



PHILADELPHIA  
UNIVERSITY

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The Office of Student Activities and  
The Student Government Association

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# CLUBS AND ORGANIZATIONS HANDBOOK

## Philadelphia University Clubs and Organization Handbook

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## **Accounts**

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Every registered club or organization can set up their own account at the University. This account can be used to deposit funds into or to withdraw monies.

To set-up an account a "Clubs and Organization Application for Account" form must be obtained from the Department of Student Activities. This form must be filled and returned to the Director of the Campus Center and Student Activities. The form will be processed and an account number will be assigned. This process can take up to several weeks to be completed.

If you are unsure if an account exists for your organization please inquire with the Director of the Campus Center and Student Activities. The Director can also provide account balance information to approved individuals within the organization who are responsible for taking care of the groups financial affairs.

## **Banner Policy**

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Clubs and organizations are permitted to hang banners up on the campus. All banners must adhere to the University's Posting Policy as outlined in this document. Clubs and organizations wishing to hang a banner must coordinate that through the Director of the Camous Center and Student Activities located in Kanbar 301. Coordination of the hanging of the banner(s) as well as the location will be planned in conjunction with Physical Plant.

All banner displays in the Kanbar Campus Center must be scheduled and approved through the Assistant Director of Student Activities for Operations located in Kanbar 301. Each club and organization is allowed to display a banner for one week.

The Kanbar Campus Center Staff will hang the banners. The banners may not be larger than 40 feet long and 60 inches wide. Any size less than that is acceptable.

The Kanbar Campus Center staff will take down the banner after the reserved week is up. If the department, club, or organizations would like to keep the banner, arrangements must be made prior to the removal of the banner.

Banners are only allowed on the balcony above the Living Room in the Kanbar Campus Center. Banners may not be hung in other areas of the building. Any alternate locations must be approved by the Director of the Campus Center and Student Activities.

Violations of these policies can result in a suspension of advertising privileges. Clubs and organizations in consistent violation of this policy can have their advertising privileges as well as have their registration with the Department of Student Activities jeopardized.

## **Budget Committee**

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For information regarding obtaining funding from the Student Government, please refer to the SGA Constitution.

## **Contracts**

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Students at Philadelphia University are not to sign contracts on behalf of their organization or the University for any reason. Students are not approved to commit funding on behalf of the University. All contracts should be reviewed by the club's advisor and/or the Director of the Campus Center and Student Activities. All contracts should only be signed by the Director of the Campus Center and Student Activities.

## ***Copyright Infringement***

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By law, as well as by intent, the pre-recorded videocassettes, DVD's and videodisks available for rental and purchases from stores and suppliers throughout the United States are licensed by the copyright owner "for home use only." Any type of showing or exhibition that goes beyond this may infringe upon the performance rights that, through the U.S. Copyright Act and related laws, are owned exclusively by the copyright owner.

### **An example:**

Suppose you invite a few personal friends to your home for dinner and a movie. You purchase or rent a copy of your favorite movie from your local video store and you and your friends view the film in your home that evening. Have you violated the copyright law by illegally having a "public performance" of that movie. Probably not. But, suppose that you took the same videocassette and showed it to 25 people in a common area on campus, like a residence hall lounge. In this instance, you have infringed on the rights of the movie copyright holder.

### **Another example;**

Suppose a faculty member has placed a movie in their lesson plan for educational use. If the faculty member shows the movie to their class and invites the general public to view the movie after class hours in a common area on campus; would this be a violation of copyright law? Yes. In this situation in order to avoid violating the copyright law the faculty member can show the movie at a different time as long as the movie is shown to his/her specific class, and is restricted to general viewing. The faculty member would need to purchase a public performance license in order to show the movie to the general viewers and class.

