**POLICIES AND PROCEDURES**

***(Must read before completing requisition form)***

1. Final approval of all events must be granted at least SEVEN days before the date of the event. It is the responsibility of the organization to solicit the appropriate signatures before the deadline.
2. Attempts to forge signatures or alter this document in any way will result in disciplinary sanctions as outlined in the Student Life Policy Manual. Failure to obtain signatures in the prescribed numerical order will void the request.
3. All social functions on campus must adjourn no later than midnight on Monday-Thursday (and Sunday) and 1:00am on Friday and Saturday. The CHOICES Room closes at 10:00pm and requires a separate requisition form.
4. No events are to be scheduled during assembly or worship hours. Events during Religious Emphasis Week and mid-term/final examination periods will be limited. In accordance with college policy, there shall be no music played on the premises before 5:00pm on weekdays.
5. Organizations should be mindful of additional time needed for setup and breakdown/cleanup and should reflect those times on the requisition form.
6. If the organization plans to schedule a recurring event (e.g., a weekly rehearsal), one requisition form will be sufficient as long as an additional document/calendar is attached with all of the dates requested.
7. Organizations are held responsible for the actions of its members and guests. All facilities must be cleaned and in functioning order after the event has adjourned. Failure to do so may result in the organization being fined.
8. If an event that has received final approval is cancelled for any reason, the Office of Student Activities must be immediately notified of the cancellation. The Office of Student Activities reserves the right to limit/cancel any and all events and/or to require additional documents before or after gaining final approval.
9. Campus representatives will only communicate with the advisors and the listed contact person in regards to the event. Advisors are required to be present at events. This includes meetings, parties, dances, and other social activities.
10. If an organization invites a guest speaker/lecturer, there must be an attached Guest Speaker/Lecturer Form before obtaining a signature from the Director of Student Activities.
11. **For off-campus social functions that are open to the general public, you must obtain a Fire Marshall and Security at the expense of the organization. Paine College assumes no liability for incidents that occur off campus.**
12. Arrangements must be made to secure needed equipment/materials when obtaining signatures. Most audio/visual equipment is available through the library. Some items can be secured from the Office of Student Activities by completing a Requisition of Student Activities Equipment form.
13. Flyers must be approved by the Office of Student Activities before being posted on campus or online. The event must receive final approval before conducting any marketing efforts. Campus monitors and online calendars will only be updated once a week. Submit your image to the Office of Student Activities no later than Mondays at 8:00am.
14. All organizations must abide by the Paine College Student Life Policies.
15. After final approval, copies will be forwarded to the following offices: 1) Student Activities, 2) Student Government Association, 3) Special Assistant to the President,4) Student Affairs Administrative Assistant.

**[ ] On-Campus Event** **[ ]  Off-Campus Event**

|  |  |
| --- | --- |
| **Organization:**       | **Organization Type:** Click here to choose. |
| **Building Name:**       | **Room Name/Number:**       |
| **Facility Address:**       | **Facility Phone:**       |
| **Activity Start Date:** Click here to enter a date. | **Activity End Date:** Click here to enter a date. |
| **[ ]  Recurring Event** | **Setup Time:**       | **Activity Time:**      **to**       |
| **Co-Sponsoring Organization/Agency/Partner:**      |
| **Activity Name & Description:**      |

|  |  |
| --- | --- |
| **Type of Event** *(check all that apply)* | **Participants***(check all that apply)* |
| [ ]  Party/Dance/Mixer | [ ]  Campus Activity | [ ]  All Paine College Students | [ ]  Club/Class Members Only |
| [ ]  Community Service | [ ]  Fundraiser | [ ]  Faculty/Staff & Their Guests | [ ]  Open to the Public |
| [ ]  Meeting/Practice | [ ]  Other:       | [ ]  Guest Speaker/Lecturer | [ ]  Other:       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Participants Expected:**       | **Admission Fee:** $      | [ ]  Food Served[ ]  Special Equipment Needed | [ ]  Have read & understand policies & procedures |
|  |  |
| **Contact Person:**       | **Contact Position:**       |
| **Contact Telephone:**       | **Contact Email:**       |

**Campus Representatives should print name, sign, and date in NUMERICAL ORDER** as listed below:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization President** **Signature Date**

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On-Campus Organization Advisor Signature Date**

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Off-Campus Advisor** *(Off-Campus NPHC Events ONLY)*  **Signature Date**

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building/ Room Supervisor** (On Campus Events ONLY) **Signature Date**

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus Safety** *(On-Campus Events ONLY )* **Signature Date**

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director of Student Activities** **Signature Date**

 **Administrative Notes:**

**Request Approved: 🞎 Yes 🞎 No**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean of Student Affairs**

**Date:**