

## Events

### Advertising

To preserve the educational spirit of the campus and in an effort to exercise some measure of control over the amount and appropriateness of materials displayed in academic facilities, St. Cloud State University requires that the following guidelines be applied when materials are posted in all academic buildings and/or on the kiosks located on institutional grounds.

1. All materials must be posted on designated bulletin boards or mall kiosks and may not exceed 14” x 22” in size. Materials must be mounted with thumb tacks. Only one announcement per program or event may be affixed to each designated site. Further, materials may not be posted on top of other announcements which have been previously posted.
2. The following restrictions apply to materials advertising programs and events which are not sponsored by academic or administrative units:
  - a. Check with the Building Manager on what approval is required from the building(s) in which the organization wishes to advertise.
  - a. For all space outside buildings, organizations should seek approval from the Buildings and Grounds Management at 320-308-2266 or [bldgsgrounds@stcloudstate.edu](mailto:bldgsgrounds@stcloudstate.edu).
3. Publicity or displays that could result directly or indirectly in personal gain must also receive approval from the office of Administrative Affairs at 320-308-2286 or AS 205.
4. Unless otherwise authorized, materials should not be posted any sooner than one week before the announced program or event. Materials should be removed the first class day after the program or event by the organization that posted the information. Failure to promptly remove materials may result in the refusal to honor future posting requests.
5. On the last day of each academic semester and/or summer session, the general maintenance staff will remove all announcements posted on designated bulletin boards. The security staff will, likewise, clear mall kiosks of all announcements at this time.

This policy applies to materials posted in all academic and administrative facilities and on institutional grounds. Materials may not be placed on the windshields of student, employee or visitor vehicles for any reason at any time. Persons found in violation of this policy will be charged an hourly clean-up fee. Those interested in posting materials in campus residence halls or in AMC should refer to the policies adopted by those operations and/or contact the directors of those respective units. Persons unfamiliar with designated posting sites should contact building coordinators. For a complete list of building coordinators, contact Buildings and Grounds Management at 320-308-2266 or [bldgsgrounds@stcloudstate.edu](mailto:bldgsgrounds@stcloudstate.edu).

### Alcohol

Student groups and organization are subject to the St. Cloud State University Alcohol and Other Drug Policy available in the St. Cloud State University Student Code of Conduct at [www.stcloudstate.edu/studenthandbook/policies/default.asp](http://www.stcloudstate.edu/studenthandbook/policies/default.asp).

### Assessment/Evaluation

Student organizations are encouraged to assess/evaluate events and programs to learn what went well and what areas of the event can be further developed. For assistance in developing an assessment/evaluation for programs and events, contact the CSOLD staff at [csold@stcloudstate.edu](mailto:csold@stcloudstate.edu), 320-308-3004 or stop by AMC 139.

### Cash Handling

Any time an organization receives income from fundraisers, sales, dues, or other organization activities, all money should be kept in a safe, secure place at the end of the day. Organizations should not maintain a

significant amount (over \$50) of money in an unsecured location or in the possession of any member. If organizations are using a cash box, the cash box should be emptied at the end of each day's event and the contents deposited or held in a safe, secure location. A secure option for securing cash and checks is the AMC Accounting Office (AMC 169). They will securely store cash and checks for deposit for student organizations overnight. Keep only enough money in the cash box for making change during the next day's sales. With prior notification, CSOLD staff can help the group get starter cash for the purpose of making change. Starter cash should be deposited separately and marked as "returned starter cash" on the deposit form. It is recommended that all student organizations have more than one person count any cash, no one person should have the cash without anyone else knowing how much was there, and keep record of all incoming money and provide receipts.

## **Clean Up**

Student organizations are required to clean up after events and programs. Check with the building that operates the space where the event is held to see what specifics regarding clean up are required.

## **Contracts**

If an organization is paying an individual for a service (such as a speaker or entertainer) they are required to use a University contract. The contract should be prepared at least two weeks before the event to ensure time for processing. To complete a contract, contact CSOLD in AMC 139. *If a contract is more than \$2,000 and the speaker or entertainer lives outside of Minnesota, a 2% entertainer's tax will be withheld.* Contracts cannot contain erasures, cross-outs, or whiteouts. Forms and Business Office policies can be found at [www.stcloudstate.edu/businessservices/purchasing/manual/isa.asp](http://www.stcloudstate.edu/businessservices/purchasing/manual/isa.asp). Please contact CSOLD for assistance in filling out a contract for any individual that you will be paying for their service.

### *Contracts under \$1,750*

The Individual Service Agreement (ISA) can be used for services under \$1,750 and is for a "one time" payment only.

