

Bloomsburg University
Kehr Union Building

Program Planning
Guide
For
Student Organized Events



Student Activities, 350 KUB, 389-4346

Events Management Guidelines for Student Organized Events

Updated 12/13/2016

Purpose: To provide a set of guidelines for all recognized student organizations at Bloomsburg University for use in the planning, organizing, and execution of student organized activities/events.

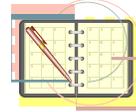
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A. PLANNING

It is imperative that recognized student organizations planning to sponsor programs on the campus of Bloomsburg University plan well ahead of the date of their event. Generally speaking, the larger the event the further ahead it should be planned. Ideally, preparations for large events should be initiated a semester prior to the start date of the event (space requested and an event concept developed). Ideal periods to complete and submit requests are:

- Events held during spring semester: 1st week in November
- Events held during fall semester: 1st week in April



B. PROGRAM REVIEW COMMITTEE

Any event request may be reviewed for approval by the Program Review Committee.

The purpose of the Program Review Committee (PRC) is to review late night program requests by campus organizations and others. These programs primarily take place, but are not limited to weekends. The committee provides a vehicle for offices on campus involved with programming (Student Activities, Celebrity Artists, Multicultural Affairs, Minority Affairs and Athletics), to communicate with one another regarding the coordination of activities. The PRC strives to eliminate competition between programs and sponsoring organizations, determine the availability of staff from the areas involved (BUPD, KUB Operations and Tech support) and the appropriateness of facilities requested. It is not the intent that this Committee review each and every programming event requested.

The Committee will be comprised of, but is not limited to:

1. Director of the Student Union & Campus Programs
2. Director of Multicultural Center
3. Coordinator of Minority Affairs
4. Director of Student Activities
5. Assistant Director of the Student Union for Greek Affairs
6. Director/Assistant Director of Safety and Police
7. Director of Performing Arts Center
8. Director of Athletic Operations
9. Assistant Director of the Center for Leadership & Engagement/Coordinator of Orientation
10. Assistant Director of the Center for Leadership & Engagement for Student Orgs.
11. Assistant Director of Student Activities for Building & Facility Operations
12. KUB Event Coordinator & EMS Campus Administrator (non-voting member)

The Director of the Student Union & Campus Programs serves as the committee chair and votes only to break ties. The

Committee will consider, but is not limited to, the following guidelines when reviewing programs:

1. In order to be equitable, all student organizations are permitted two events per semester. A co-sponsored event is considered one of these events. A group can apply to have additional events after the first two weeks of the semester during open scheduling.
2. The number of similar or like events per weekend will be reviewed and may be limited. Generally, two of the same event will not be permitted, for example, two dances.
3. Pre-event tickets sales are prohibited.
4. Funds must be in place in a Husky Account to cover the event two weeks prior to the event
5. Events cannot run past midnight Sunday through Thursday and 1:30am Friday and Saturday.
6. Doors to events will be closed one hour prior to the scheduled ending of the event.
7. No one will be admitted into the event one and half hours prior to the end of the event without BU ID.
8. A group must have 5 active currently enrolled BU student members on its roster to sponsor an event. It is acceptable for the smaller organizations to co-sponsor events with other Bloomsburg University recognized student organizations and the details of that co-sponsorship are required to be stated in the written event description.
9. The Program Board has exclusive rights to the phrase "Welcome Back____"
10. All financial obligations, including donations, must be paid four weeks prior to the next scheduled event or by the end of the current semester.

The Scheduling Coordinator will contact each group regarding the decision of the Program Review Committee.

In the event the PRC denies a group's program request, the group may appeal the PRC's decision to the Assistant Vice President for Student Affairs. The appeal must be received in writing within ten days from the date the PRC made its decision.

If a student organization was unable to plan an event by the November/April dates, they may still schedule events in the Kehr Union Building. Student Organizations that did not submit requests for late night events the semester prior may submit requests no later than the end of the second week of the semester. Keep in mind that there is a six week minimum for planning large student events in the Kehr Union Building and many large facilities may not be available. Requests received at this time will follow the same approval process. After the first two weeks of the semester, "open" scheduling will occur where those organizations with previously approved events may submit requests for additional event approval.

Student organization planners should always review the Program Board and other university calendars to compare them with their own event planning in order to avoid conflicts for space, support resources and potential participants.

