

# **Graduate Student Organizations**



**2008-2009  
Handbook**

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Graduate student organizations make a major contribution to the Emerson community and increase the diversity of experiences available to students. Each year, we look forward to the variety of activities and materials that student groups present. We want to encourage you to pursue the goals and activities of your organizations. To help in this process, we have gathered the following information to familiarize you with the support available to recognized groups. Much of this material was compiled by the Dean of Students Office and applies to all campus groups. Other materials are specific to graduate student needs. If you have any questions, please contact me in the Graduate Studies Office. I look forward to working with all of you.

Dr. Donna Schroth  
Director of Graduate Studies  
Ansin Building, 180 Tremont Street, 12th floor  
(617) 824-8612  
Donna\_Schroth@emerson.edu

# **GUIDELINES FOR GRADUATE STUDENT GROUPS**

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## **FORMING AN ORGANIZATION**

Graduate students at Emerson have a broad range of interests that are served by their academic efforts but also by a range of co-curricular organizations that reflect the professional and intellectual interests of the students. These groups enrich the community at large and offer leadership and professional development opportunities for those directly involved.

*Graduate students must be matriculated and enrolled to participate in student organizations.*

Organizations may be at different stages at Emerson; this information is to help students interested in developing a new organization, certifying an ongoing group, or revitalizing a dormant organization.

## **GRADUATE STUDIES RECOGNITION**

At the graduate level, organizations are required to complete a two tier process. The first is recognition by the Emerson Graduate Studies Office, in order to be able to use on-campus facilities and be listed in official publications. Official recognition includes the following:

- Use of meeting and activity space
- Mailbox on campus
- Consultation with Graduate Studies Office staff
- Listing in Student Handbook, College Catalogue, and other publications
- Eligibility to seek funding from the Graduate Student Association

## **FORMING NEW STUDENT ORGANIZATIONS**

To form a new organization you must complete the following and submit it to the Director of Graduate Studies:

- List of officers
- Organization's statement of purpose
- List of current members
- Constitution (see following section on Constitution)

This will be reviewed by the Graduate Studies Office. A member may be asked to meet with the Director of Graduate Studies to discuss aspects of the group. The Director is also the person who investigates any violations of campus policies that might affect a group's status.

Groups with fewer than 10 members will be asked to explain why they are a viable group.

## **CONSTITUTION**

The organization's constitution should provide guidelines for governing your organization. In order to receive funding, this document must not conflict with the Graduate Student Association's constitution.

All graduate student organizations must be open to all matriculated graduate students.

The constitution should be a simple document that addresses the following:

- Name of the Organization
- Purpose
- Membership
- Officer positions (e.g. president, vice president, etc)
- Advisor is the Director of Graduate Studies
- Quorum
- Amendment procedure

By-laws can include:

- Membership structure (no fewer than...members)
- Finances
- How budgeting is done
- Duties of officers
- Election procedures
- Committees established

## **MAINTAINING STUDENT ORGANIZATION STATUS**

To maintain status as a recognized student group, organizations must annually submit an updated list of officers (names, local addresses, phone numbers and e-mail) and meeting schedule to the Director of Graduate Studies. Failure to maintain active status for one year means that a group will be placed on inactive status. After one year of inactive status, the group will lose official recognition.

## **GRADUATE STUDENT ASSOCIATION RECOGNITION**

The second tier for recognition and funding is the Graduate Student Association (GSA). A group must submit copies of its documentation to the GSA and a letter from the Director of Graduate Studies verifying that it have been officially recognized.

## **PROGRAMMING FOR YOUR GROUP**

Programs by student groups are to meet the needs and interests of the students in that department or a combination of departments.

### **SOCIAL**

- The GSA is responsible for social networking and bonding events including all graduate gatherings in the Fall and Spring, movies, sports events and other activities

### **CAREER**

- Activities around professional development such as speaker series, production work and presentation of student work

### **CULTURAL AND COMMUNITY**

- Museum trips, special events such as the GSA New Student trolley tours
- Activities such as benefit walks or other socially aware activity

*Events and activities should not overlap or repeat other events and GSA supported events will have priority*

## **PLANNING SUCCESSFUL PROGRAMS**

Programs take a great deal of hard work, follow through and understanding the guidelines

- Assessment - How do you know what your fellow students want?
- Purpose - what are the objectives of activities and what do you wish to accomplish?

## **PROGRAM ACTION**

### **FORMAT**

- Speaker
- Workshop
- Theme
- Panel

### **BUDGET**

- Speaker honorarium
- Food
- Publicity
- Clean up

- Students will only be reimbursed for events up to the approved budget and all reimbursement must be submitted by May 1.

### **SCHEDULING**

- Dates available
- Space available and cost
- During time when students are in school
- Not competing against another event for same audience

### **CONTRACTS**

- All contracts must be signed by the Director of Graduate Studies
- Contracts must be submitted at least 6 weeks before event

### **RULES AND LIMITS ABOUT PROGRAMS**

- Only GSA may offer events with alcohol
- Events must be for Emerson students only unless express permission is granted

# EVENT PLANNING FOR STUDENT GROUPS

## IMPLEMENTING A PROGRAM/EVENT

1. Checklist for Viability: The program or event should be...
  - Financially feasible
  - Appropriate for Emerson graduate student population
  - Consistent with College policies
  - Approved by resource person (Director of Graduate Studies)
2. Scheduling
  - Dates available
  - Enough lead time
  - On-campus or off
3. Facility
  - Seating capacity
  - Equipment needed
  - Reservation needed
4. Contract needed - must be reviewed by Director of Graduate Studies
  - Director of purchasing negotiates all contracts—never sign anything yourself
  - Review information available for Purchasing
    - Venue(s)
    - Estimated costs
    - Requirements
5. Volunteer Recruitment
6. Equipment and Setup
  - Audio equipment
  - Video equipment
  - Tables, chairs, etc.
  - Food
  - Decorations
  - Stage
7. Publicity

- Sufficient lead time to event
- Posters to print
- Announcements
- Word of mouth
- Bulletin boards
- Faculty announcements
- Invitations
- Campus papers
- Flyers

#### 8. Budget

- Food
- Decoration
- Marketing (Printing, etc...)
- Performer/Presenter
- Facilities
- Security
- Clean-up
- Total\_\_\_\_\_

#### 9. Event Execution

- Confirmations of
  - Space
  - Performer/presenter
  - Workers
  - Pickup check(s)

### **AFTER EVENT**

#### 1. Evaluation

- Report to GSA

#### 2. Thank Yous

- To people who helped for free

#### 3. Returns

- Equipment
- Bills paid

# EVENT PLANNING TIMELINE

## 7 WEEKS BEFORE OFF-CAMPUS EVENT

- Confirm with group what event will be and where you wish to have it
- Check schedules to make sure it is a viable date
- Seek approval from Director of Graduate Studies

## 6 WEEKS BEFORE OFF-CAMPUS EVENT

- Submit paperwork to Purchasing with appropriate signatures.  
*Forms, including Purchase Orders and Check Requests, can be found at the Office of Graduate Studies*

## 5 WEEKS BEFORE ON-CAMPUS EVENT

- Organization members agree to event
- Reserve facility
- Request contract if necessary
- Check schedules to make sure date is viable
- Seek approval of Director of Graduate Studies

## 4 WEEKS BEFORE EVENT

- Develop marketing campaign with Events Planner
- Inform departments of events
- Make reservations for food, etc.
- Submit information to Berkeley Beacon, Graduate Studies/Ecampus web page
- Create poster

## 3 WEEKS BEFORE EVENT

- Process paperwork - Submit alcohol policy approval form
- Finish poster, have Student Life stamp, and get to printer
- Create tickets if necessary
- Contact Media Services, if necessary (on-campus events only)

## 2 WEEKS BEFORE EVENT

- Put up posters
- Obtain decorations, etc.

