

Boston University Student Activities

Policies and Event Guidelines

Failure to comply with any policies contained herein can result in the cancelation of the event in question or other sanctions as deemed appropriate by the Student Activities Office. The Student Activities Office reserves the right to update and modify these policies as we determine if and when appropriate.

- I. **Recognition Policies:** The following are required of all student organizations in order to maintain recognition with the Student Activities Office.
 - a. Undergraduate student groups are a part of The Square recognition and support initiative. Groups are placed in a Road (Bay State, Beacon, Commonwealth or Brookline). Their Road designation outlines requirements, expectations, and opportunities. Graduate groups are not a part of The Square initiative and must meet all basic requirements as outlined in this handbook. For a complete list of The Square program guidelines, please visit the Student Activities website <http://www.bu.edu/studentactivities/thesquare/>
 - b. Student Involvement Board (SIB) is a committee of student leaders that work jointly with Student Government and the Student Activities Office as a board that makes recommendations of recognizing student organizations to the Dean. They review the application, request a meeting with the proposed organizers, and vote on a recommendation for status. They have a set criteria in terms of their expectations and what needs to be met in order to gain recognition. Those expectations are listed in the applications. In addition they also review requests to for student groups to change their roads (or square status: Bay State, Brookline, Beacon, Commonwealth) and make recommendations to the Dean. The hearing for groups will happen at the beginning of October for the academic year. The road switches hearing will happen at the beginning of April for the following academic year.
 - c. Every group must have a President, Vice President, Secretary, and Treasurer. Officers of student organizations must be full-time, registered Boston University students. These four required positions must be held by four different individuals and all must be enrolled at the Charles River Campus. Officers must be reported via the *positions* feature on OrgSync.
 - i. Officers of undergraduate organizations must be full-time, registered Boston University undergraduate students. These officers cannot be studying abroad during their term. If any officer is a graduate student, the organization will be considered a graduate group and therefore is not eligible for Allocations Board funding.
 - d. Membership and joining opportunities should be determined by each club and organization's constitution.
 - e. Advisors are required for Brookline and Commonwealth organizations. Advisors must be a full time or part-time exempt Boston University staff member. Advisors of Brookline organizations are required to approve payments over \$200.00 in OrgSync.

Student Activities Policies and Event Guidelines

- f. A current constitution (no more than five years old). Constitutions must conform to city, state, and federal laws, as well as Boston University policies. A sample is available on OrgSync in files.
- g. Requesting Status as a New Honor Society: The faculty advisor must send a letter in support of the honor society to the Dean of the School or College to which the honor society is affiliated. The Dean of the School or College must then send a letter of request to recommend the society for approval to the Office of the Provost.
- h. Requesting Status as a new Social Greek organization: The organization must receive support from the respective governing council (Interfraternity Council, Panhellenic Council, or Multicultural Greek Council) prior to submitting an application.
 - i. The Student Activities Office is currently in a moratorium with accepting new social Greek organizations to campus. For more information, please contact Assistant Dean of Students and Executive Director of Student Activities, John Battaglino.
- i. Any student organization affiliated with a national or regional organization must declare that affiliation and submit copies of the larger (parent) organization's constitution for review. In cases of conflicting policies between parent organizations and Boston University, University policies shall prevail.
- j. Student organization web pages must comply with all Boston University publicity and promotion guidelines. <https://www.bu.edu/ethics/>
- k. The Student Activities Office is not currently accepting applications for new graduate organizations outside of the LAW School. Please check with your respective school or college for support as a graduate organization.
 - 1. Requesting Status as a new Law School; the organization must receive support from the respective school and governing body.

II. Event Policies

- a. Student organizations are expected to comply with Boston University's Equal Opportunity/Affirmative Action Policies. (<http://www.bu.edu/eoo/policies-procedures/equal-opportunity/>)
- b. Student organizations must be in good standing in order to register and/or make program arrangements.
- c. Reservations are required for use of University space. All recognized student clubs and organizations are given access to space on campus. Space permissions depend on Square designations. Secretaries are the sole group members given access to book space via <https://25live.collegenet.com/bu/>. Access to 25live is granted upon completion of a blackboard learning course.