C. RESERVATIONS

Reservation requests, changes, and cancellations for the Kehr Union and Monty's facilities are required to be submitted via the online reservation website. Access the online reservation request website: (<http://www.bloomu.edu/reservations>)

1. Log-in
2. Check availability
3. Reserve a room

Reserving space in the Kehr Union Building is a relatively simple process. Once the reservation request has been completed it is reviewed by the Scheduling Coordinator, Associate Director of Auxiliary Services, and in some cases the Media Services Coordinator. The reservation requests are evaluated for the following information:

- Completed request
- Rooms/space requested
- Event date(s)
- Start/end time
- Physical set-up of the space
- Technical needs (including personnel)
- Set-up/tear down time required
- Any special requirements

If clarification is required for any of the above areas, the Scheduling Coordinator will contact the event coordinator for clarification. The reservation will be entered into the computerized scheduling system under a "tentative" status until all the issues have been resolved. Once a reservation is entered as "confirmed" a confirmation notice will be sent to the event coordinator who completed the original form.

All reservation requests must be received, processed, and confirmed at least 72 hours prior to the desired date for meeting rooms/small events.

Reservation requests from *on-campus* groups, offices or departments are processed in the Scheduling Coordinator's office located in the Student Activities Office.

Reservation requests for *off-campus* groups must be submitted by the Assistant Director of Business Finance and Conference Services located in Elwell Residence Hall, who will then forward the request to the Scheduling Coordinator's office located in the Student Activities Office.

Please note that reservations, changes, and cancellation requests are not complete until they have been received, processed, and approved. Reservation contact persons will be notified via e-mail upon confirmation of the reservation request.

Large programming/meeting spaces are limited. Reservation requests for large-scale student-organized events must be received a "minimum of six weeks" prior to the date of the event. Requests not received six weeks in advance may be denied. No reservation, change, and/or cancellations are considered complete until the appropriate notification has been received, processed and approved.

All “last minute” changes/additions must be received a minimum of 72 hours prior to the start of the scheduled event(s). Failure to cancel events 24 hours in advance will result in a HOLD on all current reservations, and could result in the loss of reservation privileges in the Kehr Union Building.

The Student Activities Office will be responsible for scheduling an informational meeting at the beginning of each semester to review the Events Management Guidelines with those student organizations involved in late night programming. Any invited student organization that does not send a representative to this meeting will not be permitted to schedule late night events in the KUB during the following semester.

D. SCHEDULING

When considering the scheduling of an event in the Kehr Union Building, student organizations should first ask themselves the following question: Is the Kehr Union the appropriate space for my event or activity? Other University facilities can be considered but are overseen by their own set of policies and procedures. Kehr Union Building scheduling staff can direct student organizations to the appropriate people or offices for information about those facilities (see page 20). Once it has been determined (in conjunction with Kehr Union Building facilities personnel) that the Kehr Union Building is the appropriate venue the scheduling process can begin.

Scheduling priorities for space and the use of resources in the Kehr Union Building are as follows:

- Community Government Association, Program Board and annual student activities/events
- Official student sponsored events
- Official university sponsored events
- Non-university events

Generally, all organizations requesting the use of space in the Kehr Union Building are encouraged to program events/activities within the normal building operating hours. The normal operating hours for the Kehr Union Building are as follows:

- Fall/Spring Monday through Friday: 8am-12am
Saturday through Sunday: 10am-12am
- Summer Building hours vary with academic sessions and summer conference events.

In the event that your student organization requests early or late access to Kehr Union Building facilities you must indicate that desire at the time you reserve the space. Requests for early openings/late closings must be done a minimum of six weeks in advance of your activity/event date.

All late night student organized events are to conclude no later than 1:30am. Exceptions to the 1:30am end time must be reviewed and approved by the Program Review Committee.

The number of similar or like events per weekend will be reviewed by the Program Review Committee and can be limited.

E. FACILITY/ROOM SET-UPS

1. At the time of reservation the event coordinator can review a number of different set-up choices. These choices are standard set-up styles used in the Kehr Union Building. Customized event set-ups can be requested in programmable facilities, but require submission of a set-up diagram. Room diagram outlines for programmable spaces in the Kehr Union Building are obtained from the Kehr Union Building Scheduling Coordinator.

F. EQUIPMENT AND TECHNICAL SUPPORT

The equipment maintained in the Kehr Union Building is primarily used in the KUB. A.V. Equipment is maintained within the building to provide support for Program Board events and for other building users. Student organizations can request use of most KUB equipment to support their events; however, the Program Board has priority over the use of equipment and furnishings in the Kehr Union Building. In some cases the availability of certain types of equipment are based solely on supply and demand. Events requiring equipment and/or technical support beyond the capability of the Kehr Union Building will be encouraged to look for alternate facilities on campus.

The Kehr Union Building currently employs a full time Media Services Coordinator who manages and maintains all technical inventory, oversees all technical event details, and manages the KUB student technical staff (5-8). Technical

staff is automatically assigned to events/activities that might potentially need assistance with the equipment/technology requested for the event.