## WEEK OF EVENT

- Mass e-mail to Emerson community
- Check posters

## DAY AFTER EVENT

- Take down all publicity
- Prepare report to GSA, etc.

## ROOMS AVAILABLE FOR RESERVATION

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### THE MAX MUTCHNICK CAMPUS CENTER

150 Boylston Street  
(617) 824-8680

The student organization and activities space located at 150 Boylston Street was named The Max Mutchnick Campus Center in recognition of a major gift from Mutchnick, a 1987 Emerson graduate and co-creator and executive producer of the Will & Grace television sitcom. The Max Mutchnick Campus Center is located on three floors of the 14-story, mixed-use building. It houses space for student organization offices, meeting rooms, and activity areas. The 185,000-square-foot facility also houses a gymnasium on the lower levels and a residence hall for some 560 students on the upper levels.

**To reserve a room in the Max Mutchnick Campus Center you must go to the Information Booth in person on the main level.** A variety of rooms are available ranging in capacity from 4 to 30. You can also obtain information about performance space requests for either the Cabaret at 80 Boylston Street or the Multi-Purpose Room on the Max's main level. The Information Booth also houses and maintains information about Emerson's campus and Boston events.

Additionally, recognized student organizations may request mailbox and cubby space on Level 1. Contact the Student Activities Program Coordinator for more details.

The goal of the Max Mutchnick Campus Center is to accommodate the meeting and function needs of Emerson's current community members (GSA recognized clubs/organizations and College departments) and major campus events. Individual use is limited to academically driven pursuits. Policy infractions will result in an official warning as issued by Campus Center Management. Those in receipt of more than 2 warnings will be subject to disciplinary action as sanctioned by the Director of Student Activities/Campus Center and/or College Conduct Coordinator. To ensure that space is used effectively and allocated fairly, the following guidelines apply at all times.

1. All Emerson College policies are in effect at all times.
2. Smoking, alcohol, drugs, and the use of candles or open flames are strictly prohibited in the Campus Center.
3. All means of egress must remain clear at all times so as to allow for easy exiting in the event of an emergency.
4. Meeting/event attendance may not exceed a room's noted capacity.

5. All members of the Emerson College community must present their valid Emerson College Identification Card when requesting access to Student Activities managed spaces.
6. Only current members of the Emerson College community (those with a valid Emerson College ID) may request Campus Center space.
7. Keys for Campus Center rooms will be handled by members of the Campus Center staff only.
8. Priority bookings for the Cabaret, Multi-purpose Room, Cultural Center, Print Production, and Resource Rooms will be granted to SGA recognized clubs and organizations.
9. If you are collecting an admission fee or donations, you must attach a copy of the approved "Fundraising Application" that you filed with the Office of Student Life to this request form.
10. Reservation requests must be made in person (phone reservations will not be accepted.)
11. There is a four hour time limit for meeting room reservations.
12. There is a two hour time limit for piano room reservations.
13. The Print Production and Resource Rooms may be requested as needed and for up to consecutive 2 weeks during the course of the Campus Center's regularly scheduled business hours.
14. A group, individual or event cannot have any more than five (5) active meeting room reservation dates in the Campus Center reservation system without special permission from the Director of Student Activities/Campus Center.
15. The "Contact Name" assumes responsibility for their assigned space and must be present for the entire length of the reservation.
16. Any guests (individuals not affiliated with the College) must be signed in as dictated by the College Guest Policy through the Main Level Campus Center Security Booth.
17. Room reservations are held only fifteen minutes past the initial reservation time. If the group/individual that reserved the room has not shown up, the reservation will be lost and the room may be given out to someone else. A "no show" may result in a loss of future reservations and/or reservation privileges.
18. Cancellations must be made within 24 hours of the reservation. A "no show" may result in a loss of future reservations and/or reservation privileges.

19. Any persons/organizations who do not vacate the Campus Center at the appointed closing time will be subject to appropriate sanctions as seen fit by the Director of Student Activities/Campus Center.
20. When making arrangements with other departments for your event (e.g. Aramark, Media Services, etc.) please be sure to fill out the appropriate departmental paperwork.
21. Any person/organizations reserving rooms in the Campus Center are responsible for any damage occurring during their use of the room and will be charged a repair or replacement fee when applicable.
22. Any person/organizations reserving rooms in the Campus Center are responsible for the clean-up of the rooms after use and will be subject to a \$25.00 minimum cleaning fine if the room is not left in satisfactory condition (this includes putting back furniture in its original location.)
23. The furniture in rooms one, two, three, four and five may not be moved out of the rooms and cannot be stacked in the rooms.
24. No bikes, scooters, or rollerblades are allowed in the Campus Center.
25. No live animals/pets are permitted in the Campus Center.

Any exceptions to these policies will be made at the discretion of the Director of Student Activities.

### **Operating Hours**

Monday, Tuesday, & Thursday: 9:00 a.m. to 12:00 a.m.

Wednesday: 9:00 a.m. to 2:00 a.m.

Friday: 9:00 a.m. to 10:00 p.m.

Saturday: 10:00 a.m. to 10:00 p.m.

Sunday: 12:00 p.m. to 12:00 a.m.

## THE CABARET

Little Building, 80 Boylston Street

The Cabaret is an activity space available for use by students, organizations and departments on a space available basis. This facility can be reserved for rehearsals, dramatic performances, comedy shows, concerts, and performance based spoken word events. To reserve this space, please visit the Information Booth at 150 Boylston Street.

1. Requests for fall 2006 bookings will be accepted beginning September 11, 2006 at 9:00 a.m. and request for spring 2007 bookings will be accepted beginning January 16, 2007 at 9:00 a.m., using a Room Request Form.
2. No semester long reservation will be permitted.
3. Students, organizations and departments may only reserve five dates at a time. Additional reservations will not be taken until at least one of these reservations has been used.
4. Cancellation must be received one week before the date of the reservation. A "no show" may cause loss of reservation privileges in the future, and possible fines.
5. Students and organizations are responsible for the set-up of the event. A staff member will be there to assist you. Departments can submit a work request by calling extension 8880 for Facilities Management assistance. The room must be returned to the original set-up.
6. Students, organizations and departments are responsible for clean-up of the space. If the space is left in an unsatisfactory condition, there will be a minimum cleaning charge of \$25.00.
7. The organization/person requesting the usage of the Cabaret will be financially responsible for facility and/or equipment in the event of loss or damage (including, but limited to that resulting from theft, abuse, gross misuse) while it is in their possession/under their use.
8. All college policies are in effect. Smoking, alcohol, drugs, and the use of candles or open flames are prohibited.
9. The staff will conduct the pre & post inspection with the person that requested usage of the Cabaret. This inspection will confirm the quantity and quality of the items, equipment operability, and the overall conditions of the space. If the booth will be utilized, the staff will confirm the operability of the equipment.
10. Music/sound must adhere to Emerson College's standard of reasonable level.