- Student organization members will need to complete a Contract Information Sheet available at [www.stcloudstate.edu/csold/studentorganizations/documents/ContractInformationSheet.pdf](http://www.stcloudstate.edu/csold/studentorganizations/documents/ContractInformationSheet.pdf) and a 1400 form available at [www.stcloudstate.edu/businessservices/purchasing/manual/documents/1400form.pdf](http://www.stcloudstate.edu/businessservices/purchasing/manual/documents/1400form.pdf) or you can get either form in the CSOLD Office, AMC 139.
- Once forms are completed, including your adviser's signature on the 1400 form, submit them both to the CSOLD Office.
- CSOLD staff will enter the information into the Purchasing Control System (PCS) and the ISA form.
- The ISA will be given back to the student organization for signature by the speaker/performer before the event.
- After the event, the student organization will have the adviser sign the ISA and send it to the Business Office in AS 122 to process payment.

### *Contracts over \$1,750*

- Student organization members will need to complete a Contract Information Sheet available at [www.stcloudstate.edu/csold/studentorganizations/documents/ContractInformationSheet.pdf](http://www.stcloudstate.edu/csold/studentorganizations/documents/ContractInformationSheet.pdf) and a 1400 form available at [www.stcloudstate.edu/businessservices/purchasing/manual/documents/1400form.pdf](http://www.stcloudstate.edu/businessservices/purchasing/manual/documents/1400form.pdf) or you can get either form in the CSOLD Office, AMC 139.
- Once forms are completed, including your adviser's signature on the 1400, submit both forms to the CSOLD Office.
- CSOLD staff will review the contract and discuss any concerns with the student organization.
- CSOLD staff will enter the information into the Purchasing Control System (PCS).

- CSOLD staff will have the contract signed by the authorizing signature on campus. (Currently the Vice President of Student Life and Development or designee).
- CSOLD staff will send the contract to the speaker/performer for signature. Originally contracts are needed. No faxes will be accepted.
- Speaker/performer signs contract and mails it back to CSOLD.
- CSOLD staff will make a copy of the contract and send the original contract and copy to Business Office in AS122 three days before the event.
- CSOLD staff will send the authorization letter to be signed AFTER the event.
- Adviser needs to return the authorization letter to the Business Office, AS 122 for payment.
  - Student organization members are encouraged to keep updated with the processing of their contracts to make sure it will be processed on time for the event. Any questions can be directed to CSOLD or the Business Office, AS 122.
  - Contracts containing erasures, cross-outs or white outs will be returned to the organization to be redone unless all parties involved have initialed the changes. Any alteration of the contract may require additional approval.
  - If the request is not entered into Purchasing Control System and approved prior to the date of the contract, the student organization will be sent a letter of explanation (16A late letter) to be completed and returned before payment can be issued.

## Copyright

Student organizations are required to follow all technology policies and guidelines available for review at <http://huskynet.stcloudstate.edu/policies/default.asp>.

*Student organizations intending to show films or using video games during an event or public performances, must obtain proper license to do so, even if the film or video is available for check out from the on campus library, or a copy owned by a student. The liability to play a film or video in a public performance is not a legal right that comes with the purchase of an individual copy. Visit <http://www.stcloudstate.edu/atwood/policies/documents/Face-to-FaceTeachingExemption.pdf> or <http://www.stcloudstate.edu/atwood/policies/documents/CopyrightBrochure.pdf> or for assistance and advice with copyright policies and licensing, contact the University Programming Board Films Coordinator at [upbfilms@stcloudstate.edu](mailto:upbfilms@stcloudstate.edu).*

### *The Federal Copyright Act*

Title 17 of United States Code Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.

*\*This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or nonprofit, or whether a federal or state agency is involved. University facilities will require written documentation that a group has a license to use a film/video before allowing such an event in all campus venues. In order to show a film as a public performance a student group must purchase a Public Performance License for each instance they would like to show a film/video. This can be done by contacting one of the following agencies that handle public performance licenses for many different film companies. If license is not available through these agencies, the student organization will need to contact the film/videos creator to obtain license purchasing information.*

### *Penalties of Copyright Infringement*

Willful infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

## **Co-sponsorship**

Organizations working with off-campus sponsors of events must follow a number of University policies:

- Student groups must initiate, lead and make all event decisions.
- Student groups cannot be used to gain access to University facilities by an off-campus organization.
- Events must directly support the group's mission or purpose.
- All contracts and agreements must be in the name of organization name, a student organization of St. Cloud State University.
- The student organization must conduct all advertising and promotion.
- Student organization representatives must be in attendance at the event.

