and you have food you are required to order from Sodexo. If your group less than 50 people attending, you may provide snack items such as cookies, chips, and cake. However, all food brought into the UC must be approved by the Student Scheduler. Under no circumstances is prepared food allowed in the University Center. This includes any food that can spoil or needs to be kept at a certain temperature. Examples are meats and cheese. Health Department regulations also prohibit perishable food items not consumed at the event to be removed from the premises. Sodexo Food Services has exclusive rights to the Physical Activities Center when concessions are open. Any other special circumstances must be discussed with the director of Sodexo Food Services.

Planning Your Event

Once you receive a room confirmation from Scheduling Services, call Sodexo Food Services at 465-1652 for catering. Call two weeks prior to your event with the following information:

- ~ The date and time of event
- ~ The account number to be charged
- ~ The number of people attending the event

It is best to make catering arrangements in the Sodexo Food Services Office. This allows you to discuss catering preferences, choose a menu, and sign the Special Event form. The catering guide is available on the Web at:

www.usi.edu/food/catering.htm.

After you have finalized your catering plans in the Sodexo Food Services Office, you will receive a Special Event Form. It is your responsibility to review the information, check details, obtain a fiscal manager signature (faculty advisor), sign and return the form to the Sodexo Food Services Office seven days prior to your event.

Once you finalize arrangements with Sodexo Food Services, any changes made to your event must be sent to Sodexo Food Services and Scheduling Services (changes in attendance, postponement, etc.).

Guaranteeing Your Event

Three working days prior to your event, **confirm your guest count** with **Sodexo Food Services** and Scheduling Services. If attendance drops after three working days, you will be charged for the original number of guests. The final guarantee must be within 25 percent of the original guest estimate.

Canceling Your Event

Remember, once you have received a Special Event Form, your event is finalized. Call Sodexo Food Services and Scheduling Services as soon as you know the event will be cancelled. If you do not call within three working days prior to the event, you may be charged for the entire event.

Special Requests and Preferences

Sodexo Food Services can accommodate special diets with three working days notice.

Linen service varies depending on the type and style of the event. Discuss any special linen needs while booking your event.

Additional Charges

Additional charges will result if:

1. There are changes made after the guarantee date
2. The actual serving time is thirty (30) minutes after the contracted time
3. Borrowed or rented equipment is not returned
4. Significant increases or decreases in the number of guests occur
5. Items belonging to the University Center or Sodexo Services are missing from the location in which the catered event was scheduled.

Traveling **with your Student Organization**

Student Travel Procedures

Completion of a Travel Authorization shall be required for all trips using University vehicles and/or receiving University funding. This document should be forwarded to the Office of the Dean of Students for approval.

Vehicle reservations shall be the responsibility of the trip coordinator.

Meal allowances for students traveling as a representative of the University shall not exceed current University per diem rates. Check with the USI Travel Office for current rates.

The Travel Authorization Form can be found at <http://www.usi.edu/busoff/Travel>.

At least two weeks of advance planning is suggested! Depending on what type of trip your organization is taking, you may need more planning time.

Student Conference Guidelines

1. Every student attending a conference on behalf of a registered student organization is acting as a representative of the University of Southern Indiana. To that end, courtesy and respect for others must be demonstrated at a conference. Mature, professional, conduct is expected of every student. The University of Southern Indiana recommends that the student organization advisor or staff attend the conference to provide guidance and support to student delegates.
2. The following guidelines have been established, and all students traveling on behalf of the University are expected to adhere to these guidelines:
 - a. Students are responsible for their behavior and will be held accountable while traveling on behalf of the University.
 - b. University of Southern Indiana does not condone underage consumption of alcohol at University sponsored/supported/affiliated functions. Representatives of the University of Southern Indiana are expected to abide by the laws of the state which they are in.
 - c. Use of controlled substances is strictly prohibited under any circumstances.
 - d. Respect should be shown at all times for others and all non-personal property.
 - e. If an advisor or student leader feels any student has not adhered to these guidelines and has behaved in a manner which is unprofessional, illegal, or irresponsible, that student could face judicial charges upon return to campus.

Transportation

- **Private Vehicles** ~ The owner's insurance is the primary coverage, and each driver and owner should carry at least one million dollars in liability coverage.
- **University Vehicles** ~ These may be used for educational activities that pertain to your organization's purpose. Your advisor must request these and you must complete the Travel Authorization Form.
- **Other Transportation** ~ If you are using a rental company, we suggest that you purchase the additional insurance.

