A Guide for Requesting and Registering Student, Faculty and Staff Events

The Office of Campus Center Operations
7 Easy Steps to Requesting and Registering Events

1. Begin planning your event and identifying possible facilities by visiting the SPACES website (https://spaces.elon.edu/25live/#home_my25live[0]). Preferably three weeks in advance. May be more depending on internal and external constituents.

2. Review the event registration policies and guidelines provided in this document or found on the Moseley Center website: http://www.elon.edu/e-web/students/campuscenter/eventreminders.xhtml.

3. The designated faculty/staff or designated student requestor will need to submit the event registration form online through SPACES.

4. The Moseley Center Staff will confirm your event after all spaces and resources have been assigned and have been approved by the appropriate offices. **This could take up to 48-72 hours after the request is submitted.** Please note additional forms may be needed to be completed depending on the location or type of event (e.g. Risk Management Form). ***Exceptions are made for the Speakers Corner since it is readily accessible for spontaneous student activism and events will be approved within 24-hours.***

5. You will receive a confirmation email after your event has been approved by all offices and your requested space(s) has been assigned. Review the confirmation email for spaces that have been assigned and any instructions or comments that relate to your event. You are not able to promote your event until you receive event confirmation. Event publicity will not be approved until the event has been registered and approved.

6. The event requestor is responsible for contacting all resource providers to confirm resources for their event. If security officers are necessary you will need to complete an Officer Request Form in Campus Security. Request must be submitted at least seven business days in advance.

7. If you are hosting a social event that involves alcohol and/or off-campus guest. You are required to prepare a typed alphabetical list of guests and submit to the Director of Campus Center Operations and hire security officers.
Event Request and Registration Policies and Guidelines

All events sponsored by students, faculty, or staff must be registered through the Office of Campus Center Operations in the Moseley Center. When registering an event it is important to complete and submit the request/registration form no less than seven days in advance. Registration for off campus events must be submitted no less than fourteen days in advance. The Campus Center will send you an event confirmation when the event has been approved and all spaces have been assigned. Events may or may not be approved on a case by case basis. Please contact Campus Center Operations (336-278-7215) if you have any questions.

The Office of Campus Center Operations will assist with:
- Identifying alternative campus spaces if your original space request is denied or unavailable
- Acknowledging other possible conflicting events
- Assuring all event policies are met
- Providing programming tips and shortcuts
- Ensuring all needed resource providers are informed of the request

a. All faculty and staff meetings and events must be requested and registered through the R25 WebViewer found at http://idou.elon.edu/buffer/.

b. Student event requests and registrations must be completed by the designated student requestor on the student request form found at https://www.elon.edu/r25studentrequests.

***Although all students have access to the R25 WebViewer to identify available spaces, only students who have completed the event policy and risk management training will have access to the request form.***

Definitions

- Meetings: Defined as basic meetings, routine meetings, informational sessions, interest meetings, or other meetings that contain no programming aspects. These meetings can be open to the campus community or closed to only organization or department members.

- Events: Defined as large or small occurrences that contain programming or social aspects including but not limited to: speakers, performances, philanthropies, fundraisers, alcoholic beverages, rally’s, outside exhibits, Moseley Center tables, college coffee tables, etc. Events are usually advertised and open to the public or campus community.

Approvals Needed For Certain Events

- All organization requests submitted by student requestors—The Student Organization Advisor
• All student event requests, Moseley Center table requests, campus-wide events and programs, etc.—The Director of Campus Center Operations
• All requests submitted with a Greek organization as the sponsoring organization—The Director of Greek Life. Supplemental paperwork with additional event details is due to the Office of Greek Life no less than seven days in advance. Supplemental paperwork for off campus events must be submitted no less than fourteen days in advance.
• Responsible for assigning the particular space(s) requested—The Space Schedulers

Event and Risk Management Policies

• Basic Event Information
  o All events have some element of risk. Event planners must work diligently to identify potential risks and minimize those risks.
  o Thorough planning and following established risk management guidelines are the most effective means to reduce risk of harm or litigation.
  o All student organizations and university programs are required to send one representative to attend one event registration training each semester.
  o Event proposals are due at least seven working days prior to the event. (Off campus event registration are due at least fourteen working days prior to the event). Late proposals will not be accepted. All weekend event registrations are due (complete with all approvals) by 5 p.m. on the preceding Friday (or two if weekend event is off campus). **Exceptions are made for spontaneous student activism events that take place on the Speakers Corner. These events will be approved within 24 hours after completing the designated registration form.**

• Event Times
  o Events scheduled Sunday - Thursday must be concluded by 11 p.m. (Exception: university-wide events sponsored by the Office of Student Activities)
  o Events for Friday and Saturday must conclude by 2 a.m.
  o Guests should clear the premises within 30 minutes of ending time.
  o Cleanup must begin immediately following an event and must be completed within 2 hours of the event.