Program/event coordinators are required to meet with the Media Services Coordinator a minimum of three weeks in advance of their events if their events require more than the normal amount of technical support.

G. SUPPORT SERVICES

When planning an event you must think of whether you will need other services from the University. Some services may incur a cost. Some considerations are:

- Large scale events may require University Police assistance.
- Is a musical group performing?
- If patrons are coming from off-campus, where will they park? Do the patrons require special assistance?
- Will equipment be needed from another location on campus? Who do you contact?
- Will extra custodians be needed for extraordinary cleanup?
- Food

What To Do

1. Services that require other University personnel (electricians, moving crew, etc.) require that a maintenance work order (MWO) be completed online. Please see your advisor to complete this MWO.
2. Clean up after your event. You may incur additional charges if extraordinary custodial coverage is needed to clean up after your event.
3. Order food directly through Campus Dining Services at <http://bloomucatering.catertrax.com/>.

H. PERFORMERS/CONTRACTS/SPEAKERS

2. First rule of programming: make sure you have space reserved before committing to a contract.
3. When contracting a performer or speaker you need to ask:
 - Price? Is it inclusive of food and lodging?
 - What are the technical requirements for the performance?
 - What are the furnishing requirements? Is a stage required? What size?
 - Are extraordinary sound and/or stage lights required?
4. CGA and Community Activities has a new contracting policy in place. Events held in the Kehr Union, requiring contracted services, must work through and adhere to the CGA/Community Activities contracting policy. (*See CGA Contracting Requirements and Service Contract. page 16-18*)
5. If using E & G funds, contact the Purchasing Department located in Waller Administrative Building.
6. Other things to consider:
 - Will you need parking spaces/passes for the performer(s)?
 - Will you be providing meals for the performer(s)?
 - Does the performer need a sound check? What time?
 - Do you need a rehearsal (limit of 1 per event)?
 - Have you processed the proper paperwork for payment?
 - Is your room reservation complete?
7. **WARNING:** Remember, "YOU" are entering into a legal contract with the performer once you make a verbal commitment.
8. If you'd like any advice on contracts, you may contact Jimmy Gilliland, Director of Student Activities, at 570-389-4344 or jgillila@bloomu.edu.

I. OUTDOOR EVENTS

1. Any event that you wish to hold outdoors must be requested by submitting a reservation request least three weeks prior to the event.
2. Traditional spaces used for outdoor events are the Scranton Commons Amphitheatre, Lycoming Lawn, Montour/Schuylkill Lawn, the Quad and designated spaces on upper campus. There are many more logistical considerations when holding an event outdoors:
 - Will there be a rain date or an alternate indoor rain location for the event?
 - Who will be supplying furnishings and AV equipment?
 - Do you need access to utilities such as electric or water?
 - Will there be loud music which could disturb classes/meetings in surrounding buildings?
 - Are there other events scheduled at the same time?
3. Questions on outdoor events should be addressed to Coordinator of Facilities Scheduling in Buckingham Maintenance Center at 389-4277.

J. BUDGET

1. When planning an event you should first plan a budget to ensure that sufficient funds are available to pay for all expenses related to that event. Student organizations may be asked to demonstrate their ability to pay for event costs in advance of their event.

Costs to consider are:

- Performer's contract price
- Rental of equipment, if needed
- Personnel costs (police, electrician, techs, etc.)
- Publicity
- Meals & lodging
- Refreshments
- Supplies

K. LAW ENFORCEMENT/SECURITY

1. Events in the Kehr Union may require police coverage. Events needing police coverage, the number of officers and times needed will be determined by the Director of University Safety & Police.
2. The organization must agree to pay for the police coverage in order for the event to take place. Failure to pay your bill may result in suspension of KUB reservation privileges.
3. If you use other event safety personnel, in addition to B.U. police officers(s), please make sure that the B.U. officers have identified these personnel and are aware of their roles.
4. Issues and/ or circumstances that prompt additional security concerns will be identified in writing to the student organization with an opportunity to appeal to the Assistant Vice President for Student Affairs.
5. Students must adhere to BU Code of Conduct, please refer to the B.U. Pilot Student Handbook.

L. FOOD SERVICE/CATERING

1. Catering services may be coordinated directly with University Dining Service or with an outside catering service.
2. When reservations are made, please note whether pre-event access to the room will be needed for catering set-up. Arrangements must be made for clean-up and removal of catering equipment. Additional set-up requirements may be needed by catering services. University Dining Service can be contacted at 389-4485 or by logging onto the campus dining website: <https://bloomucatering.catertrax.com/>.