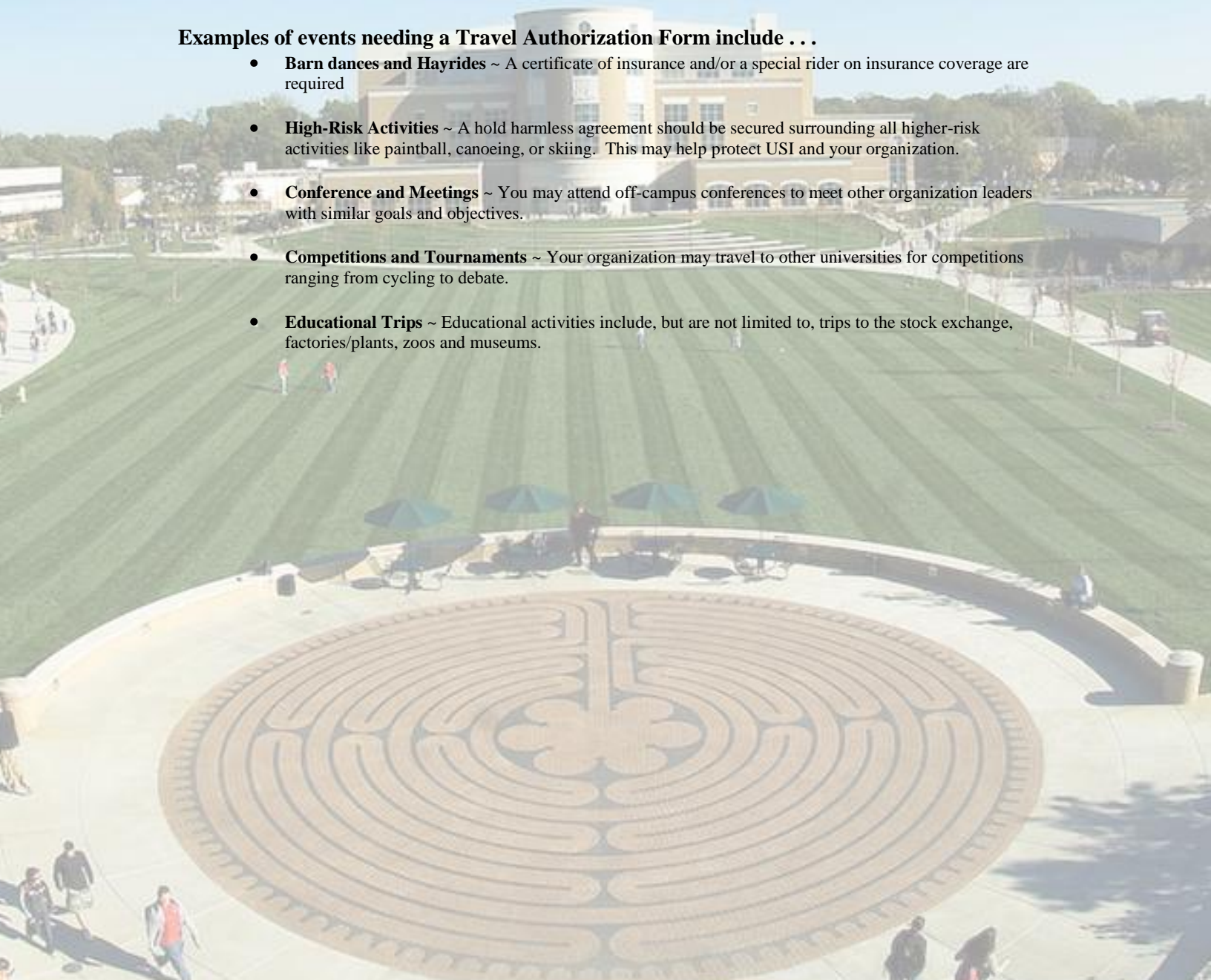
Reserving University Vehicles

If your organization needs to reserve a university vehicle, go to http://www.usi.edu/phyplant/forms/veh_reg1.asp. You will need your MyUSI username and password to log in. You will need to provide the fiscal managers' email address; this form will be forwarded onto the fiscal manager for approval.

If your organization is traveling outside of the local 50-mile radius or out of state, a University employee or recognized agent of the University must travel with the group.

Examples of events needing a Travel Authorization Form include . . .

- **Barn dances and Hayrides** ~ A certificate of insurance and/or a special rider on insurance coverage are required
- **High-Risk Activities** ~ A hold harmless agreement should be secured surrounding all higher-risk activities like paintball, canoeing, or skiing. This may help protect USI and your organization.
- **Conference and Meetings** ~ You may attend off-campus conferences to meet other organization leaders with similar goals and objectives.
- **Competitions and Tournaments** ~ Your organization may travel to other universities for competitions ranging from cycling to debate.
- **Educational Trips** ~ Educational activities include, but are not limited to, trips to the stock exchange, factories/plants, zoos and museums.



BACK SIDE OF BOOKLET COVER

USI

8600 University Boulevard
Evansville, IN 47712

Student Development Programs
University Center Room 015

Phone: 812/465-7167

Fax: 812/465-1057

E-mail: getinvolved@usi.edu

Internet: www.usi.edu/sdv

Scheduling Services

Student Organization Scheduler

University Center Room 208

Phone: 812/465-7037

Fax: 812/461-5230

E-mail: sched@usi.edu

Internet: www.usi.edu/schedule/form.asp



AUTHORIZATION FORM

By signing this form, I,

President/Advisor (print)

take full responsibility in educating the members of

Organization name

in the rules and regulations pertaining to
events and facilities on the USI campus.

Date: _____

President/Advisor (signature):

Student Organization Representative (signature):

Student Scheduler (signature):