Student Activities Policies and Event Guidelines

- d. Services for events sponsored by a club or organization hosted on campus must be paid for using the groups Student Activities Business account. Groups are not permitted to pay for services with personal or private bank accounts.
- e. There are a number of exclusive campus providers clubs and organization are required to use for programs on campus. See section IV for more information.
- f. The Guest policy is as follows: Boston University events are intended for the benefit of the Boston University community. **Guests** will be considered on a case-by-case basis by the Student Activities Office. Individuals and organizations will be held responsible for the conduct of their guests at University events. All guests must have college IDs or be over 18 years of age with proof of age. Events where the guest policy is in place means that BU students are eligible to sign in no more than two guests at the event. The Student Activities Office reserves the right to designate a program closed to the BU community.
- g. Dance parties and concerts must adhere to the Guest Policy if organizations choose to make these events open to the public.
- h. Event Cancellation is required if a student group needs to cancel an event. Groups must submit an Event Cancellation form under Forms tab on OrgSync. Student groups must personally contact all requested service providers (FM&P, SPS, LETS, Catering on the Charles, BUPD etc.) to confirm the cancellation of services. In addition, the student group is responsible for notifying all off-campus vendors. There may be financial repercussions for cancelling the event, which are up to the discretion of the service providers. The student organization is responsible for paying for these fees.
 - i. In the event classes are canceled due to weather; the Student Activities Office will notify the organization that the University will be closing and their event needs to be postponed. The office will assist with finding a new date for the event. Groups should notify all external vendors in the case of a weather school closing.
- i. Overnight events are currently not permitted on campus.
- j. Practice and rehearsal spaces on campus are limited. Due to the increasing number of performing organizations on campus, practice and rehearsal space is limited to six hours a week per group in spaces like the SAC Gym, SAC Dance Studio, and The Alley. Space is available to rent at FitRec if your organization needs more hours.
- k. **Chaperones** are required on all undergraduate student organization programs that involve the rental of a 12 passenger vehicle, involve alcohol, renting a facility, or traveling outside the country. Students traveling domestically on behalf of a club or organization to may be asked secure a chaperone on a case by case basis determined by the Student Activities Office.
- l. **Travel**
 - i. Student groups that require bus needs for travel or chartered services may refer to the Student Activities Vendor Book for University approved bus vendors. Only bus companies listed in the Student Activities Vendor Book may be used for travel; no exceptions.
 - ii. Any student organization renting a vehicle must have their drivers read and sign

the Tips for Van Drivers booklet available in Student Activities and complete the Driver Release Form. **Deadline: two weeks prior to departure. Drivers will also be required to complete a drivers safety exam online via Alert Driving.**

Students traveling as part of a student organization program must complete a Release and Indemnification Form to Student Activities at least one business day before departure on a case by case basis.

- iii. Boston University does not encourage the use of personal vehicles for any student organization business or activity. If a personal vehicle is used in such an instance, the vehicles owner's insurance would provide coverage in the event of any accident.
- iv. Requests for **International Travel** must be submitted at least 4 months in advance. All details will be reviewed by Student Activities and Global Programs. A chaperone is required.

m. Films

- i. The Student Activities Business Office will request a quote for a movie showing on behalf of the student group upon completion of the Film Request Form. Students are not permitted to directly contact companies holding film rights.
- ii. Films may only be advertised on-campus.
- iii. Student organizations may only sponsor films that have been rated G, PG, PG-13, NC-17 or R by the Motion Pictures Association of America. If a film has not been rated by the MPAA, its rental or showing is subject to approval of Student Activities. This also applies to films shown in residence halls.
- iv. If a group is allowed a showing with no rights required, Student Activities must have written confirmation on file prior to showing.
- v. By Federal Law, all motion pictures are subject to copyright laws. Sales or rental of videos from a retail outlet do not confer any public performance rights upon the purchaser or renter. Additionally, student organizations may not rent films from local vendors for public showings. Films privately owned or rented are for home use only.
- vi. Films must be returned to the Student Activities Business Office the next business day after a showing; a film attendance report must be completed.
- vii. Students can also secure films using Kanopy, a film library available via Mugar Library.
- viii. Students may not charge an admission fee to show a film on campus.

n. Theater Performance Rights (theater groups, scripts, etc.)

- i. Rights must be secured and paid for via the Student Activities Business Office prior to the first performance.
- ii. If performance rights are waived Student Activities must have written confirmation from the owner of the script on file prior to the first performance.

- iii. Performer rights may be acquired from an approved vendor via the Student Activities Vendor Handbook.

o. Alcohol at Programs Deadline: four weeks (six weeks if venue includes a contract)

- i. Student organizations may request to have alcohol served at a program provided that the program will be held at a facility that is licensed to serve alcohol, and that alcohol is not the primary focus of the program. (Note that Catering on the Charles is a licensed vendor for select locations on campus.)
- ii. The vendor must have a minimum of \$1 million of Liquor Law Liability Insurance in addition to \$1 million of general liability insurance and excess umbrella liability coverage of \$5 million.
- iii. Organizations are not permitted to have an “Open Bar” at any student organization sponsored event. Alcohol must be purchased with cash from event attendees. Graduate student groups must purchase drink tickets from the venue or host a cash bar.
- iv. Substantial food must be provided to the attendees by the host organization. Documentation of the food must be submitted with the event submission and is subject to change based on the Student Activities office review.