### **Other examples of an Unlawful "public performance" would be:**

- Showing cartoons at a church's Christmas party
- Broadcasting a videocassette over a close-circuit system
- Playing a movie to entertain children at a nursery school
- Having a "movie night" in a residence hall lounge

These and other are all examples of a "Public Performance". Only the owner of the copyright a motion picture has the right "to perform the copyrighted work publicly." (United States Code, Title 17, Sections 101 and 106)

## ***Drop Box Policy***

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Often times when clubs and organizations have a "drive" of some sort (food, clothing, etc.) they will use drop boxes to place around campus. When planning your drive it is best to check with the Department of Student Activities before the placement of those boxes to assure they are placed in the approved areas. If an area is in use for a pre-scheduled event the placement of additional boxes may not be approved. Clubs and Organizations must provide their own boxes as well as provide proper signage to explain what the box is for. Understand that all signage must adhere to the University's Posting Policy as outlined in this document. It is the responsibility of the sponsoring organization to monitor the boxes throughout the event and to keep the area orderly and neat. It is also the responsibility of the organization to remove all boxes at the end of the scheduled event. If an organization fails to adhere to the policy they may not be approved for future requests.

All drop off boxes (examples: food and clothes drives) within The Kanbar Campus Center must be scheduled and approved through the Assistant Director of Student Activities for Operations in the Student Activities Office (Suite 301) in the Kanbar Campus Center. Two clear, plastic boxes will be provided for each club, organization.

Drop off boxes in The Kanbar Campus Center are allowed to be placed outside Mail Services (in the Green Lobby) on the second floor and by the Information Desk. Boxes are not allowed to be placed in any other area of the building. Unapproved boxes or boxes in unapproved locations will be removed.

Boxes will not be monitored by Kanbar Campus Center Staff. Loss or theft of items in the drop off boxes are the responsibility of the sponsoring organization. We recommend emptying the boxes each night to reduce the possibility of losing items.

Violations of these policies can result in a suspension of advertising privileges. Clubs and organizations in consistent violation of this policy can have their advertising privileges as well as have their registration with the Department of Student Activities jeopardized.

### **Email Creation Policy**

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All registered clubs and organizations can have a club email account set up for their group. In order to do this you must contact the Director of the Campus Center and Student Activities with your request. Please include the name(s) of the individual(s) who will need access to that email account. \* It is best to keep the number of email administrators to as few as possible. The Director will then place a work order with OIT. When the Work Order is completed the information will be sent to the email administrator(s) to explain how they access that mailbox. If you are unsure as to whether you have an email account or not please contact the Department of Student Activities.

### **Email Mass- Distribution Policy**

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The Department of Student Activities, as a service to our clubs and organizations, will distribute mass emails to the campus community. This service is provided only to clubs and organizations recognized and in good standing with the Student Government Association and the University in general. The Department of Student Activities reserves the right to deny any email that does not support the University's mission and/or goes against any policy as laid out in the Student Handbook. The following procedures and guidelines apply:

- All emails must be sent to the Director of the Campus Center and Student Activities at [StudentActivities@PhilaU.edu](mailto:StudentActivities@PhilaU.edu) . Emails are reviewed and then forwarded on to the campus student community. Minor edits may be made at the Director's discretion. If there are any questionable edits and/or significant changes required the email will be returned to the sender for editing. The Director will do their best to be as specific as possible with any returned emails.
- It is expected that emails will read and look exactly as they are to be forwarded. It is the responsibility of the organization to develop the emails and not the Director of the Campus Center and Student Activities. The Director may assist with appropriate messages in the email "subject" line.
- Emails that are sent for distribution will be sent out one time. If an organization has an announcement that they wish to go out on multiple days, they must send that email to Student Activities each day they wish for it to be sent out.
- Only emails from SGA recognized clubs and organizations will be considered. This includes Student Activities, SGA and it's standing committees.
- Only emails that publicize on-campus events and/or meetings will be considered.
- Only emails for events and/or meetings that are open to the entire campus community will be considered.

- Emails should be as thorough as possible, brief and edited for correct information. Emails will not be approved if they advertise or promote alcohol, illegal substances, use vulgar language or show graphic sexual and/or violent content.
- The Department of Student Activities will NOT forward emails from organizations and/or clubs not recognized by SGA and/or the University, individual students, emails from faculty or staff, personal emails, sales or solicitation emails, emails from individuals outside of the University community.

