

# Office of Student Life

## Advisor Handbook

### 2011-2012



Office of Student Life  
Student Center 133  
Ball State University  
[www.bsu.edu/studentlife](http://www.bsu.edu/studentlife)  
Revised January 2012

Dear Student Organization Advisor,

This handbook has been developed by the Office of Student Life (OSL) to assist faculty and staff advisors at Ball State University. In this handbook, you will find guidelines and tips on being an effective advisor and policies and procedures relevant to our student organizations.

Ball State strongly encourages our students to get involved in student organizations and other activities which complement the classroom experience. Involvement in these organizations promotes and challenges our students to become socially connected, civically engaged, professionally prepared, culturally aware, and personally accountable. These skills will help our students develop as individuals and be prepared for their lives beyond graduation.

As a student organization advisor we challenge you to help your student organization develop programs that foster their commitment to academic excellence, social justice, service to the community, and their growth as a well-rounded, engaged citizen.

Thank you for your dedication and commitment to working with our student organizations. We look forward to working with you!

**The Office of Student Life**

Student Center 133

Muncie, IN 47306

(765) 285-2621

Fax: (765) 285-4241

studentlife@bsu.edu

## **The Office of Student Life**

The Office of Student Life (OSL) serves as a one-stop shop for involvement opportunities. The OSL oversees over 300 recognized student clubs and organizations, the Student Government Association, Student Voluntary Services, Leadership Development and Programs, Greek Life, Multicultural Organizations, and Student Legal Services.

The OSL serves as a resource for any questions, concerns, or comments that you as a student organization advisor may have regarding your organization. You may contact us by phone: (765) 285-2621; fax: (765) 285-4241; email: [studentlife@bsu.edu](mailto:studentlife@bsu.edu); or by visiting us in the Student Center, Suite 133. We are happy to assist you in your role as an advisor.

### **Meet the OSL Staff**

**Jennifer Jones-Hall**, Assistant Vice President for Student Affairs and Director of Student Life - Jennifer is responsible for the day to day operations of the Office of Student Life and the supervision of all professional and support staff. Jennifer advises the Student Government Association and is an ex-officio member of the Student Activities Committee which is an integral component of the University Governance system.

**Kathy Smith**, Associate Director of Student Life – Kathy is responsible for advising Student Voluntary Services and overseeing students completing community service and philanthropy hours. She also works with faculty and staff who are incorporating service learning into their curriculum and works with non-profit agencies throughout Muncie and Delaware County.

**Mitch Isaacs**, Associate Director of Student Life - Mitch is responsible for leadership development and civic engagement. He oversees the Excellence in Leadership program and the Leadership Studies Minor.

**Terri Roberts**, Assistant Director of Student Life – Terri is responsible for advising the Big 4 Multicultural Organizations (Black Student Association, Latino Student Union, Asian American Student Association, and Spectrum). She also oversees Advisor’s Training, Unity Week events, applications for and designations of student organization office space, and the scheduling of priority dates.

**Brandon Cutler**, Assistant Director of Student Life – Brandon is the primary advisor and oversees the day-to-day operation of the Interfraternity Council. He also oversees the Greek Life Strategic Plan, the Greek Life Accreditation program, and works with Risk Management and judicial processes for all of the Greek Life organizations.

**Jennifer Pierce**, Program Coordinator of Student Life – Jennifer serves as the primary advisor for the Panhellenic Council and the National Pan-Hellenic Council. She also oversees Greek Week, McKinley Mile, and Greek leadership trainings and retreats.

**Maria Bumbalough**, Secretary – Maria provides administrative support to professional staff who advise Greek Life and the Multicultural Organizations. She also assists organizations with label and data requests and publishing events on the communication center website. Additionally she assists organizations with processing financial transactions.

**Stacey Myers**, Office Coordinator – Stacey provides administrative support to the Assistant Vice President for Student Affairs and Director of Student Life. She also provides support for the over 300 registered student organizations and the Student Government Association.

**Helen Stephenson**, Office Coordinator – Helen provides administrative support to the professional staff who advise Student Voluntary Services and Excellence in Leadership.

## **Advisor Responsibilities**

Each advisor perceives his/her relation to a student organization differently. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is expected that each advisor will maintain regular contact with his/her organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. The responsibilities of the advisor can be divided into three main categories:

- Responsibility to the organization
- Responsibility to the individual members
- Responsibility to the university

### **Responsibilities to the Organization**

The advisor should:

- Develop clear expectations about the role of the advisor and the relationship to the organization.
- Assist the group in setting realistic goals and objectives each academic year, ensuring opportunities for educational and personal development.
- Help the organization justify its expenditures of students' time, abilities, energy, and funds.
- Be well informed about all plans and activities of the group. This can be achieved through regular attendance of meetings and/or frequent meetings with student officers.
- Discourage domination of the group by any individual or group of members.
- Assist in promoting group interest by evaluating programs.
- Assist the group in making sure that proper paperwork is submitted to the Office of Student Life.
- Assist officers with procedural matters.
- Check all and receive copy of all official correspondence before and after it is sent.
- Be knowledgeable of the organization's history, purpose and constitution and help the general membership adhere to them.
- Be visible and establish an attendance schedule for organizational meetings.
- Be available, especially in emergency situations.
- Be consistent with actions in serving as a mentor and mediator of conflict.

### **Responsibilities to the Individual Members**

The advisor should:

- Seek to assist the students in maintaining a balance between the academic and the co-curricular aspects of student life.
- Encourage each to participate in and plan group events.
- Encourage students to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the group.

- Be concerned about developing the leadership skills of members, particularly the executive board, by discussing and helping to analyze group interactions and decision making.
- Be aware of the goals and directions of the organization and help members evaluate their progress towards those goals.
- Develop a strong working relationship with all the officers. Establish as needed, meetings with individual members of the organization who need additional guidance in their officer or committee positions.
- Maintain a complete officer and membership list with addresses and phone numbers (or know where to easily find one).

### **Responsibilities to the University**

The advisor should:

- Work with students to help them plan programs that are beneficial to students and consistent with the educational objectives of the University.
- Become familiar with the policies and procedures pertinent to student organizations and ensure they are followed.
- Be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as campus policies. Inform the group of pertinent policies regularly.
- Cancel any activities when you believe they have been inadequately planned, violate University policy or are unsafe.
- Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments (i.e. The Office of Student Life) for assistance.

*Adapted from Office of Student Engagement at Missouri State University  
<http://organizations.missouristate.edu/guide/29242.htm>*

## Roles of an Advisor

As an advisor to a student organization, your service and support can be defined in several advisor roles. The following are some of the important roles you will have as a student organization advisor;

1. **A RESOURCE** – As a faculty or staff member at Ball State University, you can be a valuable resource for information about the University, the organization, and the various campus policies or procedures. An advisor cannot be expected to know everything down to the last detail, but as an advisor you have many more connections than the students to find the answers they seek.
2. **A CONSULTANT** – Without a doubt, there will be times that the organization you advise will get stuck on something. That is where you come in. A student organization needs to be able to consult with their advisor on issues of programming (whether or not a program is worth the time or money, what risks are involved, how to best execute the program), on policies they may not understand or they disagree with, or on any number of other subjects. Organizations may need assistance in event and meeting planning, budgeting, fundraising, and development of organization rules and procedures.
3. **A MEDIATOR** – From time to time issues may arise between the members of a student organization, different organizations, or between your organization and University administration. Your role as an advisor is to step in and take necessary measures to resolve the situation. Most of the time it will be as simple as having a discussion with the parties involved. The Center for Peace and Conflict Studies offers Conciliation and Mediation Services to assist with this process as well. Remember, the University is a big place with many experts, and advising is a collaborative effort. Guide and refer your students when necessary and appropriate.
4. **A MENTOR** – As someone with experience in campus life, students in your organization may look to you as a mentor. One of your roles is to provide them with advice and share your life experiences to help with their academic career and beyond.
5. **A LIAISON** – An advisor can be a very useful person to bridge the gap between student organizations and university administration or even within the student organization community. As an advisor, you should look for opportunities to advocate on behalf of the student organization and assist them in connecting with the appropriate office and departments on campus.