## **Event Planning/Approval**

Approval to host an event is not required by CSOLD. However, student organizations should keep their adviser informed. Also, groups must follow all procedures for reserving space to host events. To ensure safe and successful events, it is recommended that student organizations discuss risk management. The following policies should be used as a guide for planning events:

- Student organizations can request event planning assistance from CSOLD.
- All student organization sponsored events held in St. Cloud State University facilities must be initiated, planned and implemented by St. Cloud State University students.
- Organizations are responsible for notifying their adviser of meetings, programs, and events.
- Student organizations are responsible for the conduct of their members, guests, speakers, and performers.
- The sponsoring student organization must have members or officers accessible throughout the entire event.

## **Food**

Any food-related sales anywhere on campus must be approved and coordinated through Sodexo Food Services. For questions on food sales, please call Sodexo Catering at 320-308-4295. It is recommended that student organizations working with food see guidelines of the Minnesota State Health Department at <http://www.health.state.mn.us/foodsafety/index.html>.

## **Fire**

There are no bonfires allowed in the City of St. Cloud. Recreational fires are allowed on the St. Cloud State University campus for special occasions and must be requested by the administrator of the department/area where the fire will be held. Recreational fires must be accompanied by an approved fire safety plan. For events involving any type of fire, check with the department that operates the space for the event to see what policies and procedures exist. In general, the following applies:

- Spiritual/Ceremonial burning of certain substances is allowed in certain circumstances. To obtain permission, contact the building coordinator.
- Pyrotechnic devices are not allowed.
- Keep in mind that any fire alarm will trigger an immediate and mandatory evacuation. It is best to avoid the possibility rather than push the limits of the system.

## **Fireworks**

The St. Cloud State University Student Code of Conduct prohibits the use or possession of weapons on University premises, unless expressly authorized by Minnesota law, MnSCU Board policy or University policy. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy clubs, fireworks, and inappropriate use of vehicles. Review the city ordinance regarding fireworks at

<http://www.ci.stcloud.mn.us/Legal/Code/2007/SECTION.436.pdf>. Fireworks cannot be used on any

public way, street or park. Fireworks can only be used on private property and the St. Cloud State University campus is not private property.

### **Nudity/Indecent Exposure**

St. Cloud State University's Student Code of Conduct states that offensive sexual behavior directed at another without that individual's consent, such as indecent exposure or voyeurism is prohibited. Minnesota law states that a person who commits any of the following acts in any public place, or in any place where others are present, is guilty of violating the law if they willfully and lewdly exposes the person's body, or the private parts thereof; procures another to expose private parts; engages in any open or gross lewdness or lascivious behavior, or any public indecency other than behavior specified in this subdivision.

### **Public Expression and Campaigning**

St. Cloud State University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. In fulfilling its multiple missions as an institution of higher learning, it encourages the free exchange of ideas. The University will protect the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution. St. Cloud State University maintains its right to place reasonable restrictions on time, place, and manner for acts of expression and dissent. Any acts that are disruptive to the normal operations of the University, including classes and University business, or that invade the rights of others will not be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges. The complete policy on Public Expression, including use of public expression areas, freedom from obstruction, guidelines for expression, registration and use of campus facilities may be found at [www.stcloudstate.edu/humanresources/policies/expression.asp](http://www.stcloudstate.edu/humanresources/policies/expression.asp).

Campaigning is allowed on the St. Cloud State University campus by individuals who are running for city, state, or federal office, except in classroom buildings. When bringing a candidate to campus, it is important to properly reserve space, give proper notification, and be sure the candidate is provided a copy of the St. Cloud State University public expression policies. In accordance with Minnesota Statute 211B.20, as well as subdivision 1 and 2, prior appointment and/or notification of intended campaigning must be provided to the appropriate staff of each building (For residence halls, notify the Director of Residential Life, for Atwood Memorial, contact the Atwood Administrative Office, and for all other non-classroom buildings, contact the administrator responsible for that area).

### **Sound**

Amplified sound in outdoor areas on campus is allowed but must not disrupt classes or other campus events. University officials reserve the right to limit volume levels or prohibit amplified sound when necessary. Off campus events must follow the City of St. Cloud policies. The city's policy on outdoor amplified sound states that no person, without a permit, shall create or emit any amplified sound, except from a radio, recorder or other device possessed and used by an individual and operated in such a manner so as not to interfere with the use and enjoyment by another person.

### **Ticket Sales**

If the organization is hosting an event with an admission or ticket sales charge, please follow these guidelines:

- Admission charges should be stated on the organization's event advertising.
- All money collected for ticket sales should be deposited into the student organizations on-campus account.
- Determine a way of tracking tickets that are sold.