Sound may not disturb or intrude on the space or activities of other tenants. Failure to comply with this standard and/or cooperate with the staff will result in the cancellation of the event and loss of future reservation privileges.

11. All members of the Emerson College community must present their Emerson College identification card to gain entrance to the Cabaret. All guest(s) must be signed-in with positive identification (photo ID required) by a member of the Emerson College community (host). Hosts may sign-in up to two (2) guests per program.
12. Maximum Capacity Seating Arrangement = 120  
Non-Seating Arrangement = 200
13. Carpentry, painting, or the like, for the purpose of building sets, decorations, etc., will not be allowed to take place inside this facility. Set components must be prefabricated off-site and brought into the space for assembly.
14. Set pieces, props, materials, etc. cannot be stored in the space for any longer than the period of their actual use. Storage space is available for approved equipment or other standard use items.
15. Sets pieces, decorations, postings, equipment, wiring, or other items may be attached, affixed or hung from the uni-strut grid only. Nothing may be attached or hung from walls or ceiling in any other manner without the advance approval of the Property Manager. No individual may hang from the uni-strut grid at any time.

Any exceptions to these policies will be made at the discretion of the Director of Student Activities.

### **Operating Hours**

Daily: 8:00 a.m.-12:00 a.m.

Other hours available by special permission.

The Cabaret is not available during College vacations.

## **OTHER AVAILABLE ROOMS ON CAMPUS**

Rooms are available for use by student groups recognized by the College. In addition to the Campus Center and the Cultural Center, the College maintains function rooms in the Little Building and 216 Tremont Street. At the Little Building they include West-1 and West-2, which can be used singly or in combination, West-3, the Emerson Room and the Dining Hall. At 216 Tremont Street, the Bill Bordy Theater is available for reservation.

College-recognized departments, organizations, and student activities are allowed to reserve and rent space. Reservations are on a first-come, first-served basis. Recognized student organizations may reserve function rooms at no charge provided no conflicting request from a paying user is received two weeks or more from the date requested. Should a conflicting request be received, the student organization or activity will have the option of paying the room rate or relinquishing the reservation.

Reservations for these function rooms, as well as for promotional tables outside of the dining hall, are requested by calling the "One Stop Shopping" reservation and services number 617-824-8880. You will be asked to provide your student organization's budget number in order to place the reservation (they can only take a 6-digit number, so disregard the 01 that precedes your number when reserving space). Reservation requests are reviewed for approval and scheduling within the next 24-hour business day.

Function rooms and dining halls are not performance or dance spaces. The College reserves the right to deny use of the space requested, if the use is likely to result in rules and guidelines' violations.

## HELPFUL INFORMATION

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### ORDERING FOOD

Follow these steps when ordering food for an event:

1. Contact Aramark (extension 8065) 7-10 days in advance of your event to place your order and receive a dollar estimate. Get a copy of the catering order sheet.
2. Fill out a purchasing requisition with the menu, date, place, and time of your event.
3. Bring the purchasing requisition and the catering order sheet to the Office of Graduate Studies for approval by the GSA Treasurer and the Director of Graduate Studies.
4. After the form is initialed by the GSA Treasurer and signed by the Director, it will be delivered to the Purchasing Department for processing. The authorized purchase order will be faxed from Purchasing to the Dining Services office.
5. Two business days prior to your event confirm with Dining Services that Aramark has received the purchase order for your event.

After the event, Dining Services will send an invoice with your purchase order number to Accounts Payable for payment.

*Dining Services cannot provide service to any event without a purchase order number!*

### HONORARIUM PROCESS

If your group has invited a speaker whom you wish to pay an honorarium, you must do the following:

6. Ask the speaker to provide you with an invoice for service rendered and to complete a biweekly consultant payroll form and a W-9 form. The consultant payroll form and W-9 form are available at the Office of Graduate Studies.
7. After you have collected and completed the above, deliver the invoice and forms to the Office of Graduate Studies for review by the GSA Treasurer and the Director of Graduate Studies.
8. After the Director signs the form, the form will be submitted to the Payroll Department for processing.

## **OFFICES/ORGANIZATIONS TO KNOW**

### **GRADUATE STUDENT ASSOCIATION**

GSAInfo@emerson.edu

### **OFFICE OF GRADUATE STUDIES**

180 Tremont Street, 12th floor

GradStudies@emerson.edu

(617) 824-8612

### **MAX MUTCHNICK CAMPUS CENTER**

150 Boylston Street

(617) 824-8637

### **ARAMARK**

80 Boylston Street, 1st floor

foodservice@emerson.edu

(617) 824-8065

### **EMERSON PRINT & COPY**

80 Boylston Street, 1st floor

copycenter@emerson.edu

(617) 824-8593

### **ONE-STOP (ROOM RESERVATIONS)**

(617) 824-8880

## OFF-CAMPUS EVENTS POLICY

Events held off-campus using, or implying, the Emerson College name, utilizing the Emerson College accounting system and SGA allotted funds, or off-campus events publicized on campus, are subject to all College policies and procedures as events held campus, with the additional requirements involving a contract. In order to utilize an off-campus facility, you must arrange for a contract between the facility and the College.

A contract is required for use of ANY off-campus facility, regardless of how the facility is being used or cost. The facility must also carry and show proof of general liability insurance with a minimum of \$3,000,000 coverage, naming Emerson College as an additional insured. A Certificate of Insurance must be obtained from the facility indicating the limits of insurance, if the facility is not a pre-approved vendor of the College.

Off-campus events must be registered through the Office of Student Life by meeting with the Associate Dean of Students at least 4 weeks in advance of the event. Although guests of Emerson College students are typically welcomed, attendance by non-Emerson students may be restricted accessing a given event. When permitted, students who present a valid Emerson College ID are permitted to bring up to two (2) non-Emerson guests with them to an event.

When planning an event off-campus, the student planner must set up an appointment with the Associate Dean of Student and provide the following information:

1. Address, phone number and name of a contact at the event site.
2. An original contract, unsigned on behalf of the Collage.
3. Depending upon the nature of the event, the organization may be required to provide transportation.
4. Arrangement for a police/public safety detail, if the establishment does not provide one. You must have a public safety detail present if you intend to charge admission at the door, accept donations, host an off-campus performer, or where public safety is best served by police presence.
5. Name of the advisor that will be present for the entirety of the event. If your organization advisor cannot be present, you must identify a full-time member of the faculty, staff, or administration that is approved by both your organization advisor and the Associate Dean of Students. One advisor to every 50 students is necessary, although more may be necessary for higher risk events.
6. Prepare an itemized budget plan for the event, including sources of funds and ticket sales and timeline. Use of SGA funds must comply with policies and procedures as outlined in the Treasurer's Manual.
7. Understanding that the sponsoring organization assumes full financial responsibility for any/all activities related to this event.