*Adapted from The Office of Student Activities and Leadership, University of Michigan  
<http://studentorgs.umich.edu/advisor/handbook>*

## Advising Styles and Skills

Situational advising allows you to change your advising style to match the development needs of the individual or organization you advise. Your advising style is the way you advise when you work with someone. It is how you conduct yourself, over time, when you are trying to influence the performance of others.

### A. ADVISING STYLES

You will need to vary these based on your assessment of the students/groups readiness level. Many times, advisors may struggle with students because they believe that they need a higher level of interaction or direction when the student is actually able to accept more of a delegating style and vice versa.

1. *Directing*: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness.
2. *Coaching*: The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.
3. *Supporting*: The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Use this style with students/groups that are just starting to understand the concepts that will lead to success - the group is just starting to "get it".
4. *Delegating*: The advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.

### B. ADVISING SKILLS

1. *Flexibility*: You must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.
2. *Diagnosis*: You have to learn how to diagnose the needs of the students you advise. Determining what is needed as opposed to what is wanted is sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response - it is what will lead the student through a problem, set the standard for the future, or help to teach the student a valuable life lesson.
3. *Contracting*: You have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style they seek from you. This is a valuable lesson for assisting students with understanding the rules of engagement and interaction that will be carried forth as they mature.

*\*Information provided by Jon Kapell, Associate Director of Campus Activities, Drexel University*

## **Advisor Frequently Asked Questions**

### **Who is eligible to be an advisor?**

Any full-time or part-time member of the Ball State University faculty may serve as an advisor to an organization. Students are not eligible to advise organizations. Alumni or community members may co-advise an organization.

### **What is the time commitment for being an advisor?**

The time commitment is what you make of it. It would be helpful to the organization if you attended their weekly or monthly meetings, which could range anywhere from 1 to 4 hours per month on average. You may also want to attend other events the group is hosting or allow students to stop by your office for questions. This commitment is really up to you.

### **Is it important that I be at every event?**

Often groups have many events during a semester. It is not necessary for you to be at every event. Work with the student executive board to set up a reasonable schedule for the events you know you can attend. The students may then want to ask another faculty or staff member if they would like to stop by the events you cannot attend.

### **What are the responsibilities associated with being an advisor?**

We want advisors to strive to be more than just a name on a paper. However, it is up to you and the organization to discuss what the organization needs in an advisor. It is important that as an advisor you help the students to understand University policies, resolve any potential conflicts, and transition and train officers.

### **What are the benefits to being an advisor?**

Being an advisor will give you the opportunity to meet students that you may not have the chance to interact with on a regular basis. We hope you find the position rewarding as you help leaders grow and develop. This position will also give you a stronger connection with the university as you impact the lives of a greater number of students!

### **Can I be held responsible for my organizations mistakes?**

If a student organization falls into financial difficulty because of mis-management of funds an advisor could be held fiscally responsible if they signed off on official paperwork. In regards to a disciplinary issue, the advisor would be contacted and invited to meet with the Office of Student Life and or the Office of Student Rights and Community Standards, the advisor would not be held responsible for the organization.

### **Can I be paid to serve as an advisor?**

The University does not pay advisors for this role.

### **My organization is not performing as well as I think they should be. What should I do?**

Remember that this is a student run organization. It is okay to let students fail sometimes. Encourage your students to accomplish the goals that they have set out to do, but don't do those for them. Allow them to struggle for a while and aid where needed.

### **Who should I contact for questions?**

Please do not hesitate to contact the Office of Student Life with any questions. We can be reached by phone at (765) 285-2621 or by coming to Student Center 133.

### **Frequently Called Numbers**

<b>Department</b>	<b>Phone Numbers</b>
Office of Student Life	765-285-2621
Student Center	765-285-1926
Transportation Services	765-285-1022
Health Center	765-285-8431
Counseling Center	765-285-1736
The Learning Center	765-285-1006
Career Center	765-285-1522
Multicultural Center	765-285-1344
Accounts Payable (Office of Accounting)	765-285-1327
Health, Drug and Alcohol Education	765-285-3775
Student Rights and Community Standards	765-285-5036
Disabled Student Development	765-285-5293
Student Legal Services	765-285-1888
Daily News, Advertising Director	765-285-8256
Emens Auditorium	765-285-1539
Printing Services	765-285-8420
Recreation	765-285-1753
University Catering	765-285-3500
Student Center Operations	765-285-1850

## **Liability and Risk Management**

As an advisor of a student organization, you are the University's representative regarding the organization's activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities, and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization in writing, including the date, a suggested alternative to the questionable action, a warning, etc.

Advisors of student organizations may incur personal liability due to the role. The risk of personal liability can be limited through taking appropriate measures, knowing and abiding by regulations, and using common sense. If you are confronted by a situation that you feel may be risky, please do not hesitate to contact the Office of Student Life and ask.

Here are a few things that your organization can do to identify and reduce risk:

- A. Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (such as events involving alcohol, minors, or travel).
- B. Identify options for reducing risks by including, but not limited to:
  - a. Hiring a third party vendor or contractor
  - b. Purchasing additional liability insurance
  - c. Preparing liability waivers, if necessary
  - d. Providing advanced training
  - e. Assuming a worse-case scenario and preparing for it in order to reduce likelihood of it occurring
  - f. Utilizing waivers that outline the specific nature and risk associated with the event
  - g. Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved
- C. Assess the capability of the group to manage risk.
- D. Identify the challenges in managing risk, as well as resources to assist in your planning.
- E. Develop a plan of action in reducing risk.
- F. Communicate with everyone involved (officers, members, advisors, participants, facilities staff, etc).
- G. Be aware of have access to Ball State's policies and procedures involving student organizations.

## **Officer Transition**

One of the most important functions of an advisor is to assist in the transition from one set of organization officers to the next. As the stability of the organization, the advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the semester.

The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods.

## **A. The Team Effort**

The team effort involves the outgoing-officer board, the advisor, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

1. Past records/notebooks for their office and updating those together.
2. Discussion topics should include:
  - a. Completed projects for the past year
  - b. Upcoming/incomplete projects
  - c. Challenges and setbacks
  - d. Anything the new officers need to know to do their job effectively

The advisor's role may be to:

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.
- Fill in the blanks." If an outgoing officer doesn't know how something was done, or doesn't have records to pass on to the new officer, you can help that officer by providing the information he or she doesn't have.

The structure of a team effort retreat can take many forms. The advisor's role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on policies and procedures.

## **B. One-on-One Training & Advisor with Officers**

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the advisor to educate the incoming officers. In that situation, there should be a joint meeting of the new officers, as described in section 4 of the above outline. After that meeting, the advisor should meet individually with each officer; examine the notebook of the previous officer (or create a new one). Things to include in a new notebook:

1. Any forms the officers may need to use.
2. Copies of previous meeting agendas.
3. A copy of the organization's constitution and bylaws.