M. EVENT COORDINATOR

Student event coordinators are selected by the organization to represent the organization and are responsible for the following:

- Work closely with the KUB staff in the planning and implementation of the event.
- Responsible for all forms
- Will be the only individual able to make any changes
- Serve as the liaison between the organization and the following offices: Student Activities, University Safety and Police, Catering Services, and other designated offices or staff.
- If the event is a fundraiser, the event coordinator must register the event two weeks prior to the event by submitting a Fundraiser Application. (*see fundraising page 13*)
- Serves as the primary contact person for staff during the event.

If the event coordinator must step down from their position a new event coordinator must be selected and registered with the Student Activities Office.

N. PRELIMINARY EVENT MEETINGS/EVENT DESCRIPTION FORM

All large scale programming events, organized by BU student organizations are required to submit an accurate Event Description form six weeks prior to the event day. The form includes an estimate of expected attendance and a general outline of the event. The advisor is required to be involved in the preparation and submission of the event description. Accurate estimates and event descriptions are critical when projecting the amount of security required for an event.

Preliminary event meetings are required four weeks prior to the event. Failure to meet with any of the following staff or designees when requested to do so may result in cancellation of the room reservations.

Additional meetings may be required with the following offices and staff personnel. Typically, these must occur within two weeks of the scheduled event date.

University Safety and Police	Thomas Philips	389-4775	tphili2@bloomu.edu
KUB Scheduling Coordinator	Kristi Getty	389-4715	kgetty@bloomu.edu
Dir. Of Student Union & Campus Programs	Ed Valovage	389-4347	evalovag@bloomu.edu
Media Services Coordinator	Ken Dunlap	389-2812	kdunlap@bloomu.edu
Catering		389-4485	catering@bloomu.edu

The sequence of preliminary event meetings for events is as follows:

The **initial** preliminary meeting will include the following departments/people: KUB staff, University Police, Student Event Coordinator, Organization Advisor, and Assistant V.P. for Student Life. The purpose of the meeting will be to review and discuss the details of the event as described in the written Event Description Form submitted by the coordinator of the event. A decision concerning the level of security required for the event will be made at or immediately following this meeting.

A **second** preliminary meeting will be held some time during the week before the event to finalize all the event details. The following departments/people are required to attend the second preliminary meeting: KUB staff, University Police, Student Event Coordinator, and the Organization Advisor. In addition to the second preliminary meeting, additional meetings during this two – four week period may also be required. The additional meetings may be needed to discuss setup diagrams, security, etc...

A **third** preliminary and final pre-event meeting is normally held one hour prior to the start of the event on the night of the event. The pre-event meeting should include the following department/people: KUB professional staff, KUB Events Management student staff, Student Organization Event Coordinator, and University Police/OIC. The purpose of this meeting is to familiarize anyone associated with the event with the other staff/individuals working at the event. In addition, the operation plan will be reviewed by the officer in charge (OIC) for the event. The need for joint decision making will be stressed at this meeting. Final details and decision making will be a collaborated effort between University Police and KUB professional staff.

O. EVENT LOGISTICS FOR THE NIGHT OF THE EVENT

The event coordinator is responsible for ensuring that the following steps are taken:

1. The event coordinator and organization advisor will be required to be physically present 1 hour prior to the start of the event through the duration of the late night, high profile or large scale events.
2. The event coordinator(s) must introduce themselves to the KUB staff, police officers, officer in charge and security personnel.
3. The event coordinator must review the ID checking procedure for B.U. students and for off-campus guests. B.U. students and guests must provide a valid picture student ID (driver's license, military ID, or University ID). Guests under 18 must be accompanied by a B.U. student or an adult. Note: Some events may be inappropriate for guests under 18 years of age. *(Dance party events are excluded. Non BU students are not permitted to attend dance party events without prior approval. See page 9, # 14.)*
4. Please be aware that our University Police will determine if searches, the use of metal detectors, drug and alcohol screening, or additional ID verification is required. All B.U. students and guests must consent to these security checks if required by University Police.
5. Additional security for the events should be designated by KUB IDs, armbands, t-shirts, or uniforms. Student organizations will be asked to provide volunteer members from their organization to assist with the security and management of their event. It is not appropriate for one person/smaller organizations (less than 5) to be sponsoring large events. If the organization does not have an adequate number of members who are currently enrolled BU Students to assist with the events management process, the event cannot take place. It is acceptable for the smaller organizations to co-sponsor events with other Bloomsburg University recognized student organizations and the details of that co-sponsorship are required to be stated in the written event description.
6. The University Police will remain until the end of the event and until all attendees have exited the building.
7. The organization will be responsible for all fees associated with University Police/Security support at their event.
8. Organizations holding a charity fundraiser event are responsible financially to cover all costs associated with BUPD officers and security staff assigned.
 - i. All monies must be deposited in an account in the Community Activities office the night of the event.
 - ii. Kehr Union Professional Staff will be assigned to collect admission. Money will be placed in lock bags and deposited at Community Activities 2 or 3 times during the evening. A sign off system will be developed.
 - iii. Pre-event sales for admission are prohibited
9. The Community Government Association and Program Board are responsible for paying all police/security fees associated with their events.
10. All recognized student organizations sponsoring the events in the KUB are required to demonstrate their organization's ability to financially support their events if requested to do so by the Associate Director of Auxiliary Services.
11. The event cannot exceed room capacity based upon room setup and event type.
 - i. Maximum number of attendees for a dance or party event in the ballroom cannot exceed 450. This number does not include members of the sponsoring organization(s) who are working the event, performers, contracted service providers and Bloomsburg University Staff etc...
 - ii. The first 450 attendees will be admitted to the event. All attendees will be issued a wrist band. No one will be permitted to re-enter the event after exiting without a wristband.
 - iii. Events will be capped at 450. Once the 450 capacity is reached, the doors will be closed and not one will be admitted.
12. The University Police, in consultation with the KUB staff and the event coordinator, will make recommendations for securing room entrances and exits. Generally, all exterior doors to the KUB will be secured by University Police one hour before the end of student-organized events ending after midnight. The Director of Student Union & Campus Programs will use his/her discretion in determining changes in building hours to provide adequate security for large events.