## **ADVISOR RESPONSIBILITIES**

The functions of an off-campus event advisor are two-fold. First, to encourage healthy growth and functioning of a student organization by giving advice and aid, second, they can help prevent or cure undesirable situations that may develop, or if necessary, bring them to the attention of the Associate Dean of Students.

1. Each event must have a full-time advisor present throughout the entirety of the event. This person must be an Emerson College full-time faculty, staff, or administrator.
2. The advisor is to act in the capacity of a college official. If a concern arises that cannot be addressed by the sponsor, the advisor is there to assist.
3. Advisors must be familiar with the policies and procedures for student organizations and policies as stated in the Undergraduate Student Handbook.
4. After the event, the Associate Dean of Students requests that the advisor report any concerns, incidents, or questions that may have arisen during the event.

## **CRISIS MANAGEMENT**

If there is an accident/ injury at your event, the Emerson College Public Safety must be contacted immediately.

## **CAMPUS POSTINGS**

- A. All hard copy postings must have an official Student Life posting registration stamp. Student Organizations are strongly encouraged to show posters to their advisers prior to obtaining a registration stamp.

### **To obtain a registration stamp:**

1. An original poster, table tent or flier must be dropped off at the Office of Student Life, 150 Boylston Street, 2nd floor at least 24 hours before the flier/poster is to be posted or placed.
2. Individuals and groups may not post or place any flier or notice without the original copy being stamped. Unregistered posters and table tents will be removed.
3. All registered fliers/posters will be stamped with a designation that denotes the end posting date. Fliers/posters will be approved for up to three weeks of posting. Groups may copy that flier for more general distribution. Poster registration does not imply College endorsement.
4. Student organizations are expected to remove their notices when their event has passed.
5. Alterations to an approved poster are considered unapproved. You must bring your flier to Student Life for reapproval.

6. All fliers must have Emerson College contact information in order to be approved.
  7. All fliers advertising a fund raiser must have an approved Fundraising Form on file with the Office of Student Life before the poster may be stamped for approval.
- B. Postings of signs, fliers, advertisements and other materials are permitted on authorized bulletin boards only. All other postings will be removed. Questions about a specific building posting policy may be directed to the building manager or contact person:
1. Campus Center–Director of Student Activities and the Campus Center
  2. Residence Halls–Residence Directors
  3. Little Building, 120 Boylston Street, 180 Tremont Street, 216 Tremont Street, and Production and Performance Center–Building Managers
  4. The Cabaret–Director of Student Activities and the Campus Center
- C. No postings may be placed in elevators, on fire escapes, walls, doors, windows, fences, lamp posts or trees.
- D. Postings, fliers, advertisements, and other notices are not permitted to be slipped under or placed on residence hall room doors without approval of the Associate Dean/Director of Housing and Residence Life.
- E. Postings on the outside of any Emerson owned or rented property is prohibited.
- F. No postings may be placed or distributed that promote a party or event where students under the legal drinking age are likely to be served or obtain alcoholic beverage.
- G. No postings may be placed or distributed that mention, make reference to, allude to or depict alcohol or promote, invite or encourage alcohol consumption.
- H. No postings may be placed or distributed for non-college sponsored events at which alcohol will be served or consumed.
- I. No postings for non-Emerson related events and activities will be approved for posting. Non-Emerson related events and activities are encouraged to purchase advertising space in The Berkeley Beacon.
- J. If an Emerson related event is to take place on property under the jurisdiction of the City of Boston or Commonwealth of Massachusetts (i.e., the Boston Common, the Public Gardens, the Hatch Shell, etc.), a permit must be obtained through the Office of Government and Community Relations. Proof of a permit must be submitted before a poster will be approved in Student Life.
- K. Only events sponsored and coordinated by recognized clubs and organizations may post an event on the eCampus calendar or via the Campus Center Axis TV Service.

**Please note: Failure to abide by these policies may lead to loss of posting privileges, College recognition and/or disciplinary action from the College.**

## **SALES ON CAMPUS**

No student may solicit for money, sell or offer for sale, or promote the sale of goods or services by any person, student organization or company on College property or using College resources including, but not limited to, residence hall rooms or addresses, Emerson College telephone numbers, ECnet accounts or computer networks or equipment. This policy does not preclude an individual student from selling a personal item (e.g. used text book, used musical instrument, etc.) from time to time as long as the sale does not violate any institutional policy.

The College may make limited exceptions to this policy for recognized student organizations raising money for the organization or for a registered charity in accordance with the College's fundraising policy so long as all the funds raised go to the organization or charity and none are retained for personal benefit. The written permission of the Associate Dean of Students is required for all solicitations and sales.

## **SOLICITATIONS**

The College does not permit the use of its facilities for the solicitation of contributions for religious, charitable, or political organizations or activities. This includes direct solicitation by members of the College community on behalf of such agencies. This prohibition includes the selling of goods or services, tickets or chances on behalf of religious, charitable, political, or any other groups.

## **TELEVISION, RADIO AND FILM (TRF) POLICY STATEMENT**

All Emerson College students must adhere to the policies and procedures associated with shooting film/video and/or recording audio and for securing permission to do so:

- On Emerson College Property
- On Public Property
- On Non-Emerson College Private Property (Request for Certificate of Insurance)
- In the Tufte PPC Studios or Journalism TV Studio

Any revisions to the Shooting Policies and Procedures and forms may be found at the TRF web site: [www.emerson.edu/trf](http://www.emerson.edu/trf) - select "Policies/Forms," or you may pick up a copy at the:

- Equipment Distribution Center (EDC) 1st floor, Little Building
- TRF Studios Support Office, 8th floor, Tufte Performance & Production Center, Rm. 814

- Journalism Television Facilities (JTF) Support Office 6th floor, Walker Building, Rm. 631

At least two weeks prior to a location shoot students should submit the appropriate permit request to Timothy McKenna, Equipment Distribution Center Manager, for processing. These policies and procedures apply to student organizations, The Emerson Channel, Emerson Productions, faculty, students and staff.

**Location film and video production carries risk. While you may make every attempt to exercise safety precautions on a location shoot, you may be held legally and financially liable in the event of an accident that happens as a result of that shoot.**

**NOTE:**

- The College does not provide insurance for equipment on loan from the Equipment Distribution Center (EDC).
- The College does not provide insurance on equipment rented outside the College.
- The College does not provide workman’s compensation insurance for talent including members of SAG and AFTRA.

**This is your financial responsibility.**

**PENALTIES**

Violations by students of the following policies and procedures may result in one or all of the following actions:

1. Suspension of production activities.
2. Formal charges and disciplinary action by the College as outlined in the Student Handbook.

**SHOOTS THAT REQUIRE SPECIAL PERMISSION**

- A. Shoots that require the use of firearms (real or prop), smoke or fog machines, live animals, or young children require special additional permission.
- B. Shoots that require access to buildings or locations after hours may require special additional permission.
- C. Timothy McKenna, Equipment Distribution Center Manager, TRF, (617-824-8349), can provide procedures that outline requirements for these special requests.

**SHOOTING ON EMERSON COLLEGE PROPERTY**

- A. To insure that the College and its students are in compliance with City of Boston fire regulations and Massachusetts special effects regulations - fires, candles, smoke, cookies, squibs, black powder charges, fireworks, explosive devices or any other flame producing items are not permitted on College

property.