- Give consideration to the rates the organization will charge St. Cloud State University students vs. non-students.
- All revenue-generating events may be charged a fee for facilities use and services.

#### *Organizations Receiving Money from Student Government Association*

All groups that receive money from Student Government Association must follow all Senate Finance Policies regarding ticket sales for their events. Organization leaders and members should review these policies annually as they change over time. Senate Finance Policies are available online at <http://www.stcloudstate.edu/csold/studentorganizations/documents/SFCBudgetPolicy.pdf>.

#### *Atwood Information Desk Ticket Sales*

Student organizations can work with the Atwood Information Desk to sell tickets for their events. There is a fee for this service. To discuss options for ticket sales and the fees associated, contact the Information Desk Manager at 320-308-4085.

### **Waivers**

The university waiver of liability should be used for events that have a high risk level, particularly those events where a person's health or safety may be at risk. In addition to using a waiver, participants should be informed of the risks associated. The university waiver of liability is available at <http://www.stcloudstate.edu/csold/studentorganizations/manual/documents/SCSU-ReleaseofLiability7-9-08.pdf>.

### **Weapons**

Use or possession of weapons on University premises, unless expressly authorized by Minnesota law, MnSCU Board policy or University policy. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy clubs, fireworks, and inappropriate use of vehicles. Simulating the use of weapons with items that appear to be real weapons (for events, games, or programs) is not allowed

## **TYPES OF EVENTS**

### **Concerts and Dances**

Events, such as dances and concerts, that are open to the general student population or general public and are scheduled later than a building's normal operating hours may require the hiring of St. Cloud State University security staff or St. Cloud Police depending on the potential liability risks as determined by the department operating the space where the event will be held. Security must be arranged or contracted 14 days before the scheduled date of the late night event. The number of security officers required will depend on the nature of the event and anticipated number of participants. All charges for security will be the responsibility of the organization sponsoring the event. Charges will be based on the current hourly rate for the officers from St. Cloud State University Public Safety or the St. Cloud Police Department. The sponsoring organization will be responsible for all damages to the premises as a result of the event. If an organization is paying a fee for the dance or concert, a contract must be signed before the event. Review the contracts section of this guidebook for specific steps to getting a contract. If an organization receives money from the SGA, the Senate Finance Policies must be reviewed. The policies are available at <http://www.stcloudstate.edu/csold/studentorganizations/documents/SFCBudgetPolicy.pdf>.

### **Film/Movies**

Appropriate copyright permits must be secured before an event involving a film/movie. Review the copyright section of this guidebook.

## **Fundraisers**

Student organizations may raise money for their needs through various fundraising activities. There are specific policies and guidelines in the fundraising section of this guidebook. Please review this section before planning the organization event.

## **Off-Campus Events**

The university assumes no responsibility or liability for activities conducted by student organizations off campus. However the university has the authority to hold student organizations and/or their members responsible for Student Code of Conduct violations that occur off campus.

## **Outdoor Events**

- It is recommended that student groups think through their contingency plan in case of inclement weather when planning outdoor events. (Perhaps reserve an indoor location to be used as the rain site).
- Be sure to review the cancellation policy for the space reserved and ask about cancellation due to weather.
- Assign someone to watch the weather and determine at which time a rain site or cancellation will be called due to bad weather.
- Review outdoor sound policies listed earlier in this section of the guidebook prior to the event.

## **Rallies/Demonstrations**

See the Public Expression and Campaigning policies in this section.

## **Speakers**

Student organizations sponsoring speakers are encouraged to work closely with CSOLD prior to making verbal or written agreements.

## **Tables/Kiosks**

All registered student organizations may reserve kiosks/tables in designated areas to educate the campus regarding the organization and upcoming events, raise funds for the organization, and recruit new members.

## **RESERVING SPACE**

### **Making a Reservation**

Visit <http://www.stcloudstate.edu/csold/studentorganizations/Reservingspaceoncampus.asp> for information on the reservation process for buildings on campus. For buildings not listed on the site, contact Buildings and Grounds at 308-3166 for information on reservations.

### **Cancellation of Space**

If an event is cancelled, please contact the department that the group has reserved space through with as much notice as possible. There may be charges to the group for not cancelling space. Review and/or ask about the cancellation policy for the area the organization are reserving when planning the organization event.

## **PUBLICITY**

### **Atwood Memorial Center**

Visit <http://www.stcloudstate.edu/atwood/reservations/promotionalspace.asp> to find information on all options for promotions and to reserve promotional space in Atwood Memorial Center.