### **Event Policy (Classified as Large-Scale)**

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The following guidelines are to be used by Clubs and Organizations when planning events at Philadelphia University that may involve attendance from individuals outside of the campus community or classified by Student Activities as a “large-scale event”. These guidelines are to be strictly adhered to. The Director of the Campus Center and Student Activities, prior to the event, must approve any changes to these guidelines.

1. The University will review all events and reserves the right to deny any event that does not support its mission, could become a Public Relation/Community Relations issue or has the potential for a high degree of liability.
2. The Director of the Campus Center and Student Activities must approve the Event(s) and if necessary, will seek counsel of senior University administrators.
3. The requesting organization must be in good standing with the University and the Student Government Association.
4. The requesting organization must provide a financial plan and demonstrate their ability to pay for the event.
5. All appropriate paperwork and documentation must be completed and approved.
6. The event may be reviewed with Campus Safety and Security to determine the need for Security personnel (University officers & McGinn security guards) to be in attendance. Security costs will be incurred by the organization.
7. Proper work orders must be placed through Philadelphia University’s Physical Plant.
8. All entertainers or outside vendors must be contracted and approved by the University through the Student Activities Office.
9. It is preferred that not cash is exchanged at events. Tickets sales and or door charges must be approved by the Director of the Campus Center and Student Activities. All exchange of cash must be planned appropriately in order to ensure proper security and procedure is provided.
10. Individuals attending events from outside the campus community must be a guest of a current student, faculty, alumni and/or staff. Those guests must arrive to the event with PhilaU community member.
11. Events that are open to individuals outside of the campus community, who are not guests of a current faculty, staff, student and/or alumni, must have all outside attendees “guest listed” prior to the event. In other words, events are not open for people outside the community to just show up. When events are advertised they must state that an RSVP to the appropriate office is required. This is to ensure adherence to capacity and fire codes. All exceptions to this need be approved through the Department of Student Activities.

12. The Organization's Advisor and/or approved Philadelphia University Staff must attend the event. That individual must confirm their attendance with the Director of the Campus Center and Student Activities.
13. Following the event, the venue must be cleaned and returned to the condition it was found. If not, the group will be charged for a fee for clean up determined by Housekeeping.

### ***Fund Raising Policy***

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Fundraising is defined as an event that raises money for a registered club or organization or as any event that raises money/items for a charitable organization.

Only registered clubs and organizations are approved to fundraise on campus.

All fundraisers must avoid demeaning sexual, racial or other discriminatory references, and will not promote the abuse of alcohol.

Registered campus organizations that have a history of running a specific fundraising event will get priority for that event year-to-year. If an organization requests a similar or conflicting activity they will not be approved unless the organization with priority gives approval.

Clubs and Organizations must fill out a Fundraiser Application Form. The form must be approved and signed by the Director of the Campus Center and Student Activities prior to the start of their event.

Proper reservations must be made to reserve event areas and/or table areas. This information and paperwork can be obtained from the Information Desk in the Kanbar Campus Center.

All requests must clearly state where funds will go. In the event of a charitable group, the Department of Student Activities has the right to check on the validity or reputation of a charitable group. Clubs should consult with the Coordinator of Community Service Programs to connect with reputable organizations.

Types of fundraising and things to consider:

- Charity Tie-Ins: Soliciting funds and or items for charity fundraisers. This includes food drives, clothing drives, etc.
- Raffles: Raffles may offer cash as a prize. Other gambling type fund-raisers (such as 50/50 splits, etc.) are acceptable. Casino Nights can be approved if participants are not exchanging cash in anyway.
- Sales: Sales of products or food by PhilaU organizations is permitted. We recommend that if food is made by the group or purchased outside it is advertised as such. Please be aware of food allergies.
- Pledge Based: Pledge based fundraisers such as bowl-a-thons, Jog-A-Thons, Walks, etc.
- Contracted Sales: PhilaU clubs and organizations may contract with outside vendors for on-campus sales subject to approval by the Department of Student Activities where such sales are consistent with guidelines publicized by that office. Sales of insurance and credit cards are NOT permitted.

- Services: Service fundraisers involve a service for donation such as car washes, vacuum-a-thons, etc.