• Publicity
  o All publicity about events must follow the Elon University Posting Policy found on the Student Handbook website at [http://www.elon.edu/e-web/students/handbook/genpol.xhtml#posters](http://www.elon.edu/e-web/students/handbook/genpol.xhtml#posters).
  o Groups may advertise approved events in The Pendulum. For more information please refer to the Advertisement Guide on the Pendulum’s website at [http://stream.elon.edu/pendulum/org/business.html](http://stream.elon.edu/pendulum/org/business.html)
  o Groups may also post the event information on Elon TV by calling 336-278-5080.
  o Groups may also want to advertise events E-Net! by following posting prompts.

• Cleanup—**Immediately following the event:**
All trash/recyclable items must be picked up and sorted into proper receptacles. This includes trash around the outside of the house in the Loy Center or utilized facility. Trash should be closed in bags or trash containers.

- All cigarette butts must be picked up.
- Floors must be swept.
- Any spilled liquids must be mopped up.
- All leftover food/beverages must be placed in proper containers and stored.
- All cleanup procedures must be completed within two hours of the ending time of the event.

- Use of University Name and Phoenix Logo For External Groups and Events
  - The Office of University Relations must approve the use of the university name for any event.
  - The use of the Phoenix logo must be approved by the Office of Athletics.
  - The use of the Elon University logo must be approved by the Director of Auxiliary Services located in the Student Development Office, Moseley 206.

- Fundraising
  - The University does not allow any form of raffle or chance drawing. This includes on or off-campus events.
  - Any solicitation of off-campus businesses or individuals must be approved by Institutional Advancement before you contact the business.
  - Alcohol is not prohibited at fundraising events.
  - Groups who do not follow Risk Management plans, violate party/event regulations or fail to follow cleanup procedures will be referred to the university judicial system for adjudication. Event privileges will be suspended pending the outcome of the judicial process.
  - For additional information regarding the use of alcohol at events or having an event open to off-campus guests, please contact the Director of Campus Center Operations, 336-278-7215.

Event Management and Space Request Guidelines and Check List

It is important to follow the guidelines below when planning your event. The Office of Campus Center Operations in Moseley Center can assist you with any of the aspects below when planning your event.

I. Use the R25 WebViewer to identify available space(s) on campus for your event. Be sure to have alternative locations in mind, just in case your original space request is not available. It is important to consider setup and take down time for your event if you are using any resources providers such as Aramark, Moving and Setups, Event Technology, etc.
   a. Individual Space schedulers will assign available space(s) to the event request. An event will not be confirmed unless a space has been assigned.
   b. Requestors are responsible for contacting all resource providers directly if resources are needed for your event (see below for specific information)
II. If you are planning an event outside:
   a. Rain Plan Location (Space should also be requested in your initial event request)
   b. Approval from Landscaping—Contact Tom Flood (tflood2@elon.edu)
   c. Trash Cans Provided by Environmental Services
   d. Sound or Media Equipment
      i. Check with events technology to see if they can support your event.
   e. If event is occurring on Speakers Corner or Octagon Terrace, check with the black box schedule to see if there are conflicting events—Contact Bill Webb (webbbill@elon.edu)
   f. Setup and Takedown Time***
   g. Outside Grills must be schedule and reserved by the area office of where the grill is located***

III. If you are reserving a Moseley Center Table:
   a. Please become knowledgeable of table locations by referring to the layout available on the Moseley Center website at http://www.elon.edu/e-web/students/campuscenter/moseleytables.xhtml.
   b. If you need a Phoenix Card reader, you must coordinate using the reader with the Phoenix Card Office (Please visit the Phoenix Card Office to make arrangements). Only Tables 2, 7, 8, or 9 can use the wired readers.
   c. When your table reservation is over, please remove all materials from the table (still remove items if you have a table for multiple days).
   d. The Moseley Center is not responsible for any items, therefore; they should not be left at the front desk.

IV. If your event involves guests from off campus:
   a. Obtain approval from Campus Security for designated parking areas—Contact campus security at 336-278-5555.
   b. Provide information to off campus guest with directions to camp, location of event on the campus, and location of available parking.

V. If your event will occur at an off-campus location:
   a. Contact the Director of Campus Center Operations to assist with the planning process and to determine if the location is an approved third-party vendor.
   b. Specific off campus events will require that additional information and forms are submitted to the Director of Campus Center Operations.

VI. If you are ready and plan on publicizing your event. Please refer to the student handbook for policies and regulations.
   http://www.elon.edu/e-web/students/handbook/genpol.xhtml#posters

VII. You will need security officers if:
   a. You are planning an event on campus that is overnight (e.g. a Lock-In).
   b. You are planning an event that will anticipate 100+ people.
c. You are planning an event that involves alcohol (if alcohol is involved your must complete a risk management form receive approval by the Director of Campus Center Operations who will assist with the University’s risk management policies.)
d. Security should be informed if you are having an event with off campus guest.
   (Security may or may not be required at the event.)

To request an officer, a request form must be completed in the office of Campus Safety and Policy located in the Oaks Commons.

VIII. If you plan on bringing external vendors to campus:
   a. You must receive approval from Auxiliary Services—Contact the Director at 336-278-7200.
   b. If your event plans to have food from off campus vendors, you must receive approval from Aramark—Contact Aramark’s Senior Food Service Director at 336-278-5333.
   c. All outside solicitors must receive initial approval from Auxiliary Services.