13. No one under the age of 18 will be permitted to dance or party event without a valid BU ID. Program Board events such as Siblings Weekend and Parent's ad Family Weekend are exempt.
14. A maximum of 75 guests will be permitted at events. Guests, identified as those not currently enrolled and/or without a valid BU ID, must be registered by a currently enrolled BU student with valid BU ID at the Student Activities Office in the Kehr Union by 6pm the Friday before the event. Hosts may register a maximum of 2 guests. A maximum total of the 75 guests registered will be admitted into the event. Guests must show proper legal ID and be on the guest list to gain admittance. Other group attendance may be arranged in advance by the sponsoring organization with approval of the organization advisor and the Program Review Committee.
15. In the event the PRC denies a group's request, the group may appeal the PRC's decision to the Assistant Vice President for Student Affairs. The appeal must be received in writing within ten days from the date the PRC made its decision.
16. No one will be admitted into the event one and half hours prior to the end of the event without BU ID.
17. Internal contact with KUB staff, University Police and the event coordinator will be via cell phone and radio.
18. Advisors are required to attend student organization late night events. If the advisor cannot be present, a designee may be named. The designee must be a Bloomsburg University faculty or professional staff person or can another organization advisor. Graduate students may not be designated.
19. Advisors are required to approve events and fundraising activities.
20. Advisors must be a member of the BU Faculty or Staff and are required to attend an advisor orientation workshop.
21. Non B.U. student performance/large groups attending events should be registered two weeks in advance with the Office of Student Activities. That registration must include valid contact information and may be verified by the Office of Student Standards.
22. All step show events require the inclusion of the advisor in the planning of the event, as well as the attendance of the advisor or his/her designee at the actual event. The university currently approves one student-organized Step Show event per year. The Office of Greek Affairs is responsible for the oversight and coordination of the annual Step Show event.
23. University Police are authorized by the university to terminate any student organized event which may endanger the health or welfare of the participants.
24. All purses/handbags will be checked visually or must be emptied and scanned through the metal detectors. Anyone refusing to allow their purse or handbag to be visually inspected, emptied or scanned, will not be permitted to enter the event. A separate line/metal detectors for purses will be used at events.
25. No beverage containers are permitted to be taken into events. However, sealed beverages are permitted to be sold/provided inside events if those beverages are inspected by the appropriate building staff prior to the start of the event. Participants may not leave the event with beverage containers and return to the event from an unsecured location. All containers must be disposed of prior to re-entry.
26. The following items are prohibited at recognized KUB events where metal detectors are being used:
 - a. Backpacks
 - b. Tobacco products
 - c. Beverage containers (not sold inside the event)
 - d. Alcohol
 - e. Drugs
 - f. Weapons or items that could be used as weapons
27. Anyone entering a recognized KUB event is subject to search.
28. Canes, Greek Party Walking or a performance by a Greek Organization are permitted at Greek events only or by approval from the Coordinator of Greek Life. Anyone desiring to bring a cane or initiate party walking at a Greek event must have the Coordinator of Greek Life's permission. Canes may only be used as props for recognized performances and only in designated performance areas. The general possession/carrying of canes throughout performance venues is prohibited.