All monies collected must be deposited into the organizations account and/or distributed directly to the Charitable Group. This should be processed through the Department of Student Activities and through a University check. If these guidelines are not followed the organization and/or individuals can be investigated for mismanagement of funds. This could lead to disciplinary actions.

### ***Hazing Policy***

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The purpose of the Hazing Policy is to protect the safety and rights of all students of Philadelphia University who choose to join a sorority, fraternity, club or other organization which is associated with the University. It applies to all such organizations whether its facilities are located on or off the University campus. Hazing of a student by any organization or group of its members is absolutely prohibited.

1. For the purposes of this policy, hazing is defined as: any action or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to, the following: paddling in any form; use of alcohol; creation of excessive fatigue; physical and psychological shocks; quests; treasure hunts; scavenger hunts; the wearing of public apparel, which is conspicuous and normally not in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and late work sessions or any activities which are not consistent with the policies and regulation of Philadelphia University. Hazing also includes any action or situation, which requires or encourages violation of public law. The foregoing definition is based on the definition cited by the Fraternity Executives Association and the Commonwealth of Pennsylvania.

2. Any alleged violations of the non-hazing policy by students will be referred to the Student Conduct Committee, which may impose such penalties including suspension or expulsion from the University, as it deems appropriate.

3. Any alleged violations by an organization will be referred to the Student Government Association and to the student judicial system, which may impose such penalties, including suspension or revocation of recognition status as a University organization, as may be deemed appropriate.

The Student Government Association and the University administration will not tolerate hazing. The Greek system and all student clubs and organizations enhance community life, the University and its members. All segments of the University community must work together to maintain a positive atmosphere of social and moral responsibility.

### ***Kanbar Campus Center***

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The Kanbar Campus Center is truly the HUB of activity at Philadelphia University. This building will be the center of most of the activity for clubs and organizations. It is very important that clubs and organizations are aware of the policies and procedures for the usage of the building and understand how to use the space(s). This includes placement of table tents, candle usage, banners and very important information as to what is available.

Information regarding the use of the Kanbar Campus Center can be found online at <http://www.philau.edu/studentactivities/StudentCenter.html>

## **Laser Printing Policy**

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- Clubs and Organizations will be able to use the computer stations located in KCC 306 to print out items for their clubs and organizations.
- Print jobs are sent to the printer in the Student Activities suite (ivy/studentActivities2) located in Kanbar 301. The printer is a black and white laser jet printer with capabilities for *Letter* and *Legal* size jobs.
- This service is meant for the convenience of short-run jobs (agendas, flier originals, etc.) and is not meant for large quantities of printing. Clubs and Organizations will still need to utilize photocopying services offered out of Student Activities.
- Each organization is allowed no more than 20 copies for any one job.
- After a job is sent it can be picked up by the club by seeing a Student Activities staff person or office assistant.
- All jobs will be logged before handing out.
- Printing jobs can be picked up between the hours of 9am-7pm Monday through Friday.
- If jobs are sent through during the evening hours they can be picked up the next morning. Job sent over the weekend can be picked up on Monday.
- If a print job is to be turned into a photocopy job please send an email to the [StudentActivities@PhilaU.edu](mailto:StudentActivities@PhilaU.edu) with an explanation of the flier/job, number of copies needed and color paper needed. The job will be completed within on full business day and ready for pick-up. If there are any issues you will be contacted.

## **Media Services Requests**

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Whenever a registered club or organization reserves a space on campus for a meeting or event is essential that a Media Service Request is placed for any Audio and/or Visual needs. This may be for use of a microphone, speaker, projector, screen, etc.

These requests can be placed online at [www.PhilaU.edu/OIT/MediaServices/](http://www.PhilaU.edu/OIT/MediaServices/)

## **Photocopying Policy**

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As a service to Clubs and Organizations the Department of Student Activities, in conjunction with the Student Government Association, provides photocopying services. The following are the policies and procedures.