IX. If you are planning an event that involves fundraising:
   a. You must provide detailed information about your plan which include how the money will be collected, where the money is being contributed, and a list of items which you will be selling (if applicable).
   b. You must receive approval from the Campus Shop if selling any type of items that are not self made—Contact the Campus Shop Manager at 336-278-5399.
   c. Raffles are not allowed and will not be approved. Student organizations are allowed to have drawings where all participating students are equally eligible to win prizes such as gift cards or other non-cash prizes. All students must have equal chance of winning the prize.
   d. You must receive approval from the Aramark if you plan on collecting meal plans from students.

X. If you are planning a protest:
   a. All protests must be registered like all other events through the Office of Campus Center Operations (A Student Activism Form must be completed and will be expedited promptly).
   b. Campus Security must be informed of all protests.
   c. All protests that are taking place off campus and on town property (streets, sidewalks, etc.) must be registered through the town office and/or town police. Contact Elon Town Police at 336-584-1301.

XI. If you plan on showing a movie:
   a. No copyrighted movie may be publically shown on campus without purchasing the rights. It is illegal and an infringement of copyright laws for rented videos or privately owned films to be publically shown on campus.
   b. Student groups must purchase the public viewing rights (copyright) for any public screening. A public screening is defined as a screening in any area other than your personal residence, which is open to the public.
   c. Copyright purchase for films currently runs between $300-$750 per showing. Inquiries about purchasing movie rights can be made through the Office of
Student Activities, Moseley 207. Contact the Director of Student Activities at 336-278-7203.

d. There is an exception to the public performance fees for college and universities. That exception is only in the case of face-to-face classroom instruction by a professor. The professor may only show the film/movie for those students who are registered for the class for educational purposes. The movie must also be shown in a space that is designated for teaching. Students may also use excerpts of a movie and integrate them with other materials for educational purposes, but cannot show the entire movie.

Important Contacts for Planning Your Event

- Aramark—336-278-5333
- Auxiliary Services—336-278-7200
- Campus Center Operations—336-278-7215
- Camps Safety and Police—336-278-5555
- Campus Shop—336-278-5400
- Elon Town Police—336-584-1301
- Phoenix Card Office—336-278-5436
- Physical Plant—336-278-5500
- Student Activities—336-278-7214
- Black Box Theater—Bill Web—336-278-5717

Residential Area Offices (Call to reserve area grills)

- Colonnades (Beth Jennings)-336-278-7340
- Danielely (Yvette Ross)- 336-278-7310
- East (Mary Southern)- 336-278-7315
- North (Amy Sanderson)- 336-278-7313
- Oaks (Annie Hester)- 336-278-4321
- West (Amy Vaughn)- 336-278-7316
- Thompson Terrace, McKinnon Hall (Moseley Center)-336-278-7215
- The Loy Center (Office of Greek Life) – 336-278-7326

Campus Resource Providers

Requestors must contact the specific resource providers about their event needs. It is important to consider setup and takedown times for your event when resources are requested. Setup and takedown time should be explained in the event comment. The Moseley Center will add the additional time to the original event time submitted by the requestor. DO NOT INCLUDE THIS ADDITIONAL TIME IN YOUR ORIGINAL EVENT TIME.

- Aramark—approves that food will be provided at the event (specific food request must be submitted through the catering website https://eloncatering.catertrax.com/)
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- Campus Security—approves requests for parking or events with alcohol (security officer will need to be present at the event
  o Greek Organizations must contact The Greek Life Office to coordinate security officer needs
  o All other Student Organizations and Academic Departments must complete an officer request form found at Campus Security to confirm an officer for an event.

- Events Technology—approves requests for sound, microphones, event technicians, etc. (Request will be denied if the equipment is already in the facility or for small events the equipment can be manually checked out at the Media Services circulation desk). Please call 336-278-6521 to make equipment requests.

- Physical Plant Needs (All requests for services need to be submitted as a work order by calling Physical Plant at 336-278-5500 or using the online iService system: http://www.elon.edu/iservice/.
  o Environmental Services—approves the need for additional trashcans or custodial supports.
  o Moving and Setup—approves the need for specific set ups and additional resources such as tables, chairs, lecterns, etc.

Event Setup and Takedown Times

Aramark—Catering
- Banquet/Reception Events with MORE THAN 100 PEOPLE:
  o 3 hours setup and 2 hours take down
- Banquet/Reception Events with LESS THAN 100 PEOPLE:
  o 2 hours setup and 1 hour take down
- Coffee Break or Boxed Lunch
  o 1 hour setup and 30 minute take down

Physical Plant—Moving and Setups
- Large Events (more than 100 people or using a large space—3 sections of Mckinnon)
  o 3 hours setup and 2 hours take down
- Small and Medium Events (less than 100 people)
  o 2 hours setup and 1 hour take down

Event Technology
- Most events will use 30 minute setup and 30 minute takedown.

Please Note: If an event requires more than one resource please use the longest setup and takedown time. For example, if an event requests both Aramark and Event Technology, you would want to use the setup and take down times required Aramark.