29. Student organizations sponsoring special events in the KUB are required to include in their event description how and where the event will be marketed.
30. KUB staff and student organization members assisting with the management of the event will be identified with event specific I.D.s provided by the Kehr Union. Event specific I.D.s enables the user to move freely throughout the event to meet job responsibilities during the event.
31. The following criteria along with other event dynamics are generally used by Events Management organizers to determine the level of security needed for events:
 - a. Time of the event
 - b. Estimated Attendance
 - c. Will anyone other than B.U. students be attending
 - d. Nature of the event
 - e. History of the event
 - f. Facility
 - g. How many additional support staff from the organization will be attending

P. INFRACTIONS

The University is committed to sponsoring safe and responsible events for all campus members. If an organization and representatives of the organization are found to be in violation of the University Code of Conduct they may face University discipline. Poor event management and poor planning may result in the future loss of use of university facilities. Appeals must be received in writing ten days following the decision to sanction an organization to the Assistant Vice President of Student Life located in the Office of Student Life, KUB.

Q. FUNDRAISING/SERVICE PROJECT APPLICATION & GUIDELINES

Application should be submitted 2 WEEKS prior to the event.

In order to hold a fundraiser or service project on campus, an approved Fundraiser/Service Project Application is required.

Please go to <http://cle.bloomu.edu/huskysync/>

1. Log-in
2. Under My Memberships, select Husky Life at BU
3. Under Forms, select Fundraiser and Service Project Request Form.
4. Complete the form and submit.

If you have any questions, please contact the CLE Office at 570-389-4396.

1. Any recognized student organization using CGA/B.U. facilities and resources must deposit fundraising monies in a Husky Club account through the Community Activities Office.
2. All recognized student organizations conducting fundraising activities in the KUB after normal business hours (Monday–Friday, 8am-4:30pm) and on weekends are required to deposit all funds collected in a location designated by the Associate Director of Auxiliary Services.
3. The student supervisor or building manager on duty is responsible for collecting all fundraising monies from the student organization event coordinator at the end of the event.
4. The KUB staff member, along with the student organization event coordinator, are required to jointly verify the amount of income and a receipt is to be issued by KUB staff to the student organization event coordinator the night of the event.
5. Organizations are required to know their Husky Fund Account number for the receipt to ensure that the money is deposited into the correct account.
6. The money is then placed in an event lock bag along with a copy of the receipt and deposited in the Community Activities Office drop box.
7. The money is required to be deposited in the student organizations Husky Fund Account in the Community Activities Office the first business day after the event takes place.
8. Cash collected on site should not be used to pay artists' fees or any other expenses.
9. Any payments to individuals/groups on the night of the event should be processed in advance (a minimum of two weeks in advance of the date of your event) through your Husky Fund Account in the Community Activities Office.

PROGRAM PLANNING CHECKLIST

This form should be used to help you consider all aspects of your group's possible program needs.

Program Name: _____ Program Type: _____
Program Date: _____ Start Time: _____ End Time: _____
Desired Location: _____

SCHEDULING __YES __NO

Have you completed an online reservation request to reserve the space?
(<http://www.bloomu.edu/reservations>)

EQUIPMENT __YES __NO

Do you required any specific or special AV equipment for this event?

Details: _____

FOOD __YES __NO

Have you completed the Food Reservation Form through campus dining?
<https://bloomucatering.catertrax.com/>

1. Have you decided on a menu?
2. Confirmed expenses with caterers?
3. Will the food be served before, during or after the program?
4. Do you need to reserve space for food service to work out of?

CULTURAL SHOW __YES __NO

1. Have you decided on the order of the program?
2. Length of the program?
3. Sufficient time should be included between acts in case of any delays.

PERFORMERS' __YES __NO

__Band(s) __Performer(s) __ Speaker(s)

1. Have you contacted the performers to discuss their needs?
 - a. Transportation to Bloomsburg University?
 - b. Time of arrival/departure?
 - c. Accommodations and Food?
 - d. Payment methods?
 - e. Confirmed Honoraria?
2. Have all necessary checks for performers been prepared for the day of the event? __YES __NO

FACILITIES __YES __NO

1. Will additional setup and / or take down time be needed?
2. Will you need rehearsal time for the event? (This may add charges to the event.)
3. Will you need dressing rooms? (This may add charges to the event.)

CONTRACTS __YES __NO

1. Have contracts been mailed / given to appropriate people?
2. Have you submitted check request forms with one contract for each performer?

Admission __

1. How many?
2. Cost of Admission?

PARKING CONSIDERATIONS __YES __NO

1. For those involved in the event?
2. For those attending the event?
3. Are there any other events that may require parking on the same day?

PUBLICITY __YES __NO

1. What forms of advertising have you used?
2. Have you advertised the event with sufficient time?

Caution: Do not advertise your event until all detailed information has been confirmed.

REVIEW ALL ARRANGEMENTS 2 WEEKS BEFORE THE EVENT TO DETERMINE IF DETAILS HAVE BEEN OVERLOOKED.