- Only clubs and organization registered with the Department of Student Activities and in good standing can utilize photocopying services through the office.
- The office can only provide black and white photocopies, no color. The office can photocopy onto Letter 8 ½ x 11, Legal 8 ½ x 14 or Tabloid 11 x 17.
- Photocopy jobs should be left with a Student Activities staff. There should be a post-it note or sheet of paper attached that explains the request.
- Please be specific as to the number of copies and the color of paper and include a contact phone number or email.
- Examples of jobs include agendas, fliers, constitutions, etc.
- The office will not provide photocopying that is considered excessive. This includes requests to photocopy items to stuff campus mailboxes or requests to photocopy fliers that far exceed the amount of posting options on campus.
- All job requests are usually finished within one business day.
- When jobs are completed they will be placed into the clubs mailbox in Kanbar 306 or left in the office to be picked up.
- If there are any issues and/or questions the group will be contacted using the info provided.

## ***Physical Plant Work Orders***

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Whenever a registered club or organization reserves a space on campus for a meeting or event is essential that a work order is placed to assure that the room is properly set for your reservation. Understand that there is no guarantee that a room will be set properly without work orders. Also, it is not appropriate that, unless pre-arranged / approved, a group come in and set-up a space on their own. Although the help may be appreciated the room may have been set-up for an event following yours.

All work orders can be placed online at [www.Philau.edu/Plant/](http://www.Philau.edu/Plant/)

## ***Posting Policy***

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- Postings must be approved and stamped by the Department of Student Activities. This includes clubs and organizations from the Philadelphia University community, any student wishing to post something on campus, any individual or organization outside the University community wishing to post something on campus.
- Postings sponsored by offices or departments within Philadelphia University do not need an approval stamp.
- Postings and advertisements will not be approved if they advertise or promote alcohol, illegal substances, use vulgar language or show graphic sexual and/or violent content.
- Postings regarding the rental of houses and/or apartments will not be approved.
- Individuals and/or organizations outside the university community will not be permitted to distribute information through Philadelphia University's mailroom unless approved by the Director of the Campus Center and Student Activities.
- The placement of anything on cars on Philadelphia University property is prohibited.
- The use of chalk on buildings and/or sidewalks is prohibited.
- Postings should only be placed on specified bulletin boards. General postings should only be placed on boards specified for general use. Approved general posting areas include:
  - *Down's Hall hallway.*
  - *Hayward Hall Lobby and stairwells.*
  - *Guttman Library main lobby*
  - *Outdoor kiosks at Hayward Hall and Ravenhill Dining Hall.*
  - *Ravenhill Mansion / Mott thruway.*
  - *Search Hall Stairwell*
- All postings within the Residence Halls at Philadelphia University must be approved by the Residence Life office.
- Any boards assigned to clubs, organizations or departments within Philadelphia University, should be maintained by those groups. The Department of Student Activities will not be responsible for the maintenance of those boards.
- Postings are not to be placed on windows, doors, sidewalks or painted surfaces. An exception will be made for postings that are hung the day of a program and/or one-day prior. Those postings must be removed after the program is complete. This exception is only made with posted material on or in the building that the program is happening.
- Postings will be stamped for no more than 2 weeks at a time or for one day following the date of the program.
- Clubs and Organizations are required to remove their postings after they have expired.
- The Department of Student Activities will do a board cleaning twice a month. All expired postings and/or postings that are not approved will be removed immediately.
- Violations of this policy can lead to the suspension of posting privileges. Clubs and organizations in consistent violation of this policy can have their posting privileges suspended as well as have their recognition with SGA jeopardized.
- ***Kanbar Campus Center Posting Policy:***

- Three general boards are available for posting with the Kanbar Campus Center. These boards are maintained by Kanbar Campus Center Staff.
- If a department wishes to post a flier on the board, three flyers may be left in the Student Activities Suite (Room 301) or at the Welcome and Information Desk. Kanbar staff will distribute the fliers and remove the fliers.
- All postings will be dated and removed after the event date has passed. Postings that have no event date will be posted for no more than one month.
- Clubs and organizations must have their posters approved through the Director of the Campus Center and Student Activities. Three posters will be given to the Kanbar Campus Center to be posted. Fliers will be removed after the stamped date.