- B. Students are prohibited from making permanent alterations or modifications to Emerson College structures. The use of any prop, set item, special effects apparatus or any other device of any kind that may result in damage to Emerson College property is prohibited. Students are advised to consult with their instructor and Timothy McKenna for specific permissions and prohibitions.
- C. Use of props and set pieces in Emerson College buildings may require you to adhere to the Emerson College Policies Relating to use of Performance and Rehearsal Facilities. This document can be downloaded at [www.emerson.edu/trf](http://www.emerson.edu/trf) in the policies and forms section.
- D. Shoots may **not** be conducted in the following areas:
  - Inside the lobbies of buildings
  - In front of or inside building elevators
  - On stairways
  - In any corridors
  - Anywhere else where building egress might be blocked in any way
  - Anywhere else where building operation might be impaired in any way
- E. Certain areas within specific College buildings are off-limits:
  1. At the Walker Building, 120 Boylston Street
    - a. In the Emerson College Library
  2. At the Little Building, 80 Boylston Street:
    - a. Basement, College Fitness Center.
    - b. 1st Floor, Main Lobby
    - c. 2nd Floor, Mezzanine 2nd Floor
    - d. Dining Hall & Function Rms.
  3. At 216 Tremont Street:
    - a. Inside the Bill Borden Theater and Auditorium
  4. At the Tufts Performance and Production Center
    - a. Semel Theatre lobby
    - b. Huret and Spectre Gallery
  5. At 150 Boylston Street
    - a. Floor L3
    - b. Floor L2
    - c. Floor 2 – The Quiet Lounge
    - d. Floor 2 – The Café

- e. Floor 1 – Loading Dock, Laundry Room, Lobby, Entry Lounge Area

All reservable rooms and common rooms in Student Activities managed properties (Campus Center at 150 Boylston St. and the Cabaret at 80 Boylston) may be used with permission of Sara Sheckles, Director of Student Activities/Union at 150 Boylston St. (617-824-8680).

### **“SMALL SHOOT”**

An ON-CAMPUS “small shoot” may be performed on the Emerson campus without a permit if the following criteria are met and above restrictions are not violated:

- A. Single camera on tripod or hand-held camera or audio recording device.
- B. Shoot or recording will not interfere with scheduled classes, the conduct of normal business or other activities of the College.
- C. Maximum number of cast: 1 and crew: 1.
- D. No peripheral shooting equipment (Nagra, cables, lights, reflectors, C-stands, etc.).
- E. Cast and crew will exercise appropriate judgment, and will seek permission of the
- F. appropriate persons.

If your shoot does not meet the criteria of “small shoot” you must apply for a permit to shoot on College property. In order to obtain a permit:

1. Complete request form A1 (Request for On-Campus Location Permit).
2. Submit the completed form and your script to your instructor for his or her signature.
3. Submit the signed form to Timothy McKenna, Equipment Distribution Center (EDC) Manager, at least two weeks before the shoot.
4. Mr. McKenna will direct the applicant to Property Management or the appropriate building manager. You may be contacted with questions about your shoot. If approved, he or she will return the form to you. You may be required to speak with a representative of Emerson College Public Safety regarding fire and safety regulations.

Mr. McKenna will contact you and make arrangements for you to pick up the Emerson College Location Permit.

Please note that shooting in the Journalism Television Studio or the Tufte PPC Television Studios require a separate permit process (see below).

### **SHOOTING IN THE TUFTE PPC OR JOURNALISM TELEVISION STUDIOS**

Any use of the TV studios and control rooms except for classes requires a permit application. Use form A4. After filling out the form please turn the form in to the appropriate studio manager:

- PPC TV Studios: Tom Gunganig, Room 814
- Journalism TV Studio: Tim MacArthur, Room 631

A copy of the complete updated TRF policy statement and forms can be obtained by visiting the TRF web site: [www.emerson.edu/trf](http://www.emerson.edu/trf) - then select "policies/forms".

## **SHOOTING ON PUBLIC PROPERTY**

There is a specific process required to film or tape on public property in the City of Boston, and other cities in the Commonwealth of Massachusetts. License fees, and other permits may be required by the police departments, fire departments, departments of public works; parks and recreation departments, and/or neighborhood associations. It is the responsibility of the producing student to obtain these permits and authorizations.

### **SHOOTING ON PUBLIC PROPERTY IN THE CITY OF BOSTON:**

A "small shoot" may be performed in the City of Boston, the Esplanade, Boston parks, and the waterfront without a permit if the following criteria are met:

- Single camera on tripod or hand held or audio recorder.
- Shoot will not obstruct pedestrian access on sidewalk or obstruct street.
- Maximum number of cast: 2, and crew: 2.
- No peripheral shooting equipment (Nagra, cables, lights, reflectors, C-stands, etc.)

In other words the shoot would be similar to tourists shooting on vacation in Boston. If the shoot does not meet these criteria you must fill out a City of Boston Film Office Permitting Request Form and then contact the office to schedule an appointment: To schedule an appointment call Patte Papa, City of Boston Film Director, Phone 617-635-3911, Fax: 617-635-4428. The Boston Film Office is located at Boston City Hall, Room 802.

### **If this video or film shoot is for your required course work:**

The City requires you submit the City of Boston Film Office Permitting Request Form (attached) and Emerson College Form A2 "Request for Public Location Permission" with the appropriate signatures. You are then eligible to utilize the certificate of insurance and the bond the City Film Office has on file.

### **If this video or film shoot is not part of your required course work:**

- Fill out form A3 (Request for Certificate of Insurance) complete the form with the appropriate signatures.
- Fill out a City of Boston Film Office Permitting Request Form (attached).
- For protection against possible damage to city property, you must provide a bond with a minimum security of \$5,000.00 issued to the City of Boston. The bond must be acquired from a local bonding company. There is usually a \$50.00 fee for a bond valid for one year. For assistance in selecting a bond

company, please contact the City of Boston Film Office: 617-635-3911.

- D. Submit the forms to Tim McKenna at the TRF Equipment Distribution Center at least two weeks prior to your shoot. Once processed the completed certificate will be emailed as a PDF file to the applicant.
- E. Call the Boston Film Office to schedule and appointment 617-635-3911. Bring the Certificate of Insurance, the Bond, and the City of Boston Film Office Permitting Request Form to Patte Papa, Film Director, City of Boston Film Bureau. The Boston Film Office is located at Boston City Hall, Room 802.

For more information about City of Boston Permitting Process go to: <http://www.cityofboston.gov/arts/film/permitting.asp>

This procedure above is to be followed for all City of Boston locations except those listed below:

### **Shooting in Boston Parks, MBTA Property, and Logan Airport Property**

Call one of the appropriate people to apply for a permit. Fill out form A2, obtain the appropriate signatures, and provide the A2 form to the appropriate person below. They may require a letter of request (re: who, what, where, when, why, equipment, etc.) and a fee.

- A. City of Boston Parks: including Boston Public Garden, Boston Common, Commonwealth Mall, and The Esplanade:
  - Call Margaret Ings, Office of Government and Community Relations, Emerson College. Phone: 617-824-8299. Fax 617-824-8943; mail to: 120 Boylston St. Boston, MA 02116, or hand deliver to 120 Boylston St. Suite 203.
- B. MBTA:
  - MBTA Public Affairs Office, phone 617-222-3302, fax 617-222-4539. or mail: MBTA Public Affairs, 10 Park Plaza, Boston 02116
- C. Logan Airport:
  - Massachusetts Port Properties, Dorothy Connolly-Steele, phone 617-568-3705, fax 617-568 3703.