EVENT DESCRIPTION FORM

To be completed by the sponsoring recognized student organization/student group

This completed and signed form must be received in the Student Activities Office at least **six weeks** prior to your event date.

Student Organization Name (no abbreviations): _____

Primary contact: _____ Phone #: _____

BU E-mail address: _____

Secondary contact: _____ Phone #: _____

BU E-mail address: _____

Advisor #1: _____ Phone #: _____

BU E-mail address: _____

Advisor #2: _____ Phone #: _____

BU E-mail address: _____

Event Type: _____ Event Name: _____

Date(s) of Event: _____ Day(s) of the week: _____

Doors open time _____ Event Start time _____ Event end time _____

Event location/room(s): _____

Is this a co-sponsored event? Yes No If yes, please list all sponsoring Organizations involved in this event. _____

Is another organization participating in your event in another manner? Yes No If Yes, Explain: _____

Description of event: (please provide as much detail as possible. Include General expectations of room set-up, furnishing & AV equipment, program format/agenda, and overview of performances; attach additional sheet(s) if necessary) _____

Estimated attendance # _____ (confirmed this total with KUB Scheduling Coordinator one (1) week prior to event)

Estimated # of performers and/or working personnel: # _____

How would you rate your event? (G, PG, PG-13, R) _____

Is your event open to the public? Yes No

Who will attend your event (Check all that apply)?

BU Students Non-BU attendees Other (Please provide details) _____

Will anyone under the age of 18 be participating and /or attending this event? Yes No

Note: No one under the age of 18 will be permitted to a dance or party event without a valid BU ID.

Please provide details of how you will visibly differentiate between attendees and event working-personnel. _____

Is this a fundraiser? Yes No **If yes, an approved Fundraiser/Service Project applications is required.**

Will you be charging admission for this event? Yes No If so, how much? \$ _____

Will a percentage of money received from this event be donated to a charitable organization? Yes No If yes, what percentage will be donated? _____

If yes, please list the name(s) along with the address and phone number of the charitable organization.

Note: A formal letter of acceptance may be required from each charitable organization as proof.

Note: Deposit of fundraising Income- All fundraiser money will be placed in a safe the night of the event by KUB Staff. Money will then be deposited the next business day by KUB Staff.

Refreshments are permitted and can be provided or sold on premises in sealed containers (water, soda, etc...).

Do you plan on providing or selling refreshments? Yes NO

If yes, please list all refreshments to be provided and/or sold during the event. **(A Fundraiser Application is required if selling refreshments.)**

If planning to sell, how much will you be charging for refreshments? \$ _____

What is your **Husky Fund Account** number? # _____ (Required)

Note: A Husky Account and proof of sufficient funds to cover ALL expenses for your event are required 2 weeks prior to your event.

Itemized estimated total cost of this event. (A list of expenses is required when you submit this form) _____

Publicity/Marketing – Where and how are you publicizing the event? (Facebook, Twitter, Off-campus, etc.)

Note: You may be required to provide copies of all or a portion of advertising material.

Will an individual(s) or company be providing a service at your program? Yes No

Will any payments be made to an individual person or company? Yes No

Will you be signing any contracts? Yes No If yes, please list what service the contract is for. _____

Note: all required contracted services, must work through and adhere to the CGA Contracting policy.

Do you require time for decorating? Yes No If yes, please describe. *(Some restrictions may apply).*

Are dressing rooms required? Yes No

Will you require any Rehearsal time? Yes No If yes, please list specific arrival, start, and end times and support expectations. *(Only one rehearsal per event)*

Do you require KUB AV equipment and/or technical assistance? Yes No

Note: If yes, it is your responsibility to contact the KUB Media Services Coordinator 3-4 weeks prior to the date of your event to schedule and complete a meeting to determine technical requirements for your event.

Advisors or designees are required to attend your event. Designees must be a Bloomsburg University faculty or professional staff person. Students, Graduate Students, and Alumni may NOT be designated.

A. Who will be supervising your event? Advisor Designee

B. *Advisor or designee signature:* _____ *Date:* _____

Signature(s) of person(s) completing this form (Student Event Coordinator and Advisor signatures are required):

Student Event Coordinator	
Signature: _____	Date: _____
Printed Name: _____	

Advisor	
Signature: _____	Date: _____
Printed Name: _____	

For Internal Use Only (Do not write in this space)	<u>Pre-event Meeting Time & Place:</u> <u># of Officers required:</u>	<u>COPY PROVIDED TO LAW ENFORCEMENT</u>	
		Date:	Personnel:

Submit to the Scheduling Coordinator, Student Activities Office, 350 KUB.

Incomplete forms will not be accepted.