III. Fiscal Policies (CURRENTLY IN REVIEW AND NOT LISTED)

a. Facilities

- i. Facilities, Management, and Planning (FM&P) must complete all room setups.
- ii. No open flames - including candles and pyrotechnics - are allowed in University facilities.
- iii. The University reserves the right to charge the organization for any extra costs arising from the use of the facilities, such as loss or damage to University property, service charges for any staff overtime or room and/or equipment cleaning as required by, or as a result of, the program.
- iv. Closing and Opening Fees may be required to open buildings in the evenings or on weekends for events or meetings.
- v. All requests for FMP services must be submitted via OrgSync two weeks prior to your event.

b. Student Production Services

- i. Student Production Services (SPS) is available to provide sound and lighting setup for student organizations at a discounted rate for on campus events. Additional lighting and sound vendors are available in the Student Activities vendor book. LETS services are also permitted on campus at a higher rate if SPS is not available.
- ii. SPS services can be requested in the forms section of OrgSync. Services must be requests at least two weeks prior to your event.

c. Catering on the Charles/Dining

- i. Catering on the Charles is the exclusive University food service provider.

Student Activities Policies and Event Guidelines

- ii. Catering-free zones where outside food can be brought in are the Sargent Activities Center, the basement and the third floor of the George Sherman Union, and the basement of the School of Theology. All food must come from a licensed food vendor.
- iii. Exceptions to the use of Catering on the Charles for any on campus event must be approved by Catering on the Charles at least two weeks prior to an event. Groups must complete a catering exemption form via OrgSync to request this exception.
- iv. Food is not allowed in any classrooms except for the first two floors of LAW and LAW 410. Catering exemption is still required for these spaces.
- v. Student Catering Guide
 - i. The Student Catering Guide is designed to support smaller events hosted by clubs and organization. Menu items are available to clubs at a discounted rate for events under 100 people. The order form for the Student Catering Guide can be accessed in the files section of OrgSync and should be completed and attached to a treasury withdrawal request no later than 72 business hours prior to the event.
 - ii. the Student Catering Guide is available exclusively to clubs and organizations registered with the Student Activities Office.

- d. **Technology/Production** Classrooms with computer & projector systems are available for student groups to use at no cost. If additional technology needs are required, services must be secured through Learning and Event Technology Services depending on the location and need.
- e. **BU Police Department**
 - i. Student Activities, in consultation with the Boston University Police, makes the final determination of police and security coverage at a program.
 - ii. Boston University Police are paid a minimum of four hours and must be present one half hour before and after the scheduled program time/doors open, whichever is earlier.
 - iii. BUPD are not responsible for line management, door management, or any other logistical part of your security plan.

IV. Marketing and Publications Policies

- a. Posting signs, posters, and flyers is permitted only on authorized bulletin boards. Materials may not be placed on walls, doors, windows, or trees and may not be attached with permanent adhesives. Info on free expressional board available on appendix I.

Student Activities Policies and Event Guidelines

- b. All publicity layouts and copy must be approved by Student Activities prior to distribution. All publicity must include the following:
 - i. The full name of the sponsoring organization
 - ii. The nature of the program
 - iii. Date, time, and place of program
 - iv. "Boston University" spelled out
 - v. No personal contact information may be used on publicity.
 - vi. Admission criteria, such as ticket price, BU ID required, and additional items related to your event, if applicable
 - vii. Rain dates and refund policy, if applicable
- c. Digital signage is available free of charge for student organizations. Please visit the Student Activities website for more information on how to submit a digital ad on the screens in the GSU link. <https://www.bu.edu/studentactivities/your-group/digital/>
- d. Any promotional items, such as T-shirts or key chains, must be approved by Student Activities prior to distribution and must be purchased by an approved university vendor.
- e. All student journals of opinion must operate independently of the University and without University financial support.
- f. Leaflets, handbills, circulars (other than those for commercial purpose), and newspapers may be distributed in the areas on campus such as in the lower level of the George Sherman Union and the lounges of the schools and colleges normally designated for this purpose. The distribution of material cannot impede the flow of traffic in these areas or take place in an academic class or at a program or activity of the University (e.g., concert or basketball game)—although distribution may take place in the public areas outside such activities.
- g. The BU logo, seal, and Rhett the Terrier are trademarked by Boston University and cannot be used on advertisements without the consent of the University.

Appendix I

Free Expression Board Locations Building Location

College of Arts & Sciences Boards located on 2nd and 3rd floor

College of Communication COM Lounge, located on the 1st floor Specific groups allowed to post outside their offices on the 3rd floor

School of Education 1st floor across from the elevators

College of Engineering Free expression located by the elevators on the 1st floor towards the left

College of Fine Arts Bulletin boards located throughout the building

College of General Studies Postings allowed on board located outside of room 215. Approval from Melissa in room 211 is required before posting.

NO posting School of Hospitality

Board located outside room 109 School of Management Postings allowed in the undergraduate student lounge on the 2nd floor.

Sargent School of Health & Rehabilitation Services Postings allowed in the student lounge on the 3rd floor.

School of Medicine Boards located in the student lounge and alcove on the 2nd floor.

Approval from the Office of Student Services (room 204C) required before posting.

School of Public Health See requirements for School of Medicine

School of Law Posting allowed on stairwells. Contact Carolyn Hackman at 617-358-1800 for information regarding postings in the School of Law

School of Social Work Posting allowed in the Gelber Student Lounge.

Metropolitan College See requirements for the College of Arts and Sciences