The Massachusetts Film Bureau may assist you with information and contacts for shooting in other cities and towns outside Boston and give you additional information: Their web site is: <http://www.massfilmbureau.com> or phone: 617-523-8388. The Massachusetts Film Bureau is located at 198 Tremont Street, PMB#135, Boston, MA 02116

## **WEAPONS**

The use or possession of firearms or other dangerous weapons on College property or at any College sponsored event is specifically forbidden. Please note that Massachusetts general laws Chapter 269: Section 10, Paragraph j states:

*“Whoever, not being a law enforcement officer and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.”*

For further information regarding what the Commonwealth considers dangerous weapons, see Massachusetts general laws Chapter 269: Section 10, paragraph B at <http://www.state.ma.us/legis/laws/mgl/269-10.html>.

Possession of realistic replicas of firearms or other dangerous weapons are also prohibited on Emerson property or at Emerson sponsored events (e.g. film shoots, performances, etc.) other than when being employed during a College sanctioned rehearsal or production. Recognized student organizations must receive prior approval for use of such props from the Dean of Students or his/her designee and the Director of Public Safety or his/her designee. Organizations should present their proposal for replica weapon use at least 14 days before intended use.

## **CLASSROOM SPACE RESERVATION**

1. Only current Emerson students and officially recognized groups and organizations from the Emerson community may book classroom space.
2. Requests for classroom spaces must be sent in writing (email) Sarah Miles at [Sarah\\_Miles@emerson.edu](mailto:Sarah_Miles@emerson.edu).  
The email request must include:
  - Name of group or organization
  - contact name, phone, and email
  - Event title
  - Information regarding what the event will entail
  - Date and exact times requested
  - Number of people expected
  - Advisor name and contact information
3. Classroom space may not be used as rehearsal or performance space.
4. No food or beverages are allowed in classroom space unless authorized by Property Management at x-8646.
5. All requests for the Bordy Theater must go through One Stop (x-8880).

6. Special Set-Ups will need to be coordinated through Property Management at x-8646. Catering must be arranged through Aramark (x-8065).
7. Student groups wishing to use the Computer, Journalism, and Media Arts labs should contact Sarah Miles to set up as meeting.

All classroom space is reserved on availability basis and academic requests are given priority. Such requests require a minimum of 72 hours to process. There is a fee for use of classrooms requested by non-recognized student organizations or groups, and for non-academic use.

## **CULTURAL CENTER RESERVATION POLICY**

The Division of Student Affairs has space at the Cultural Center (150 Boylson Street) for use by recognized student clubs, organizations, and departments on space available basis. This campus facility can be reserved for student activities, special events, meetings, and educational purposes.

The goal of the Campus Center is to accommodate the meeting and function needs of Emerson's current community members (SGA recognized clubs/organizations and College departments) and major campus events. Individual use is limited to academically sponsored pursuits. Policy infractions will result in an official warning as issued by Campus Center Management. Those in receipt of more than 2 warnings will be subject to disciplinary action as sanctioned by the Director of Student Activities/Campus Center. To ensure that space is used effectively and allocated fairly, the following guidelines apply at all times.

1. The Student Code of Conduct is in effect at all times. Violations of the Student Code of Conduct and all other College policies as outlined in Undergraduate and Graduate student handbooks and catalogues as well as in other official institutional publications will be subject to disciplinary action through the College's disciplinary process.
2. Policy infractions will result in an official warning as issued by Campus Center management. Those in receipt of more than 2 warnings will be subject to disciplinary action as sanctioned by the Director of Student Activities/Campus Center and or the College Conduct Coordinator as applicable.
3. Smoking, alcohol, drugs, and the use of candles or open flames are strictly prohibited in the Cultural Center.
4. All means of egress must remain clear at all times so as to allow for easy exiting in the event of an emergency.
5. City/building fire code mandates that meeting/event attendance may not exceed a room's noted capacity. (Cultural Center Room L156 = 30)
6. The furniture in the Cultural Center may not be moved out of the rooms.

7. Keys for Cultural Center will be handled by members of the Campus Center staff only.
8. Only current members of the Emerson College community (those with a valid Emerson College ID) may request the Cultural Center space.
9. The "Contact Name" listed on this form assumes responsibility for their assigned space and must be present for the entire length of the reservation.
10. Reservation requests must be made in person (reservations over the phone or via e-mail will not be accepted).
11. There is a limit of 4 usage hours the Cultural Center reservations.
12. A group, individual, or event cannot have any more than five (5) active meeting room reservation dates in the Cultural Center reservation system without special permission from the Director of Multicultural Student Affairs.
13. All members of the Emerson College community must present their valid Emerson College Identification Card when requesting access to Student Activities managed spaces.
14. Any guests (individuals not affiliated with the College) must be signed in as dictated by the College Guest Policy through the Main Level Campus Center Security Booth.
15. Room reservations are held only fifteen minutes past the initial reservation time. If the group/individual that reserved the room has not shown up, the reservation will be lost and the room may be given out to someone else. A "no show" may result in a loss of future reservations and/or reservation privileges.
16. Cancellations must be made within 24 hours of the reservation. A "no show" may result in a loss of future reservations and/or reservation privileges.
17. Priority bookings for the Cultural Center will be granted to SGA recognized clubs and organizations.
18. If you are collecting an admission fee or donations, you must attach a copy of the approved "Fundraising Application" that you filed with the Office of Student Life to this request form.
19. When making arrangements with other departments for your event (e.g. ARA-MARK, Media Services, etc.) please be sure to indicate it on the reservation form and to fill out the appropriate and respective departmental paperwork, and arrange for drop off and pick up times.
20. Paper or other items cannot be taped or otherwise attached to the doors, walls,

or ceilings of Cultural Center spaces.

21. Any person/organizations reserving rooms in the Cultural Center are responsible for the clean-up of the rooms after use and will be subject to a \$25.00 minimum cleaning fine if the room is not left in satisfactory condition. Likewise, if folding a meeting room table, please follow the directions for folding accordingly so as to avoid breakage and damage.
22. Any person/organizations reserving rooms in the Cultural Center are responsible for any damage occurring during their use of the room and will be charged a repair or replacement fee when applicable.
23. Any persons/organizations who do not vacate the Cultural Center at the appointed closing time will be subject to appropriate sanctions as seen fit by the Director of Multicultural Student Affairs.
24. No bikes, scooters, skateboards or rollerblades are allowed in the Cultural Center.
25. No live animals/pets are permitted in the Cultural Center.

Any exceptions to these policies will be made at the discretion of the Director of Multicultural Student Affairs.

### **Hours of Operation**

#### **Reservation Hours**

Monday - Friday 8:45 a.m. - 12 a.m.

Saturday 10 a.m. - 10 p.m.

Sunday 12 p.m. - 12 a.m.

#### **Holiday and Summer Hours**

Requests for special events should be directed to the Director of Student Activities/  
Campus Center.