### **Chalking**

Writing with chalk on any university property, including sidewalks and streets, is not allowed. Special permission may be given in some circumstances through the Atwood Administrative Offices for the Atwood Mall area and the Buildings and Grounds Office for the rest of campus.

### **Email**

Groups may email their membership or to any email lists they have developed on their own. Sending an email to all students at St. Cloud State University is not an option.

### **University Chronicle**

Contact the Advertising Manager for information on advertising rates and options in the University Chronicle. Visit [www.universitychronicle.com](http://www.universitychronicle.com) and click on “about us” to email the Advertising Manager.

### **University Communications**

To submit a press release to University Communications, contact Marge Proell at [mproell@stcloudstate.edu](mailto:mproell@stcloudstate.edu) or Loren Boone at [ljboone@stcloudstate.edu](mailto:ljboone@stcloudstate.edu) or by phone at 320-308-3151.

### **KVSC - Campus Radio**

Student groups can submit a Public Service Announcements (PSA) at no charge to KVSC through [www.kvsc.org](http://www.kvsc.org). Click on “contacts” and “submit a psa”.

### **UTVS – University Television Station**

To submit a Public Service Announcement for an organization event to UTVS, visit the website at [www.utvs.com](http://www.utvs.com) or call 320-308-5078. The announcement can also be faxed to UTVS at 320-654-5489.

### **Display Cases**

There are display cases available for reservation on campus in the following locations:

*CSOLD* - stop by the Resource Desk across from AMC 139 or email [csold@stcloudstate.edu](mailto:csold@stcloudstate.edu)

*Campus Recreation* - [campusrec@stcloudstate.edu](mailto:campusrec@stcloudstate.edu) or 320-308-3325

*Learning Resources Center (Library)* - contact the library staff at [lrtsinfo@stcloudstate.edu](mailto:lrtsinfo@stcloudstate.edu)

### **Literature Distribution**

Student organizations may put literature about their group, programs, or events in any student organization mailbox. Literature must be distributed in the mailboxes by the group. No permission is required to put literature in on-campus student organization mailboxes.

### **Newsletters**

There are opportunities to announce events in a variety of newsletters on campus. Requests will be taken on a first come, first serve order and will be added depending on space.

*Student Organization Officers:* send a short e-mail including the title, date, time, and location of the event to [csold@stcloudstate.edu](mailto:csold@stcloudstate.edu). This newsletter goes out every other Monday during the school year.

*Fraternity & Sorority Newsletters:* send a short e-mail including the title, date, time, and location of the event to [csold@stcloudstate.edu](mailto:csold@stcloudstate.edu). This newsletter goes out bi-weekly on varying days.

*Volunteer Connection Service Bulletin:* send a short e-mail including the title, date, time, and location of the event to [csold@stcloudstate.edu](mailto:csold@stcloudstate.edu).

### **Off-Campus Publicity**

Student organizations must adhere to the policies of the area in which they plan to advertise. Per federal law, items that have not been stamped with a postage stamp cannot be placed into mailboxes off campus.

### **University Events Calendar**

To add an event to the university events calendar, go to [www.stcloudstate.edu](http://www.stcloudstate.edu) and click on “visit the events calendar” on the right side and then click on “propose an event”. Adding an event to the calendar is free of charge, and all requests are viewed and go through an approval process before they are added. It takes approximately one to two business days for an event to be approved and added to the calendar.

### **Postings**

Follow the general posting guidelines for the university listed on the first page of this section. It is also recommended to check the posting policies for each building. There is a limited amount of banner space in the skyway between Atwood Memorial Center and Centennial Hall. To request space to post there, contact CSOLD at [csold@stcloudstate.edu](mailto:csold@stcloudstate.edu), 320-308-3004 or stop by the CSOLD Resource Desk across from AMC 139.

### **Sandwich Boards/A-Frames**

Sandwich boards/A-Frames are available to be reserved through the CSOLD Resource Desk for events. To reserve one, send an email with the date(s), time(s) needed, and the name of the student organization to [csold@stcloudstate.edu](mailto:csold@stcloudstate.edu). Sandwich boards/A-Frames are not allowed to be used outside during the winter months due to snow plowing concerns.

### **Tables/Kiosks**

To reserve a table/kiosk in Atwood Memorial Center or on the Atwood Mall, go to <http://www.stcloudstate.edu/atwood/reservations/promotionalspace.asp>. For residence halls, contact the Department of Residential Life at 308-2166 or [reslife@stcloudstate.edu](mailto:reslife@stcloudstate.edu). To reserve a table anywhere else on campus, contact Buildings and Grounds at 308-3166 for assistance.

### **Event Planning Checklist**

Use the event planning checklist on our website for assistance.