## **Registering an Organization**

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### ***What if I am interested in starting a club organization?***

If you are interested in starting a club or organization it would help to set up a meeting with the Director of the Campus Center and Student Activities. Please come with your idea(s) and as much information as possible. After working through ideas and options the office will assist you as you set up interest meetings and promote the idea to assess student interest in forming a group. Once the interest group is organized they can move into the registration process.

### ***Why be Registered?***

- The club or organization is officially registered and recognized at the University.
- The organization will receive posting approval for the campus.
- The organization will receive a mailbox in Kanbar 306.
- The organization will receive computer access in Kanbar 306.
- The organization can reserve space on campus.
- The organization can create email and a web site specific to their group.
- The organization will receive photocopying privileges through SGA.
- The organization will receive printing and plotter privileges.
- The organization can gain access to the Club resource room in the Kanbar Campus Center.

### ***How do I register an organization?***

- Obtain the appropriate paperwork from the Department of Student Activities. Complete it and return it to the Director of the Campus Center and Student Activities.
- All organizations must have one representative present at scheduled SGA Presidents Council meetings.
- Every organization must have a faculty or staff advisor that is employed by Philadelphia University.
- A member of the organization must attend "Treasurer's Training" with SGA and/or arrange a training with the Department of Student Activities.
- The organization must obtain a copy of the "Clubs and Organization Handbook" as provided by the Department of Student Activities.
- A current copy of the club's constitution must be handed in with this form and/or on file in the Office of Student Activities. If an organization does not have a constitution they will have 1 semester to produce one.

## **Residence Hall Lounge Reservation Procedure**

The Residence Coordinator's manage the reservations for the use of lounge space in the residence halls by persons outside of Residence Life. Residence Hall Lounges are used primarily for floor meetings and RA Programs. RA staff are asked to reserve their space in this booklet to avoid scheduling conflict. Reservations are asked to be made at least one week in advance of the event. RA events will take priority if there is a scheduling conflict.

A Special Events guest log will be kept to register attendees at these events. All visiting students, staff, and faculty are asked to sign-in at the desk and show proper I.D.

Non-Philadelphia University affiliated groups are not permitted to reserve common area space in the Residence Halls unless given permission by the Director of Residence Life. Alcohol is not permitted to be served (in any quantity) at events in the Residence Halls. Groups found violating this policy will not be permitted to use the space for future events.

## **Resource Room Policies and Guidelines**

- To enter the Resource Room, Kanbar 324, students must be approved to use their ID card in the swipe card system.
- Only students in a club and/or organization approved by SGA and Student Activities will be allowed access to the Resource Room.
- Students are expected to clean up their work area when finished, and put all supplies away.
- Do not misuse any property or equipment. Organizations found responsible for damages will be assessed replacement costs.
- Do not remove any supplies, markers, or equipment from the Resource Room.
- Do not prop or hold the door open. Please enter the room and let door close.
- Please make sure that the door is shut and secure when leaving.
- Students should notify the Student Activities office when supplies are low, or if there are any problems or damage to equipment.
- If you have any questions, or need assistance, please see one of the Student Activities staff or office assistants.
- The computer located in the Resource Room is only to be used for plotting. This computer is not be used for personal use. Clubs and Organizations are to use the computers located in the Clubs and Organization space in KCC 306.
- The plotter can only be used between the hours of 9am-5pm.
- Only students who are named and approved by their organization can use the plotter.
- No one can use the plotter unless they are properly trained. Training will b set up through the Office of Residence Life.
- To use the plotter you MUST set-up an appointment with the Secretary in the Residence Life Suite, Kanbar 317.
- Failure to abide by these policies can result in fines and/or loss of usage privileges.
- Understand that this is shared space for clubs and organizations as well as both RA's and CA's. Please respect everyone's need to use this space.

## **Room Reservation Policy and Procedures**

The facilities of Philadelphia University exist for the primary purpose of education and use of the University community. Priority for the use of academic facilities is given first to the University classroom needs and second to the programs and activities of University groups. University groups are defined as any group sponsored by faculty, staff or students. It also includes offices, departments and/or schools at PhilaU. The decision to permit or restrict the use of facilities by

University groups will be based first on prior academic classroom commitment, then prior reservation by another University group. Reservations requested by University groups are taken on a first come first serve basis. University groups are defined as consisting almost entirely of students, clubs and organizations, faculty, administrators, staff or alumni of the University, whose primary activities are based at or directly related to the University.