## **FUNCTION ROOMS**

The One Stop Shopping Function Room Reservation Service operates through the Facilities Knowledge Center (FKC), the same organization which receives and dispatches maintenance and housekeeping work requests to Facilities Management. The service, commonly identified as "Facilities Services," is an outsourced, off-campus 24/7 operation staffed by FKC Customer Service Representatives.

**The One Stop Shopping service is available only to current student, faculty and staff members of the Emerson College community.**

## **HOW TO PLACE A RESERVATION**

First -- Know which room you want. Review the Rooms, Availability, Rental Rates, Setup Options, and Use guidelines provided in this document to be sure you are

requesting the appropriate function room. Additional information can be found at [www.emerson.edu/property\\_management](http://www.emerson.edu/property_management).

Then - Call extension 8880 (from on campus) or 1-866-585-4520 (from off campus). Provide the Customer Service Representative with all of the following information to ensure that your request is accurate and complete.

1. Your Name
2. Your Phone Number
3. Name of Contact Person
4. Contact Person's Phone Number
5. Department or Organization Name
6. Account Number
7. Room Requested
8. Function – Day
9. Function Date
10. Function Start Time
11. Function End Time
12. Room Reservation Start Time
13. Room Reservation End Time
14. Title or Description of the Function
15. Number of Persons Attending (cannot exceed the listed room and setup capacity)
16. Type of Room Set-up Requested
17. Catering: (yes/no)
18. Type of Catering
19. Audio/Visual – Media Services Required: (yes/no)
20. Type of Media Services Required

**All of the above is required information. Reservation requests lacking this information will not be accepted.**

## **RESERVATIONS & CANCELLATIONS - REQUIREMENTS & RESTRICTIONS**

1. College recognized departments, organizations, student organizations and management approved non-Emerson organizations are allowed to reserve and rent function space. Reservations are on a first-come first-served basis. Non-Emerson organizations must have a current, direct affiliation with the College or College sponsorship to be allowed to rent or reserve space.
2. All Reservation Requests Must be Submitted in Advance  
For Catered functions - No less than seven (7) business days in advance of date requested.  
For Non-Catered functions- No less than two (2) business days in advance of date requested.  
For "Promo Tables" - No less than 48-hours in advance.

3. All reservation requests must be complete less than seven (7) business days before the date of the function.

Management reserves the right to deny any reservation which is incomplete with missing information beyond that time.

4. Required Two-Hour Interval Between Room Reservations.

A two-hour interval between reservations for a function room is required. This interval is for Facility Management and Property Management maintenance and preparation of the space for scheduled functions. Customer Service Representatives taking reservation requests cannot waive this requirement.

5. Department Account Numbers & Purchase Order Numbers

The department or organization account number (six or eight digits; i.e. 0x-xxx-xxx) is required to reserve a room. The FKC Customer Service Representatives are instructed not to accept reservation requests without this number being provided. Student organizations who do not have their account number should contact the Office of Student Life for assistance at (617) 824-8637.

The appropriate Purchase Order number (five digits) is required for food/catering requests. Catering requests cannot be honored unless a valid Purchase Order number is provided no less than seven (7) business days in advance of the function date. Purchase Orders are issued by the Purchasing Department.

6. **The reservation work order is a REQUEST, not a confirmation of the reservation. The request is confirmed ONLY if you do not receive a cancellation within (2-5) business days from the work order issue date.**

If there is a problem or question concerning your reservation, management will try to contact you within (2-5) five business days after you place the reservation request. This does not guarantee that a problem or question affecting the reservation will not arise at a later date.

7. Recognized student organizations may reserve function rooms at no charge provided no conflicting request from a paying user is received two weeks or more prior to the date requested. Should a conflicting request be received, the student organization will have the option of paying the room rate or relinquishing the reservation.
8. All functions, unless otherwise waived, are subject to room rental fees. Academic function room use will be evaluated on a case-by-case basis to determine if the rental fee is appropriate.
9. Function rooms, including dining rooms, auditoriums, as well as classrooms, seminar rooms, and lecture halls cannot be used for performance, dance or activities which are contrary to the normal and intended use of the space and/or which in the judgment of management are inappropriate for the space. Requests for playing music (live or pre-recorded) will be

handled on a case-by-case basis and must be approved in advance by the management.

10. Management reserves the right to deny use of the space requested if, in its judgment, the use is inappropriate for the space and/or likely to result in policy, rules and/or guideline violations.
11. Cancellations: Two (2) business days' advance notice is required to cancel a function room reservation without incurring rental or service charges. Cancellation of any function less than two (2) business days prior to its start time is billable in full to the requesting department or organization.
12. Rooms must be vacated no later than 30-minutes after the end of the reservation period. Extended use of a reserved room is not permitted without management approval and will incur additional cost if approved.
13. The user is financially responsible for any damage or excessive cleaning which may be required. For functions not catered by ARAMARK the user is responsible for the cleanup of the room after use and will be subject to a \$25.00 minimum charge if the room is not left in satisfactory condition.
14. All users must adhere to the Emerson College Alcohol and Other Drug Policy and associated procedures. This policy and procedures is detailed in the Emerson College Student Handbook and as published by the Department of Human Resources.
15. Departments and individuals sponsoring events should notify the Office of Public Affairs whenever their events include celebrity guests and/or topics that are likely to be of interest to the college community at large and/or outside news media. Event sponsors should notify the Department of Public Safety whenever they anticipate having audiences that could meet or exceed room capacity and when any other potential safety or security issues arise.

Will Your Function Require a Particular Room Setup or Equipment?

Will the function be catered? If yes, refer to the applicable options and information provided in the following sections before calling to place your reservation.

## **AUDIO VISUAL EQUIPMENT**

Please note: Two (2) business days' advance is required for equipment requests. All equipment is subject to availability.

Class A:

1. Overhead projector & 6ft. screen
2. 35 mm slide projector & 6 ft. screen

Class B

1. Public address system
2. Audiocassette playback
3. Video playback

Types:

- VHS with 19" monitor
- VHS with projector
- S-VHS with 19" monitor
- S-VHS with projector
- DVD with 19" monitor
- DVD with projector

4. Computer projector (PC/Mac)

The following rooms are equipped with the Audio Visual equipment as noted in the preceding list: The Beard Room (Emerson Room), Dining-1, Bill Bordy Theater and Auditorium.

## **CATERING SERVICE & GUIDELINES (Food and/or Beverages)**

If you are requesting Catering Services, please provide the following details:

1. Set up time
2. Meal time
3. Ending time
4. Special programs (awards/speaker/video)
5. Menu selection from ARAMARK Catering Brochure

### **CATERING GUIDELINES**

A representative from ARAMARK will contact you to confirm your catering requirements. However, it is recommended that you contact ARAMARK individually by calling ext. 8060 to discuss the details of your function and the catering you are requesting.

ARAMARK provides a complete catering experience for the entire College community. Arrangements may be made for any occasion, from the most formal dinner to a simple coffee service. The Catering Menu is available through the Business Services web page at [www.emerson.edu/business%5Fservices](http://www.emerson.edu/business%5Fservices) and clicking on Food Services.