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the organization. What are the expectations of each position? What are the student's expectations of the position and his/her goals?

*\*Information provided by Jim Mohr, Advisor for Student Organizations and Greek Life, Eastern Washington University*

## **Financial Accounts and Information**

### **Ball State Financial Account**

Student organizations that have been recognized by the Student Activities Committee have the option of opening a financial account at the university free of charge. If you are interested in opening an account, either stop in the Student Life Office, Student Center 133, or email [studentlife@bsu.edu](mailto:studentlife@bsu.edu) to request an Account Notification form which must be completed and returned to Student Life. The process of opening an account can take up to a week before an account number is assigned to an organization.

### **Benefits of Holding a University Account:**

- University account services are free of charge.
- An annual audit of your financial records is a free service from the Ball State Office of the Controller. A review of accounting records by auditors protects the organization and ensures the accuracy of the account. Annual audits are strongly encouraged.
- Accounting advice is available by appointment for organization treasurers having difficulty with records. Contact the Controller's Office at 765-285-8444 to make an appointment with an Accountant Financial Analyst or email [studentlife@bsu.edu](mailto:studentlife@bsu.edu) to make an appointment with a Student Life staff member.

Financial Process – once a university account number is assigned, student organizations can deposit funds or generate payment in the following manner:

### **Depositing Funds:**

- Complete a Cash Receipts Voucher and submit it along with the cash or checks to be deposited to the Bursar's Office in Lucina Hall.
- Checks to be deposited should be written to Ball State University. Endorse the back of the check with "Ball State University – for deposit only". If a check is written specifically to the organization or an individual, endorse with the organization name or individual's name and include "for deposit only".
- If the amount of funds to be deposited is more than \$1000.00 in cash, bring the Cash Receipts Voucher and cash to the Student Life Office. The money will be placed in a locked bag and a police escort will be contacted for the deposit to be made at the Bursar's Office.

### **Disbursement or Reimbursement of Funds:**

- Disbursement and reimbursement of funds are done using a Banner Direct Pay form. The form must be completed and submitted along with the original receipt or invoice to the organization advisor for signature, then submitted to the Office of Student Life for signature. Student Life staff members will send the Direct Pay form and original receipt or invoice over to the Accounting Office.
- Sports Clubs Only – once your advisor signs the Direct Pay form, you will need to submit the form to Recreation Services for signature, then you may take it to the Accounting Office. You do not need to obtain the signature of the Student Life Director.
- Submitting a Receipt along with a Direct Pay form – Detailed original receipts must be submitted in order for an individual to receive reimbursements. A detailed receipt

includes a list of items purchased. A receipt that indicates a purchase was made using a charge card will not be accepted if individual items are not listed on the receipt.

- Submitting an Invoice along with a Direct Pay form – An invoice can be submitted if a vendor is being paid for items to be purchased. For example, if an organization is ordering t-shirts through Cool Cayenne, obtain an invoice from Cool Cayenne and submit it along with the Direct Pay form. A check will be generated directly to Cool Cayenne for the purchase.
- Please allow at least two weeks for processing from the time a Direct Pay form is submitted to the time a check is received.

**Taxability of Cash and Non-cash Awards, Prizes, Gifts and Incentives** Cash awards, prizes and incentives are always taxable. These items when given to employees, outside speakers, and guests and are paid with University funds (including state funds, grant funds, contract funds, gift funds, agency funds, etc.) constitute gross wages subject to federal and state income and FICA taxation.

**Gift Cards/Gift Certificates** The use and purchase of these items is not allowed. Under rare occasions, they may be used if approved by the Controller's Office. Specific instructions will be given when contacted.

### **Food Sales**

- In order to host a food sale, you must complete a Temporary Food Permit form. This form is available by contacting Charlie Scofield in Student Center Reservations located on the second floor of the Student Center, 765-285-1926 [www.bsu.edu/studentcenter](http://www.bsu.edu/studentcenter).  
**Only pre-wrapped, store bought items may be sold.**
- An organization cannot conduct food sale events more than twice each semester. Food sales cannot occur in spaces that conflict with Ball State Food Service.

## **CAMPUS POLICIES AND PROCEDURES**

### **Hazing**

#### **Anti-Hazing Policy**

*(Excerpted from the Ball State University Code of Student Rights and Responsibilities, Office of Student Rights and Community Standards)*

- A. Hazing by students, student organizations, groups or teams of Ball State University is prohibited. Hazing is defined as follows: Any mental or physical requirement, request, or obligation placed upon any person (including but not limited to a pledge, associate member, affiliate, prospective members, guest, initiate or team member) which could be harmful to the health and/or welfare of the person, or which is personally degrading to the individual involved, or which has an adverse effect on the academic progress of the person, or which violates any federal, state, or local laws or University policy. Individual acceptance of or acquiescence to any activity covered by the foregoing definition in no way

validates or excuses the activity. Student groups may be required to certify in writing that they are in compliance with this policy.

- B. Individual members of organizations, groups or teams who violate this policy are subject to disciplinary action as provided in Section V of the Code of Student Rights and Responsibilities. Any organization which violates this policy is subject to sanctions which may be imposed by the coordinating body of which the organization is a constituent member, the Vice President of the Division of Student Affairs or a designee, and/or the Student Activities Committee.

On the Ball State website, a list of resources is provided for you with resources regarding hazing. These resources can be found here, <http://cms.bsu.edu/CampusLife/GreekLife/currentmem/links/hazing.aspx>. If as an advisor you ever have any question as to whether an event or activity occurring within your student organization could be considered hazing, please contact the Office of Student Life.

## **Alcohol Policy**

*(Excerpted from the Ball State University Code of Student Rights and Responsibilities, Office of Student Rights and Community Standards)*

When students choose to consume alcoholic beverages, Ball State University encourages responsible practices and behavior in accordance with campus policies, the laws of the State of Indiana and the City of Muncie. Violation of University policy and local and state laws related to alcohol on or off campus will result in disciplinary action.

### **General Guidelines**

1. Illegal purchase, service, consumption, or possession of alcoholic beverages at any University-sponsored event on or off campus is prohibited. Upholding applicable local, state, and federal laws in connection with this policy is the joint responsibility of the persons in attendance at the activity, the sponsoring organization, and the management of the establishment in which the activity is held.
2. Illegal purchase, consumption, or possession of alcoholic beverages by any student under 21 years of age is prohibited wherever it may occur.
3. Providing alcoholic beverages at any time to an individual who is under 21 years of age is strictly prohibited.
4. Adverse behavior as a result of alcohol consumption, including disruption, disorderly conduct, and public intoxication shall be a violation of the Student Code.
5. The sale of alcoholic beverages by any person without a license is strictly prohibited.
6. Students found responsible for providing alcohol to minors and selling or distributing alcohol in violation of state law shall be in violation of the Student Code.

***Students hosting parties where alcohol is provided to minors, provided in excess to others, or otherwise distributed in violation of the law shall be subject to possible suspension or expulsion from the University.***

**On Campus** – With respect to the service, possession or consumption of alcoholic beverages on the Ball State University campus, state statutes and city ordinances will be enforced in addition to the following regulations:

1. Residents who are of legal age to possess or consume alcoholic beverages and who reside in University-operated employee or University Apartment units may possess and consume such alcoholic beverages in the privacy of their residences.
2. Consumption and possession of alcohol may be permitted on some residence hall floors where all residents are of legal age to possess or consume alcoholic beverages. Such use of alcoholic beverages will not be permitted in the public lounges, study lounges, recreation areas, dining rooms, or any area other than the student rooms.