CGA CONTRACTING REQUIREMENTS

Effective Immediately

1. Only authorized CGA representatives may sign contracts on behalf of CGA. Each of the following officers of CGA are expressly authorized: President, Vice-President and Secretary. In addition, individuals who receive express written authorization from CGA may sign contracts on behalf of CGA using CGA's standard Services Contract form and General Terms, when the obligation incurred by CGA is not in excess of \$5,000 total.
2. Any contract that purports to obligate CGA for an amount in excess of \$5,000 **must be** submitted to the CGA office for approval. It is not acceptable to attempt to structure a single contractual obligation into two or more separate contracts in order to subvert this requirement. Individuals found doing that will lose further authorization.
3. Any proposed contract that is not in the CGA form with standard General Terms must be referred to the CGA authorized officers for review and signature. No other individuals (whether having general written authorization) shall have authority to sign any contract purporting to obligate CGA.
4. No authorized CGA representative shall sign any contract in which Bloomsburg University is identified as a party. Bloomsburg University is a separate legal entity. CGA has no authority to obligate Bloomsburg University. The appropriate party for CGA contracts is Community Government Association or Community Government Association of Bloomsburg University.
5. **CGA must be provided with a proposed contract with sufficient time to review and act upon it.** If it is the standard CGA Services Contract and General Terms normally 2 weeks will be sufficient. However, if it is a non-standard form or deviation of the General Terms, **30 days is required**, as CGA may seek legal review. (additional fees may apply)
6. CGA reserves the absolute right not to honor any purported contract that has been executed in violation of these CGA Contracting Requirements.



**SERVICES CONTRACT ("SERVICES CONTRACT") BETWEEN
COMMUNITY GOVERNMENT ASSOCIATION ("CGA") AND
_____ ("SERVICE PROVIDER")**

Terms: For valuable consideration and intending to be legally bound, the parties agree as follows:

1. Service Provider will provide the following services ("Services"): _____

_____.

2. Required date(s) for performance of Services: _____.

3. Payment Terms: _____
_____.

4. Parties' Relationship: Service Provider is an independent contractor.

5. General Terms: The general terms appended to this Services Contract are incorporated by reference as part of this Services Contract. Service Provider has read and understood those terms.

6. CGA Approval Required: There is no binding Services Contract until this form has been approved and signed by an authorized representative of CGA.

7. Miscellaneous/Special Terms (attach separate sheet with signatures if needed): _____

_____.

Authorized Signature of Service Provider: _____ Date: _____ Position: _____
_____ Address: _____

Approved by CGA on this ___ day of _____, _____
Authorized CGA agent signature: _____
Position: _____

GENERAL TERMS - CGA SERVICES CONTRACT

CGA is a separate and independent entity from Bloomsburg University which is not a party to the Services Contract. Service Provider represents that Service Provider has all licenses and permits necessary to carry on Service Provider's business and that Service Provider has the authority to enter into the Services Contract. Service Provider has the staff, equipment and expertise necessary to provide the Services under the Services Contract in a timely manner. The dates and times for performance of the Services are of the essence.

Pennsylvania law governs the Services Contract.

Service Provider may not delegate its obligations or assign performance/services under the Services Contract without the prior written consent of CGA.

The signatory to the Services Contract has authority to sign on behalf of Service Provider and to enter into legally binding agreements on behalf of Service Provider.

There are no promises or representations by CGA that are not set forth in writing in the Services Contract.

Final payment is conditioned upon Service Provider completing performance/services to CGA's reasonable satisfaction in a timely manner.

Before providing Services, Service Provider shall provide such certificates of insurance as CGA may request, showing that Service Provider has required workers' compensation and that Service Provider has commercial liability insurance with limits of no less than \$1,000,000/\$3,000,000 per person/per occurrence for personal injury and \$500,000 for property damage. Any modification of this requirement must be set forth in the Services Contract.

Service Provider will furnish Service Provider's taxpayer identification number on a W-9 form before the commencement of performance of services.

No purported verbal modification of the Services Contract is enforceable. All changes must be in writing and signed and approved by an authorized representative of CGA.

Indemnification: Service Provider shall indemnify and hold CGA, its agents, employees and representatives harmless and free from all liability for any injury, damages, claims, costs and expenses which may arise or which may be incurred by CGA as a result of, or from the performance of, the Services by Service Provider, its agents, representatives, employees and all others acting on its behalf. Service Provider will be responsible for all costs and attorney fees incurred by CGA in any action against CGA arising from a claim for which CGA is entitled to indemnification and in any action by CGA against Service Provider in which CGA recovers damages by reason of Service Provider's breach of this indemnification covenant.

Signature of Authorized Service Provider Representative:

Date: _____