### **Guidelines for the Emerson College Community to follow to ensure the success of your event:**

- ARAMARK Food Services is the only authorized caterer for functions or activities held in function rooms. Any catering by other than ARAMARK Food Services, including self-catering by the user of the space, is not permitted without advance approval by Property Management.
- Catering requests must be placed through the catering office (ext. 8065) at least seven business days prior to the event.
- After an order is placed, an event sheet will be developed by the catering office and sent to the requester via pdf file or fax. The event sheet will have the cost of the function.

- Upon receipt of the event sheet, department managers will approve the event sheet by signing the form, which will include department account numbers and the event cost.
- The event sheet, with the authorized signature and account numbers are to be returned to the catering office via PDF file or faxed to (617) 357-0334.
- The approved event sheet is to be forwarded to the catering office at least 2 business days prior to the date of the event.
- Any event changes must occur within 2 business days along with appropriate department manager approval and proper account numbers.
- The approved event sheet, previously signed by the department heads, will serve as the catering invoice and paid by accounts payable.

### **ADDITIONAL FUNCTION ROOM POLICIES**

1. Posters, including notices, signs, directions, decorations and the like on walls, windows, doors, ceilings, etc., are not permitted without advance approval by Property Management. Informational or directional signs pertaining to a function can be displayed on a portable sign board or easel.
2. Decorating of any kind, including free-standing, wall-mounted or ceiling hung decorating is not permitted without advance approval by Property Management.
3. Use of candles or open flames is not permitted.
4. Users must not impair traffic flow outside of function rooms.
5. Filming or videotaping in function rooms is restricted. Requests to use, or the intent to use a function room to film or videotape must be submitted and/or approved in advance by Property Management.
6. Housekeeping or maintenance problems, including for example cleanup of spills, are to be reported to Facilities Management via the Facilities Knowledge Center (ext. 8880 or 1-866-585-4520). Negligence and failure to report problems could incur additional expense to the user.

### **STUDENT ORGANIZATIONS PLACING ARAMARK ORDERS**

Student organizations must complete a Purchase Order Request form, have the President, Treasurer and Advisor approve the request and submit to the Associate Dean of Students for order confirmation and processing. To review, the process is as follows:

- Catering requests must be placed through the catering office (x8065) at least seven business days prior to the event. Earlier is better! Please note that last minute requests will not be accommodated!
- After an order is placed with the Catering Manager, an event sheet will be developed by the catering office and sent to the requester via PDF file or fax. The PDF will also be cced to the Associate Dean of Students. The event sheet will have the cost of the function. Use this event sheet to process an SGA Purchase Order request. Have the president, treasurer and advisor of your organization sign the PO request form and bring this to the Office of Student Life, second floor of 150 Boylston Street. Keep a copy for your records!
- Upon receipt of the event sheet and PO request form, the SGA Treasurer and Associate Dean of Students (the authorized department managers) will approve the event sheet by signing the forms.
- The event sheet will be faxed to Aramark Catering once approved. It is at this point that your order is confirmed. You may contact the Catering Manager at x8065 to confirm receipt of the approved event sheet.
- The approved event sheet, previously signed by the department heads, will serve as the catering invoice and paid by accounts payable.
- If you experience any problems in service/order, etc. it is your responsibility to alert the Associate Dean of Students within 24 hours of your event, otherwise we must assume your order was fulfilled and authorize immediate payment.
- Please note that only the SGA Treasurer and Associate Dean of Students may approve catering orders and orders submitted without their signatures will not be processed or honored.

## **POSTING AN EVENT TO ECAMPUS**

Most students have come to rely on eCampus as their primary way to get information on things that are happening around campus. Please be sure to encourage your group to post as often as possible and appropriate. Remember only recognized student organizations and academic departments may post their events to eCampus. If your organization is listed as co-sponsoring an event, please be sure that the group has considered the event carefully before attaching its name as ultimately, it would be the co-sponsoring organization that shares in the responsibility for the event.

Additionally, Public Affairs determines which event entries ultimately become posted as an announcement — so please be sure to submit your items completely.

Lastly, be reminded that all events sponsored by recognized student organizations may not be listed as open to the public.

Go to <http://ecampus.emerson.edu/> and log in using your ECNet user name and password.

Student organizations may post events only. News is reserved for Public Affairs use

only. Contact Public Affairs to explore appropriateness of posting a news item. Some event items submitted by student organizations may be converted to an announcement and this is done at the discretion of Student Life — contact the Associate Dean of Students to inquire. Individuals may not post an event on eCampus unless sponsored by a recognized and active student organization.

Login using your EC User name and Password and select “Post an Event.” Students must complete the requested information in the online form in full.

## **BASIC INFORMATION ON TYPES OF LISTINGS**

### **Events:**

Events may be single or multiple occurrences. In the case of a repeating event like a theater production, a posting must be made for EACH occurrence. Once you are finished adding the first occurrence, you may click “re post similar item” which will prefill all relevant information but the date and time. Events are displayed on the Ecampus page 3 days in advance.

### **Announcements:**

Announcements can be used in many ways: to announce a series of events (see above), an ongoing process (such as SGA elections), or critical information for the college (Help Desk virus alerts). They are displayed on the Ecampus page in descending order of submission with any computer related announcements taking precedence.

### **News:**

News is for longer stories that provide information on the happenings at Emerson. Re-capping an athletics event or reporting on college happenings are acceptable uses of News. News is displayed on the Ecampus page in descending order of submission.

Once a request for posting on behalf of a student organization is submitted, a notice is sent to the Associate Dean of Students for approval and the group is notified of the status of the posting request. The Associate Dean of Students will edit the posting if necessary and as appropriate. Be sure to have completed your Fundraising form/Trip Registration Form before submitting a posting related to a fundrasier or a trip.

## **STUDENT ORGANIZATION WEB PAGES ON THE EMERSON SERVER**

All student organizations may create a web page housed on the Emerson server at <http://pages.emerson.edu>. Users are limited to 250MB of storage space. See <http://pages.emerson.edu/Organizations.html> for a list of existing organization WebPages. If your organization wants to edit/update/access an existing page, please have your President email Sharon Duffy at [sharon\\_duffy@emerson.edu](mailto:sharon_duffy@emerson.edu) with the name, ID #, and email address of the student authorized to access the page. Please be sure that

your advisors are cc-ed on this email and use "Organization Pages webpage" as the subject line. There is no deadline on this and the group may change your user at any time. It is free and easy to use.

## **STUDENT ORGANIZATIONS PLANNING OFF-CAMPUS TRIPS**

All trips sponsored by recognized student organizations must be registered with the Office of Student Life. College protocol mandates that a Trip Registration Form must be completed and submitted to the Office of Student Life no later than 10 business days before the trip. The Trip Registration Form, trip participant list and each Risk and Release Form will stay on file with the College. Failure to complete and return forms may result in a denial to use equipment and/or College activities money.

A student organization sponsored trip may include, but is not limited to, an event where the College (including SGA) is named as a sponsor and/or where College equipment and/or monies is used to fund part or all of the trip. It is advised that trip organizers schedule a pre-trip meeting with the Associate Dean of Students. Please note, unless determined otherwise by the Dean of Students and/or his/her designee, an advisor or advisor designee must accompany the trip. Any questions regarding this policy should be directed to the Associate Dean of Students.