## **Reserving Meeting and Event Space**

Student organizations may reserve space in the Student Center, as well as many other buildings on campus. It is a good idea to reserve space as soon as possible, since some facilities are requested frequently and book quickly. Reserve in advance!

### **General Information about Reserving Space**

1. Any recognized student organization may request space for meetings, banquets, etc.
2. Space for **all** University facilities must be reserved in the Student Center Reservations Office, SC 224, 765-285-1926 [www.bsu.edu/studentcenter](http://www.bsu.edu/studentcenter)
3. Requests must be completed at least two (2) working days in advance for a regular meeting, and up to a month for a large event or program. After this time, set-ups cannot be guaranteed. Changes in your requests must also be made at least two (2) working days in advance. For weekend events: Requests requiring set-up will be accepted until noon on the Thursday before the event. Requests not requiring set-up will be accepted until noon on the Friday before the event. Requests for events held on Mondays will be taken until 3:00 p.m. the proceeding Friday. These guidelines are for the Student Center; other locations may vary from these guidelines.
4. When you come in to reserve space, the following information is required:
  - Date of event Number of people expected
  - Day of week of the event Set-up desired
  - Time of the event Equipment needed (if any)
  - Room preferred Admission charge (if any)
  - Nature of the event (speaker, dance, meeting, etc.)
5. Space is assigned on a first-come, first-served basis.
6. When admission is charged, some facilities require a usage fee. In addition, organizations with events that require setup or weekend use of facilities may incur further charges, If you are planning to use an athletic facility, Pruis Hall, or Emens Auditorium, check with the Student Center Reservations Office for regulations.

### **Procedure for Reserving Space in the Student Center**

To reserve space in the Student Center for banquet, meeting, speaker, or any other event, the request should be made to the Student Center 224, 765-285-1926 [www.bsu.edu/studentcenter](http://www.bsu.edu/studentcenter) Office hours are 8:00 a.m. – 4:30 p.m., Monday through Friday. The following are some basic guidelines:

1. Refreshments may be provided by student organizations. Refreshments are limited to drinks, finger foods, and cakes. No preparation may be done on site and no warming/refrigeration units may be used. Other than drinks, everything must be able to be held and served at room temperature. All cups, plates, and utensils must be disposable. Items cannot be for resale. All other arrangements for food must be made through University Banquet and Catering.
2. No food sales or other fundraisers are permitted in the Student Center, Atrium, Arts & Journalism Building, etc.
3. A charge may be made for a room whenever the room is used for a dance or event with an admission charge or donation collection.

4. The Student Center reserves the right to assign space within the Student Center based on needs, rather than preference, or to move groups from previously assigned space, if necessary, to accommodate other requests.
5. Decoration plans must be reviewed at the time of reservation. Because of Indiana State Fire Regulations, candles and any open flames are not to be used as decorations in the Student Center.
6. Reservations of a room for any major activity should be made at least one month in advance.
7. Uniformed security for dances must be arranged through the Office of Public Safety. Payment must be made two weeks before the event, or the event is subject to cancellation. There will be no reinstatement of the reservation.
8. The possession or consumption of alcoholic beverages is expressly forbidden at any event. State and local laws will be observed.
9. Student Center no-show policy: After one (1) no-show, the group will receive a written warning that states failure to cancel reservations at least 48 hours in advance may lead to charges for the rental equal to 50% of the normal rate and/or loss of scheduling privileges. After two (2) no-shows, the group will receive a second written warning. After three (3) no-shows, the group will be notified in writing that they owe a rental fee and/or have lost their scheduling privileges.

Failure to comply with any guidelines outlined in the Policy Manual and/or by Student Center staff may result in action by the staff to deny privileges and/or assess appropriate charges.

## **Reserving Other University Facilities**

### **What facilities?**

The University facilities that may be reserved through the Student Center Reservations Office (SC 224) include:

- Athletic facilities (including pool, gyms) LaFollette Field
- Classrooms Picnic Areas
- Concourses (Atrium, LaFollette, TC, WB) Pruis Hall
- Emens Auditorium Scramble Light
- Fields/Campus Grounds Student Center Patio

All of the areas below should be reserved through Student Center Reservations at 765-285-1926 [www.bsu.edu/studentcenter](http://www.bsu.edu/studentcenter).

### **Athletic Facilities**

Student organizations must reserve all athletic facilities through the Student Center Reservations Office (SC 224). The one exception to this policy is the racquetball courts, which must be reserved at the Athletic Facility Office. In certain situations, student organizations will be charged for the use of certain facilities. Check with the Student Center Reservations Office for an outline of facilities and circumstances that apply.

### **Emens Auditorium**

Student organizations and groups may use the John R. Emens College Community Auditorium for presenting large-scale events (including concerts, popular speakers, etc.), calendar permitting.

In order to secure the use of Emens Auditorium, you must work with the Student Center Reservations Office to complete the necessary space reservation procedures. The Student Center staff will consult the Director of Emens Auditorium to verify date, depending upon the availability of the Auditorium. There are fees associated with the use of Emens, depending on the nature of the organization, the purpose of the event, etc. Check with the Student Center Reservations Office for more information. After the Emens staff has verified the date, you will submit a requisition for the use of the Auditorium, and give a non-refundable deposit of twenty-five percent (25%) of the rental charges.

### **Pruis Hall**

Pruis Hall may also be used for speakers, film presentations and smaller popular events. Student organizations requesting the use of Pruis Hall must also work with the Student Center Reservations Office. Fees may be involved to reserve Pruis based on the type of event. Please contact Pruis Hall for pricing information and other regulations.

### **Policy on Noise/Amplified Music**

No events may be programmed outdoors for the week of Finals, except for stress buster type events that do not require too much work for the student programmers.

Events may **NOT** be held before 9:00 p.m. during the week that include bands or amplified music in areas that are in close proximity to residence halls or academic spaces.

Welcome week is an exception in regards to outdoor events. They may be held on the Student Center Lawn, the Quad, and other spaces that do not interfere with academic spaces.

The Student Center Lawn and Quad may be approached during the academic year for events during the daytime hours, pending activity and noise level.

Ball State wants to encourage a lively and vibrant campus atmosphere and will make every effort to accommodate various times and locations of student activities, but will attempt to do this while maintaining focus on the academic integrity of our institution.

### **Publicity Outlets**

Listed below are some ideas of how and where to publicize your event. **All printed materials (advertisements, flyers, banners, posters, etc.) must contain the name of the student organization and contact information (e-mail or phone number).** *(Also refer to specific policies: Expressive Activities Policy, Outdoor Activities Policy and Residence Hall Policy)*

- **Word of mouth:** Many organizations forget that a personal invitation is the most effective way of promoting interest in an event. Talk about the program and build excitement for it. Use every chance you get to invite someone.
- **Paid Advertisements:** Daily News ads.