All groups using University facilities must comply with University standards and policy. It is the responsibility of the University Reservationist, Director of the Campus Center and Student Activities and the sponsoring group to make sure those standards are being met. Those groups failing to meet the standards or comply with regulations may be denied future use of University facilities. Those groups causing damage to University facilities will be charged accordingly.

The University will only reserve facilities to outside organizations that are affiliated with and/or sponsored by a University group. Approval of the reservation will depend on the appropriateness and/or fit of the event with the larger mission of the University. The sponsoring group will then accept responsibility for the organization and/or program. The sponsoring group must then carry out all reservation procedures. Alumni of the University are required to use the Alumni Office as the University Sponsoring group. Groups sponsoring activities judged to be unrelated to the University but permissible under the policy governing the use of University facilities may be charged appropriate fees (i.e. set-up fees, catering fees, media service fees, etc.).

The Department of Student Activities is not responsible for the reserving of space for weddings at Philadelphia University. Requests for facilities for weddings will only be approved through the Alumni Office during the Summer months. Alumni Relations will then be considered the sponsoring office and follow the appropriate guidelines as stated throughout this document.

### ***Room Reservation Procedures***

- All facility/room reservations must be made through the University Reservationist located in the Kanbar Campus Center, extension x5346 or at [Reservations@Philau.edu](mailto:Reservations@Philau.edu) .
- A Room Reservation form must be submitted to the Reservationist for a request to be considered. Room Reservation forms can be found online at ..... Specifics on filling out paperwork can be obtained from the Reservationist upon request.
- Inquiries regarding room availability over the telephone and/or by email do not confirm a reservation nor do they guarantee the retention of the space for the event.
- A room reservation is not confirmed by submitting the form. A reservation is confirmed when confirmation is returned to the requestor by the reservationist.
- A space may be put on "HOLD" over the phone and/or by email at the discretion of the Reservationist. The Requestor then has 5 business days to submit the appropriate form. If after the 5 days a form has not been received the space will be released.
  - If a request is placed within 5 days of the requested date, a form is due immediately and a "HOLD" will not be placed.
- Any space considered a classroom, lab and/or design space can be reserved through the reservationist if the request is outside regularly scheduled classes. That information is first confirmed through the Office of the Registrar.
- The Ravenhill Chapel is considered a classroom, display and/or lab space and is reserved through the registrar's office during the Fall and Spring semesters. During Summer I and Summer II sessions the Ravenhill Chapel is reserved through the Alumni Relations Office only.

- The procedures governing the use of campus facilities shall apply to the reserving and use of outdoor spaces on University property. Location of the event, time of the event, City ordinance and the proximity of the event to community neighbors, classes and offices in use impact approval and control of outdoor events.
- Utilization of campus facilities for the Philadelphia University community is free. Special setups and unusual cleanups are subject to charges.
- No campus-wide social programming will be approved on reading days and the final exams period at the end of each semester.
- The Director of the Campus Center and Student Activities must approve all events sponsored by a student club or organization at least 2 weeks prior to the event. Please be as thorough as possible with the information provided so not to slow the process down. A meeting to clarify event details may be required before final event approval.
- It is the responsibility of the sponsoring organization to make specific arrangements for services with Dining Services, Physical Plant and/or Media Services.
  - All Physical Plant information as well as information on placing Work Orders can be found at <http://www.philau.edu/plant/>
    - A Work Order must be placed in order to have the room set for your event. If a work order is not placed for room set-up there is no guarantee the room will be set appropriately for your event and/or that the appropriate furniture will be available when you arrive. When reserving a space please allow for an appropriate amount of time for set-up and break down.
  - All Dining Services information as well as information on placing Catering Requests can be found at <http://www.philau.edu/dining/>
    - When reserving a classroom for a catered event, during the Tuesday and Thursday break period, please allow at least a half an hour before and after the scheduled time to allow for set-up and breakdown. If not, Dining Services and/or Physical Plant have the right to refuse their services.
  - All Media Services information as well as information about placing a Media Services Request can be found at <http://www.philau.edu/OIT/mediaservices/>
- Reservation requests can be placed for future events and/or series of events. Requests can be placed for no longer than 1 semester ahead of time. All exceptions for requests further out on the calendar will be made by the Director of the Campus Center and Student Activities.
  - Requests for spaces considered academic spaces cannot be approved until academic calendars and schedules are confirmed.
- If an event is cancelled, postponed and/or the location of your event is moved please contact the Reservationist immediately so that they can cancel and/or adjust the information in the system. It is also common courtesy to do the same for any special service requests that have been placed with Physical Plant, Dining Services and/or Media Services.
- In the event of a conflict, priority will always be given to the group who has the reservation confirmation and has received the proper paperwork. As stated in the policy above, "Reservations requested by University groups are taken on a first come first served basis". If a group wishes to use a space that is already reserved they must do the following:

- Contact the University Reservationist with the request.
- The requestor must then contact the organization that holds the current reservation to request the release of the space.
- If the sponsoring organization agrees they must contact the Reservationist to inform him/her of their decision and work out the details of moving to another space.
- If there is still a conflict regarding the situation, all concerns can be directed to the Director of the Campus Center and Student Activities who may consult with the Dean of Students on decisions.

## **Sponsorship**

Clubs and Organizations may seek sponsorship from outside organizations for their group or for an event that they are planning. When receiving sponsorship in the form of items, gift cards, etc. it is important to make sure the sponsor is properly recognized. If your club is receiving a monetary sponsorship and/or a gift that is considered "sizable" it is required that you work through the office of Institutional Development located in the White House. This will ensure the money is being processed appropriately (as laid out by the sponsor) and that the organization is being recognized appropriately by the University.

## **Vending Table Reservation Policy**

This policy pertains to clubs, organizations, offices and/or departments at Philadelphia University that wish to reserve vending table space on campus.

- All table reservations must be made through the Campus Reservationist at the Kanbar Information Desk. X5346.
- A Table Reservation form must be completed to honor any requests. Forms can be obtained from the Campus Reservationist.
- Requests are valid only when confirmed by the Campus Reservationist.
- All Tables Reservations are on a first-come-first-serve basis.
- Tables can be reserved for the following areas;
  - Hayward Hall Lobby
  - Kanbar Campus Center (Ted's Stairwell landing)
- Tables in the Ravenhill Dining Hall must be requested through Dining Services.
- Any student vendors wishing to reserve space in the Residence Halls must receive permission from the Director of Residence Life.
- **Hayward Hall Lobby**
  - Tables will only be reserved in Hayward Hall Lobby Monday through Friday.
  - No more than 2 groups will be reserved per day.
  - Groups will not be booked together when vending similar items.
  - Use tables available in Hayward Hall Lobby.
- **Kanbar Campus Center**
  - No more than 2 groups will be reserved per day.
  - One on-campus Club or Organization, One outside Vendor
  - Two on-campus Clubs or Organizations
  - Weather permitting, vending tables will be available outside on the Living Room Patio.
  - Information tables must be staffed at all times. Tables may not be left unattended.
  - Tables can be reserved for the entire day or for certain hours of the day.
  - Groups will not be booked together when vending similar items.
  - Groups are allowed to reserve up to four weeks at a time.

Any questions, concerns or feedback should be directed to the Campus Reservationist in the Kanbar Campus Center Room 205A, ext. 5346.

### ***Web Page Creation Policy***

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All registered clubs and organizations can access space on the University's server to develop a web page for their group. In order to do this you must contact the Director of the Campus Center and Student Activities with your request. Please include the name(s) of the individual(s) who will need access to that web page. \* It is best to keep the number of web page administrators to as few as possible. The Director will then place a work order with OIT. When the Work Order is completed the information will be sent to the web administrator(s) to explain how they access that page. It is important to understand that the club's web page is developed and updated by the club or organization. Please have the page developed before requesting space on the server. If any organization's web page is found to have inappropriate content, the University does have the right to remove it from the server. If you are unsure as to if your organization has a web page, please contact the Department of Student Activities.