



In response to your memo of April 6, 2005, the Student Activities Committee met several times to discuss issues, processes, and guidelines related to the use of campus facilities for student activities.

We are pleased to report that all participants demonstrated a willingness to cooperate and compromise, thereby establishing a positive tone and allowing us to effectively reach consensus on several important issues. Furthermore, in an effort to promote on-going communication, the Office of Student Activities will invite Physical Plant staff to attend regularly scheduled meetings with student club leaders.

Specific answers to the questions included in your memo are listed below:

- **What is the definition of a student activity?**
A student activity is any activity sponsored by an official student club or group and approved by the Office of Student Activities
- **What rooms or outside facilities are available for such activities?**
Please refer to Appendix A
- **How should an activity be scheduled?**
Any student club wishing to sponsor an event on campus should contact the Office of Student Activities for approval.
- **How do we decide the best location for a student activity?**
As long as room limitations are respected and the activity is appropriate for the space, the sponsoring club may request any of the rooms listed in Appendix A.

- **Do we need an event planning form? If so, what information will it contain and how will it be reviewed and approved?**

Yes, in fact, two forms are needed and must be submitted to the Office of Student Activities no less than 14 days prior to the event. The forms are:

- 1) Event Planning Form – please refer to Appendix B
- 2) Set-Up Request for Campus Activity Form – please refer to Appendix C

Note: Blank forms will be available in the Office of Student Activities and the Club Advisor's office.

Once approved, the Office of Student Activities will forward the Set Up Request Form to the Building Services Supervisor no less than 10 days prior to the event.

Either the contact person listed on the request form, the club advisor or a designated student advisor must be present for the duration of every scheduled event.

- **Posting of announcements on activities:**

Guidelines for posting information related to student activities are listed in Appendix D

- **Game Room, television and outdoor posting kiosks:**

The committee desires to continue discussions on these issues at future meetings.

- **Use of grand piano**

The Office of Student Activities will schedule regular "Open Stage" events for students and others who wish to perform.

In addition to the specific issues included in your memo, the committee recommends the following:

- The Office of Student Activities meet with all club leaders at the beginning of each academic year to distribute and discuss facility use guidelines.
- Information regarding these guidelines be made available at the Club Advisor's office.

- In April of each year, the Physical Plant Director will invite representatives from Student Affairs, Student Government, and the Office of Student Activities to review, discuss and update the guidelines as appropriate.

Thank you for your consideration and for providing committee members the opportunity to improve the campus experience for our students.

Please notify the committee chair or vice-chair if you support these recommendations and we will arrange for implementation prior to the start of the Fall 2005 semester.