- **Scramble Light:** The area at the intersection of McKinley and Riverside Avenues; this area must be reserved at the Student Center Reservations Office, SC 224. Student organizations may use this space for a maximum of three days in one week.
- **Leaflets, Handbills, Flyers, etc.:** These and similar materials may be distributed directly by hand to other persons or through campus mail (must be addressed). They are not to be attached in any way to poles, doors, car windshields, walls, window, or any other university property. The Office of Housing and Residence Life has specific posting guidelines which include submitting two flyers or posters per hall – for a total of 70 – to Cathy Bickel in LA N-13 for approval. Approved flyers and posters will be distributed to the residence halls and posted by the hall staff. *\*\*\*Please note that chalking is not permitted anywhere on campus (i.e. no chalk on sidewalks).\*\*\**
- **Banners:** Banner Regulations – the size of the banner is to be 40 inches by 10 feet. There must be at least size (6) grommet locations. Material must be canvas, heavy plastic or heavy material. DO NOT use paper. Use acrylic, oil paints, or ink. DO NOT use water-soluble materials.

#### **Banner Locations:**

1. “Fly Swatter” (center of campus – by North Quad): This space may be reserved in the Student Center Reservations Office. It may be used for a three-day period, and is reserved on a first-come, first-served basis. Only one side of the banner space may be used for an organization at a time. You are responsible for obtaining the key to the Fly Swatter at the SC Reservations Office and for putting up or taking down the banner.
2. Student Center: This space may be reserved through the Student Center Reservations Office for up to three (3) consecutive days, but no longer if there are other requests for the space. Reservations on a first-come, first-served basis.

#### **Posters:**

1. Posters to be displayed within the Student Center must be brought to the Student Center Reservations Office, SC 224, to be registered and stamped. Student Center personnel will then post them.
2. You must obtain permission of the Residence Hall Director before displaying posters in any residence hall.
3. Posters are not permitted to be placed on poles, doors, windows, or cars.

**Loudspeaker units (mobile or stationary):** Such devices can only be used from 6:00 p.m. to 9:00 p.m. on Fridays, from 9:00 a.m. to 9:00 p.m. on Saturdays and from 12:00 noon until 9:00 p.m. on Sundays.

**Parades, demonstrations, and rallies:** All parades, demonstrations, and rallies must be registered with the Student Center Reservations Office, SC 224, and approved by the Assistant Vice President for Student Affairs/Director of Student Life, SC 133. All of these types of events must be approved at least three weeks in advance.

## **All Campus Events Guidelines**

### **Sponsorship**

No establishment that sells/serves primarily alcohol (i.e. beer distributors, liquor stores or bars/restaurants such as Dill Street Bar & Grill or The Locker Room) can be a sponsor for an all-campus event. This sponsorship includes financial support and/or free services provided. Their name should not appear on any ticket, t-shirt, advertisement, or anything associated with the event or the sponsoring organization.

### **Advertising**

The following guidelines will be enforced regarding advertising of all-campus events:

- There will be no form of advertising for a philanthropic event outside of the Ball State campus. This includes flyers, radio and newspaper advertising.
- All advertisements for the event will indicate that no alcoholic beverages or containers will be allowed at the event.
- There will be no chalking of sidewalks, buildings, trees, etc. permitted anywhere on campus.

### **Solicitation**

Selling tickets door-to-door or any other type of door-to-door solicitation in the residence halls is against university policy.

### **General Guidelines**

All university and (inter)national organization policies regarding event planning will be enforced. This includes prohibiting the use of alcohol and the possible requirement of additional security at the event. Prior to the event, the sponsoring organization must meet with the appropriate University advisor, as well as the facilities planning and staff management (i.e. Emens Auditorium, Ball Gym, Student Center, etc.) to finalize event details and discuss any additional event guidelines for that facility.

## **Expressive Activities Policy (Abbreviated Version)**

### **Out-of-Doors Activities**

#### **A. Distribution.**

1. By Anyone. Any person may distribute printed material by hand directly to other persons, at any time, in an out-of-doors area of BSU if such distribution is done without tables, booths, or other similar apparatus. Because of litter concerns, printed material may not be placed on motor vehicles on BSU property. Except as permitted by this Policy, printed material may not be posted or otherwise attached to BSU property.
2. By Non-profit organizations. In addition to distribution permitted in IV (A)(1), non-profit organizations may distribute materials using a table, booth or other apparatus in designated out-of-doors areas of BSU property. Such use must be scheduled with the Office of Facilities Planning and Management (OFPM) in accordance with then-existing BSU policies. A non-profit organization may post printed material on out-of-doors bulletin boards, kiosks or other areas designated for this purpose by the Office of Facilities Planning and Management. Such

posting may be limited to a particular place or manner, or to particular types of organizations, in a content-neutral manner.

### **B. Fund Raising.**

1. Non-profit organizations. A non-profit organization may engage in fund raising in an out-of-doors area if the activity is either: (1) for the benefit of the non-profit organization conducting the fund raising and the funds raised will be used for the activities of the organization or (2) the non-profit organization is raising the funds for the benefit of another, clearly identifiable non-profit organization. If the fund raising will use a table, booth or similar apparatus, the organization is required to schedule the activity with the Office of Facilities Planning and Management, and such use is limited to the area designated for such purposes by the Office of Facilities Planning and Management. Such use may be limited to a particular place or manner, or to particular types of organizations, in a content-neutral manner.
2. Recognized student organizations as agents of commercial firms. A recognized student organization may function as an agent or representative of a commercial firm only if: (1) the commercial activity involved is merely incidental to a larger scheduled event of a recognized student organization and is provided under contract with the recognized student organization merely for the convenience of those attending the event, e.g., the Watermelon Bust food sales. AND (2) the sale by the recognized student organization of goods or services of the commercial firm is conducted in the name of the recognized student organization without promotion of the name of the commercial firm or the trade names of the commercial firm's goods or services. Such fundraising shall not be used to evade the restrictions of this Policy which would otherwise be applicable to a commercial firm.

### **C. Distribution, Solicitation, Fund Raising, Sales or Commercial Activity During Limited Period.**

Non-profit organizations, commercial firms, and other persons may engage in distribution, solicitation, fund raising, sales or commercial activity, including the use of tables, booths or other apparatus between 7:00 a.m. and 11:00 p.m. in a designated area during the three (3) calendar days preceding the fall semester and first summer session, as well as the first day of the fall semester and first summer session. The space is available on a first-come, first-served, basis, by registering with the OFPM at any time during the eight (8) week period preceding the desired use. The OFPM may impose restrictions on the use of such designated space in a content-neutral manner. Visitors may be subject to a rental fee. No goods or services may be made available for sale if similar goods or services are available for sale on BSU property by BSU or persons under contract with BSU. Amplification devices are prohibited in the designated area.

### **D. Demonstrations.**

1. Demonstrations are permitted out-of-doors on BSU property.
2. Demonstrations may not take place within sixty (60) feet of any window of any classroom or office, or any door of any classroom building, office building, or residence hall.
3. Demonstrators may not block access to or exit from BSU buildings or residence halls.
4. Demonstrators may not disrupt instruction, research, administration or other University activity.
5. Demonstrations which are not expected to involve fifty (50) or more people are not required to be scheduled; however, in the event more than one demonstration is planned for the same

area, the demonstration sponsored by students, employees, or recognized student organizations shall have priority. Otherwise, the demonstration that is scheduled first will be held in the approved location. An attempt will be made to identify an alternate location for the second group.

6. If a demonstration is expected to involve fifty (50) or more people:
  - a) The demonstration must be scheduled with the Student Center Reservation Office (SCRO) at least three (3) business days prior to the demonstration, and approved by the Vice President for Student Affairs & Dean of Students or his/her designee. Approval or disapproval of a demonstration shall be based upon consultation with Public Safety and other events scheduled for the area, in a content-neutral manner. Events sponsored by students by students, employees or other events. Otherwise, the demonstration that is scheduled first will be held in the approved location.
  - b) The demonstration must be held in either the Quad area or LaFollette Field. The Quad is the outdoor area of campus bounded on the North by the Arts Terrace, on the South by the Beneficence monument, on the East by the Burkhardt Building, and on the West by the Ball Gymnasium. LaFollette Field is the field across McKinley Avenue from the LaFollette complex.

#### **E. Marches**

1. Students, employees, and recognized student organizations may be permitted to construct temporary structures out-of-doors in a designated area, where the structure is designed to express the students' views or to raise public consciousness and awareness of an issue. Structures must be scheduled with the SCRO and approved by the Vice President for Student Affairs & Dean of Students or his/her designee at least three (3) business days prior to the construction of the structure. Approval or disapproval of a structure shall be based upon consultation with Public Safety and other events already scheduled for the area, in a content-neutral manner.
2. The designated areas for structures are: the Quad and LaFollette field. The Vice President for Student Affairs & Dean of Students or his/her designee shall determine the specific location of the structure within the designated area.
3. Structures are permitted for a period of ten (10) days, which includes all time used to set up and tear down the structure.
4. In addition to other restrictions on BSU property use in this Policy, approval for a structure may be denied or revoked where the weather conditions are such as to pose a substantial threat to the health, safety or welfare of the students residing in or sheltered by the structure or where the conditions of the structure become unsanitary for any reason, and where such unsanitary conditions pose a threat to students residing or sheltered by the structure or to the BSU community.
5. Any structure not in compliance with this Policy shall be subject to immediate removal by BSU and the students or recognized student organizations which sponsored, constructed or participated in the use of the unauthorized structure may be subject to disciplinary action up to and including dismissal from BSU and will be responsible for the costs associated with the structure removal.

## **Activities Inside BSU Buildings**

### **A. Distribution/Solicitation/Fund Raising/Sales/Commercial Activity**

1. Door to Door Distribution/Solicitation/Fund Raising/Sales/Commercial Activity
  - a) This activity is prohibited within BSU offices or residence halls, but is permitted within BSU University Apartments. Activity related to voter registration is not prohibited by this Policy.
  - b) Occupants of offices and/or residence hall rooms may invite an individual or organization to the occupant's office or residence hall room for distribution, solicitation, fund raising, sales or other commercial activity within the privacy of the occupant's office or residence hall room.
2. Other Buildings. Non-profit organizations may engage in distribution in designated areas of BSU buildings, if such use is scheduled with the OSSU in accordance with then existing BSU policies. Such use may be limited to a particular time, place or manner, or to particular types of organizations in a content-neutral manner.
3. Fund raising, sales and other commercial activity is prohibited in residence halls during the three (3) calendar days preceding the Fall semester and the first Summer Session, and during the first day of the Fall Semester and first Summer Session.
4. Residence Hall Lobbies
  - a) Bulletin boards may be used by residents and the hall government only.
  - b) Printed material may be distributed only on specific tables designated for that purpose by BSU.
  - c) Commercial activity in the lobby area is permitted only if it is a (1) demonstration of goods or services sponsored by the hall government that does not involve sales or (2) fund raising activity of the hall government and otherwise complies with this Policy.

### **B. Demonstrations**

1. Students, employees, and recognized student organizations may be granted permission to hold a demonstration within a specified area of the following buildings: Student Center, Emens Auditorium, or Pruis Hall, subject to availability and any fees uniformly required.
2. Demonstrations inside designated BSU buildings shall be scheduled at least three (3) business days prior to the demonstration, and must be approved by the Vice President for Student Affairs & Dean of Students or his/her designee. Approval or disapproval of a demonstration shall be based upon consultation with Public Safety and other events already scheduled for the area, in a content-neutral manner.

### **C. Obscenity**

Obscene speech is not protected by the federal or state constitution, and is prohibited by BSU policy. Obscene materials share the following elements:

1. The average person, applying contemporary community standards, finds that the dominant theme of the matter or performance, taken as a whole, appeals to the prurient interest in sex;
  2. The matter depicts or describes, in a patently offensive way, sexual conduct; and
  3. The matter or performance, taken as a whole, lacks serious literary, artistic, political, or scientific value.
- B. Under Indiana law (I.C. 35-49-3-1) a person who knowingly or intentionally exhibits or distributes obscene material commits a Class A misdemeanor. However, the offense is a Class

D felony if the matter depicts or describes sexual conduct involving a person who is or appears to be under sixteen years of age.

## **Food Service Policy**

### **Temporary Food Service**

All temporary food service establishments operated on university property will comply with the applicable requirements of Rule 410 IAC 7-15-1 except as otherwise provided in this code. The Director of Environmental Health may impose additional requirements to protect against health hazards related to the conduct of temporary food service establishments; may prohibit the sale of some or all potentially hazardous foods; and, when no health hazard will result, may waive or modify specific requirements of Rule 410 IAC 7-15-1.

### **Registering Your Temporary Food Service**

You must come to the Student Center Reservations Office to reserve space and to complete a Temporary Food Service Permit.

### **Policies**

1. Only pre-wrapped, store bought items may be sold.
2. All food items are to be wrapped for protection from contamination.
3. An organization cannot conduct food sale events more than twice each semester.
4. Temporary food service permits for bake sales must be obtained at least fourteen (14) days prior to the event. Failure to comply could result in loss of privilege.
5. Organizations are strictly prohibited from entering into arrangements with outside vendors (such as Subway, Domino's) for sale of their products on campus.

### **Food Service Policy – Student Center**

1. University Banquet and Catering (UBC) is the exclusive catering service of the Student Center. Organizations that sponsor events in the Student Center are encouraged to use UBC.
2. Campus organizations may have through-line service in rooms with the following exceptions: Cardinal Hall, Ballroom, Forum Room, Music Lounge, Terrace Dining, and the Founder's Room. Through-line service is defined as having organization members go through the lines in the food court and take their purchases to the meeting room.
3. Restaurants in the food court will not be able to deliver food and/or drinks in the Student Center.
4. The Student Center has the right to charge a set-up and cleaning fee for an event where food and drink were present. Failure to comply with these rules may result in loss of privileges.

## **Fundraising Policy**

*(see also Expressive Activities Policy & Residence Hall Policy)*

1. Any corporate sponsorship should be for a specific organization program or activity. No lump sum donations are permitted.
2. Student organizations are not permitted to send solicitation letters to faculty and staff for fundraising purposes.

3. Ball State prohibits the use of lotteries or raffles.
4. Due to contractual obligations, food sales are not permitted in the Student Center or the Atrium. Food sales, however, are permitted elsewhere on campus; provided that only pre-wrapped, store bought items are sold.
5. Student organizations are not allowed to serve as an agent of commercial firms (refer to the *Expressive Activities Policy, Section IV*). This policy prohibits such things as credit card, phone card, and other sales with commercial firms.

### **Metal Detector Policy**

Prior to an event on the Ball State campus, issues of safety and security should be considered in determining whether to use metal detectors:

1. Nature of the event
2. Size of the event
3. Hour of the event
4. Use of Ball State University Police for event security
5. Identifiable concern of risk or threat
6. Past experience with the same or similar event
7. Past practice

The Assistant Vice President for Student Affairs/Director of Student Life, after appropriate consultation with the Director of Public Safety, shall have the final authority in deciding if metal detectors are to be used. There will be no charge for the metal detectors. The event's sponsoring organization may be required to pay for the Ball State officers to monitor the use of the equipment.

### **Open Events Policy & Procedures** (*policy and forms are available from the Office of Student Life*)

Events are a common outlet for student organizations to socialize and raise funds for projects. These procedures are to be used by student organizations sponsoring open events held in University facilities and reserved by the Office of Reservations in the Student Center. An open event is any event open to the general student body and/or limited to other college/university students and ends after 12:00 a.m. Guests without a valid college ID, a Ball State Alumni card, or are not on a pre-approved guest list are not permitted. Dances or similar events that end before 12:00 a.m. may be subject to security measures depending on the size and/or nature of the event.

#### **Security Requirements:**

1. A minimum of two security officers will be required for all events. The total number of officers required will vary depending upon the size and type of event and will be determined by the Department of Public Safety in consultation with the sponsoring organization.
2. Metal Detectors: All open events must use metal detectors, unless otherwise determined by the Department of Public Safety, which will follow its policies on use of the metal detectors.

#### **Requisition Procedures for University Facilities:**

STEP 1: Complete and secure reservation of facility from Student Center Office (SC 224).

STEP 2: Contact Department of Public Safety for security for event, once confirmation has been made by Student Center Reservations Office.

STEP 3: Arrange for security at least fourteen (14) days in advance or event will be subject to cancellation.

- If the organization decides to cancel the event, the organization needs to give immediate notice of cancellation to the Student Center. Failure to do so may result in cancellation of future events. If reserving Recreation Services space, refer to Recreation Services policy handbook for reservation and event procedures.

### **Event Registration/Event Follow-up:**

The following forms must be submitted to the Office of Student Life at least 14 days prior to the event. Failure to complete any part of this registration process will result in cancellation of the event. Forms are available in the Student Life office.

- Names and student numbers of organizational monitors and contact person
- Advisor Agreement Form
- Security Request Form from the Department of Public Safety
- Reservation Confirmation
- Organization Guest List (include any alumni members of the organization, plus one additional guest per member)

If an organization wishes to submit a guest list of alumni members from the sponsoring organization, the typed list of names must be submitted to Student Life at least 14 days prior to the event for verification. Alumni from other organizations will not be permitted unless they have a BSU alumni card. Each member of the organization is allowed to bring one guest that does not have a college ID or BSU alumni card. Both a Guest List Form and a Summary Report Form must be submitted to Student Life two working days after the event. Failure to submit these forms may result in cancellation of future events.

## **Event Management**

### **Publicity Requirements:**

ALL promotional material MUST include the following statements or an equivalent and be approved by Student Life prior to distribution or display.

1. No alcohol or illegal substances will be permitted on the premises of the event.
2. Organization or University Police reserve the right to deny admittance to anyone under the influence of alcohol or illegal substances.
3. Current college/university (Ball State, Indiana State, Purdue, etc.) identification will be required for admittance. Attendees on the pre-approved guest list must have a picture ID to prove the guest is at least 18 years old.
4. Metal detectors will be in use for security at this event (purses, back packs, and other packages or parcels are subject to inspection.)

### **Admission Requirements:**

1. All students attending the event MUST be prepared to show current identification from home institution.

2. Students from other college campuses must present a college ID to be signed in as a guest of a Ball State student. A Ball State student may sign in a maximum of three (3) students from other institutions. In the case of a large-scale event with a large number of guests from other institutions, additional arrangements may be made with Student Life and the Department of Public Safety. The names of the guests and the BSU student will appear on the Guest List Form. This student is responsible for the actions of the student signed in.
3. Ball State student IDs will be scanned by a scantron machine to keep accurate attendance records. Students with an invalid ID will not be allowed into the event. The organization and DPS officers will decide before the event who will be responsible for running this machine.
4. Alumni of Ball State must present a valid Alumni Card (available through BSU Alumni Programs Office) to enter an event. One guest per member and alumni of the host organization only may be placed on a guest list for entry into an event. All guests must be on typed guest list, which must be submitted to Student Life at least fourteen (14) working days prior to the event for verification. The organization must submit a separate guest list for each event.
5. A primary DJ and two (2) assistants may be allowed in with no charge. Additional help must be approved in advance, pay full price, and pass through security.

### **Responsibilities of Student Organizations Regarding Security:**

As the sponsoring organization for an event, the organization is responsible for any problems that arise. The hiring of University Police provides additional assistance to the organization. However, University police presence does not relinquish the organization of responsibilities for the event. The organization's responsibilities as the sponsoring organization include:

1. The organization member noted on the Security Request Form as "student responsible" will meet the officer(s) 15 minutes before the scheduled start of the event to discuss event security coverage and specific concerns. The sponsoring organization should have several additional members available to assist in monitoring the event, as identified in security monitor form.
2. The student organization is responsible for knowing the scheduled arrival time of the officers and being at the event entrance at the officer(s) arrival time.
3. The contact person will be in contact with the assigned security officers during the event.
4. The student organization will cease admitting guests when the event crowd has reached Fire Safety Code capacity (where applicable, i.e. Student Center Ballroom's capacity is 500). Enforcing a "no pass-out" policy can assist groups in measuring the number of attendees.
5. University Police presence does not relinquish the student organization's responsibility in confronting potential problems. The student organization is responsible for primary intervention in the event of any problem or potentially confrontational situations. University Police officer(s) will assist when needed. This includes denying entry to students/alumni that are visibly under the influence of drugs or alcohol, that are not on an approved guest list, or that do not have a valid form of identification.
6. The sponsoring organization, in cooperation with University Police officer(s), is responsible for the orderly departure of all guests at the close of the event. For dances, the student organization will end amplified music 30 minutes prior to the time when the building must be cleared.
7. The student organization is responsible for adhering to all applicable University policies.
8. The student organization monitors are responsible for making officers aware of problems (i.e. traffic problems) in the parking lot before, during, and after the event (when applicable).

9. The officer(s) will check out with the student responsible at the conclusion of the event.
10. The student organization is responsible for meeting the financial obligations incurred for hiring the officer(s).
11. The student organization must submit the Guest List Form and the Summary Report Form within two working days to Student Life.
12. It is strongly suggested that a representative of the organization, UPD, and Assistant Vice President for Student Affairs and Director of Student Life meet a week prior to discuss the event.

**Responsibilities of University Police Officers Regarding Security:**

1. Be in continual contact with the student organization monitors during the event.
2. Enforce all state statutes and University policies while working the event.
3. Be visible, inside and outside the perimeter of the event to deter any problems that might arise.
4. Assist the student organization monitors in dispersing the crowd from the building and/or property at the close of the event.
5. Officer(s) will verbally ask individuals who are disrupting the event to remove themselves from confrontational area or the event.
6. Officers will periodically station themselves near the entrance and exit of the facility. Officers should, generally, be at separate locations.
7. Officers should submit a Summary Report to Student Life.

**Responsibilities of Advisor/Faculty/Staff:**

All organizations must have a minimum of one advisor present at each event. For large events, the organization may be required to have two or more advisors present. This decision will be made through a consultation with Student Life and University Police. In the event there is no advisor available, the organization may consult with Student Life for a list of Ball State staff that may be willing to serve as an advisor. Responsibilities of the advisor will include:

1. Advisor will meet the officer(s) and the primary student contact 15 minutes before the scheduled start of the event to discuss event security coverage and specific concerns.
2. Must be present throughout the event.
3. Must alert University Police to any potential problems.
4. Be readily available to the check-in table.

**Sanctions:**

Violation of these procedures or any other University policy will result in disciplinary action for the individuals and/or organizations. At a minimum, individuals may be prohibited from attending and organizations may be prohibited from hosting future events. Ball State students that violate these procedures or that sign in visiting students that violate these procedures may face disciplinary action from the Office of Student Life.

**Outdoor Activities Policy** (*see also Expressive Activities Policy*)

Organizations housed in the neighborhood areas may hold outside events provided the activities are reasonably confined to the organization's property and they do not include amplified music. Ball State student organizations shall use outside amplified music only at approved events held

on the main campus. All outdoor events with amplified sounds (concerts, outdoor movies, etc.) must also have approval through the City of Muncie. For more information and an application, contact Muncie City Hall or Ball State Department of Public Safety.

Organizations sponsoring outside events, either on campus or off campus, must have advance approval through the Office of Student Life. The following factors must be considered in the establishment of appropriate areas, which may be utilized by student organizations for outdoor events involving bands:

1. Disturbance of classes, residence halls, community residents, and other University activities must be minimized.
2. Campus grounds and facilities must be protected against damage.
3. Safety, comfort, and security of persons in attendance at activities must be insured to the maximum degree possible.
4. Implementation of established University policies and procedures.

Considering these factors, it is recommended that the following approved sites be used for outdoor events involving bands and other music with varying degrees of amplification and public address systems.

- Stadium West Parking Lot/Picnic Area – Most appropriate area for “big sound” bands. Band should be placed in paved parking lot adjacent to the ticket office facing west.
- LaFollette Field – May be used for events utilizing amplified music. Bands should be placed as to direct sounds to the east or north (towards parking lots, away from LaFollette Halls).
- Arts Terrace – May be used for events only after 5:00 p.m. on Fridays and after noon on Saturdays and Sundays. Not recommended for “big sound” bands.
- Other areas may be approved for events, utilizing acoustic music, provided they are not potentially disturbing to residents or interfere with other programs.

## **Residence Hall Policy for Hall Solicitation/Posting/Lounge Usage**

### **Solicitation**

Door-to-door distribution, solicitation, fund raising, sales, or commercial activity are not permitted within the residence halls. A student may, however, by express invitation invite a distributor, solicitor, fund raiser, or salesman to the students' room for distribution, solicitation, fund-raising, sales to that student and the students' invited guests in the privacy of his or her own room. In addition, a student may engage in distribution, solicitation, fund raising, or sales in the privacy of his or her own room. Deliveries may be made to the lounge area only if: 1. The commercial activity consists of demonstration of goods and services not only involving sales and is sponsored by that hall's council. 2. The commercial activity, including sales, is part of a fund-raising activity of the hall's council and is conducted in accordance with the restrictions of paragraph 4.02 of the Ball State policy concerning distribution, solicitation, fund-raising, sales, and commercial activity on university property (*see Expressive Activities Policy*).

### **Posting Policy and Guidelines**

The Office of Housing and Residence Life restricts access to residence hall facilities to residents and their escorted guests, and individuals conducting official University business. For those recognized Ball State University student organizations and activities, non-profit organizations,

and commercial enterprises who wish to advertise in the residence halls the following guidelines have been established to assure our residents a safe and comfortable living environment as well as some degree of privacy.

Ball State University student organizations, non-profit organizations, and commercial enterprises who wish to publicize events, services or products in the form of a poster or flyer should send their materials to Cathy Bickel, Associate Director of Housing and Residence Life or her Secretary, Peggie Love, in LaFollette N-13 for official approval. Approved flyers and posters will be distributed to the residence halls and posted by hall staff. We recommend sending two flyers or posters per hall for a total of 70. If the advertisement is in the form of a coupon or souvenir we request that you provide 50 for each hall for a maximum of 1750. We would appreciate it if the coupons or souvenirs were bundled in packages of 50 for easy distribution. Organizations may also drop off flyers, posters, coupons or souvenirs at the front desk of each residence hall for approval and posting by a hall staff. Again, we recommend a maximum of two flyers or posters and a maximum of 50 coupons or souvenirs per hall.

Only one posting per event is allowed. All ads or flyers received from commercial enterprises will be placed in a designated space reserved for such organizations. All ads or flyers received by campus affiliated organizations will also have a designated space in which publicity may be posted. All flyers and ads taken from commercial enterprises and campus affiliated organizations will be posted in their designated space within the common areas of the halls only. We will not post any information for non-residence hall affiliated events or activities on residence hall floors. Posting priority in the common areas will be given to all Student Life affiliated and recognized groups. The Office of Housing and Residence Life reserves the rights to not post ads or flyers that are not in accordance with the mission statement of the Office of Housing and Residence Life or Ball State University policies. Please note that items cannot be placed in student mailboxes that are not specifically addressed to an individual. Markings or postings on exterior surfaces of residence halls and complexes also are prohibited; this includes but is not limited to writing messages on sidewalks using chalk or tape.

### **Residence Hall Lobby and Lounge Usage**

Residence hall lobbies and lounges are reserved for residence hall students' use only. University organizations may not reserve or meet in any residence hall lobby or lounge, nor may a resident of a residence hall reserve or meet in their hall lobby or lounge for the specific purpose that supports a University organization. All lobby or lounge programs or meetings must be sponsored by Housing and Residence Life staff (Resident Assistants, Multicultural Advisors, Freshmen Connection Assistants) or hall council sponsored activities that are supervised and operated by Housing and Residence Life employees or hall council members. All lobby and lounge reservations must be requested and approved by the residence hall director.

### **Structures Policy**

Students and student organizations may be permitted to construct structures on designated portions of campus, where these structures are designed to express the students' views or to raise public consciousness and awareness of an issue. Before a structure may be placed on campus, the student or student organization wishing to construct it, must receive approval from the Assistant

Vice President for Student Affairs/Director of Student Life prior to reserving space with the Student Center Reservations Office. Each structure will be subject to reasonable time, place and manner restrictions, as well as restrictions designed to protect the health, safety and welfare of the students involved. The Office of Student Life reserves the rights to deny or revoke a structure permit for any of the following reasons:

- Where the proposed structure would interfere with the free flow of traffic on the campus or in any university building or facility.
- Where the proposed structure would interrupt the orderly conduct of University affairs.
- Where the proposed structure would involve the use of alcohol or drugs or the display of any obscene or defamatory material.
- Where the weather conditions are such as to pose a substantial threat to the health, safety, or welfare of the students residing in or sheltered by the structure to the university community.

The University has designated the Quad as the site to be set aside for the construction of any structures; however, the Assistant Vice President for Student Affairs/Director of Student Life shall determine the specific location of any given structure within the Quad, after consultation with the student or student organization. The Quad is defined as the outdoor area of the campus, which is bounded on the North by the Arts Terrace; bounded on the South by the Beneficence monument; bounded on the east by the Burkhardt Building; and bounded on the West by Ball Gymnasium.

Any structures erected not in compliance with this policy shall be subject to immediate removal by the University and the students or student organizations that sponsored, constructed or participated in the use of the unauthorized structure may be subject to disciplinary action up to and including dismissal from the University.

**For any additional questions or to learn more about the Office of Student Life, please visit our website at <http://cms.bsu.edu/CampusLife/StudentLife.aspx>.**