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Introduction

The Programming Resource Guide is designed by the Office of Campus Activities in order to facilitate event planning and management on campus. It provides the necessary information to ensure a successful event for your department or organization. When planning events, the PRG will assist you with the necessary steps from start to finish. Each step on the road to a successful event is outlined in detail.

The PRG is just one of many resources provided by the Office of Campus Activities. Another is the “SARC,” the Student Activities Resource Center, located in the College Center north atrium. The SARC is a student-staffed office created to facilitate event management and leadership development for student organizations and groups. The SARC is staffed with program interns trained by the Office of Campus Activities staff in all facets of event planning and execution. Student organizations are encouraged to utilize the office and its resources. Contact the SARC at x7854. Hours of operation are posted on the SARC office door in the College Center.

College departments and offices should work directly with the Office of Campus Activities for all programming and event management needs. All event reservations and space requests are approved through the Office of Campus Activities on a first-come, first-served basis. Departments and offices should contact the Office of Campus Activities as soon as possible to ensure the most successful event possible.

Teresa Quinn, Associate Dean of the College for Campus Activities
Michelle Ransom, Director of Student Activities and the College Center
William Rush, Assistant Director of Campus Activities
Jasmine Mitchell, Campus Activities Program Manager
Maureen King, Director of Dining Programs
Edward Cheetham, Producing Director of the Powerhouse Theater
Dayle Rebelein, Office Specialist
Gail Beckwith-Ecker, Administrative Assistant

The Office of Campus Activities oversees and manages the College Calendar including event registration for all campus events, dramatic and musical performances, lectures, art and cultural exhibitions, meetings, rehearsals, etc.

The office provides support for departments and students to secure room reservations, review logistical needs, recommend available resources and stagg when necessary. We organize and supervise the dissemination of campus information through the College Infosite, and Information Center.
Event Management

The information on the following pages will help guide you to successful campus programming. If you need additional assistance, call the Office of Campus Activities at x5370 or the SARC at x7854.

Event Registration for Student Events

Student Events are reserved on a first-come, first-served basis. All events must be registered in the SARC Office. You will need to consider this in your planning. It is best that events be registered at least 3 weeks in advance. More complex or well-attended events should be registered much earlier. Events registered without proper advance notice will not be approved.

Getting your event or program approved:

All student organization events are reviewed for approval by the VSA Chair of Organizations. During the review process, the VSA works closely with the Office of Campus Activities to ensure events are planned effectively, campus spaces are reserved properly, etc. Events are reviewed on a first-come first-served basis after an event request form has been submitted in the SARC Office.

In addition to whether or not the desire date/time/location are available, the following key factors are considered when reviewing an event for approval:

- Does the event require a contract?
- Does the event require additional funding from the VSA?
- Does the event require any additional logistical or staffing needs such as work orders, security staff, crowd control, firewatch, additional power, etc.?

If the event under review requires any of the above-mentioned needs, the event will be granted a temporary hold on their requested space for a maximum of two weeks. This is not an approval of the event. During this time, the sponsoring organization must work with the SARC and the VSA to ensure its contractual, financial, and/or logistical needs are satisfied. If these needs are not met in the allotted time, the hold will be removed and the event request will be denied. Once these needs are met, the VSA Chair of Organizations and Campus Activities Office will review all the final event details before approving / not approving the event.

Should the event not require any of the above-mentioned needs, the VSA Chair of Organizations and Campus Activities Office will review all final event details before approving / not approving the event.
For an additional resource, please see the flow chart for the VSA organization event approval process below.

**VSA Student Organization Event Approval Process**

**START:**
A student organization would like to host an event.

Student organization completes Activity Request Form in the SARC.
(Open Monday-Friday, 11am-7pm)
SARC Interns will advise student organization on event
date/time/location for availability.

VSA and the Campus Activities Office review the Activity Request Form
given the following parameter:

**DOES THE EVENT REQUIRE EITHER OF THE FOLLOWING ITEMS:**
- A contract for a performer or speaker (paid or unpaid)
- Additional funding from the VSA Finance Committee

**YES**

1. Organization is granted a *temporary* hold for the event space
   lasting no more than two weeks. THIS HOLD IS NOT AN
   APPROVAL.

2. Organization turns in signed contract to the Campus
   Activities Office and/or completes funding application with
   VSA Finance Committee.

3. VSA reviews funding request and/or contract; Campus
   Activities signs and returns contract to student organization.

**NO**
All contract and budget needs are approved and updated in the
organization’s budget tracker.

**DOES THE EVENT HAVE ANY LOGISTICAL NEEDS:**
Furniture Work Order Security Staff
Crowd Control Firewatch

**YES**

1. Organization is granted a *temporary* hold for the event space
   lasting no more than two weeks. THIS HOLD IS NOT AN
   APPROVAL.

2. Organization meets with their SARC Intern to process all
   work order / staffing needs.

3. VSA and Campus Activities review work order / staffing
   needs.

VSA and the Campus Activities Office review all final event details.

**END:**
Event is approved and added to the campus calendar!
SARC Intern Staff and VSA Organizations

Louis Lopez          llopez@vassar.edu
Spencer McGrath     smcgrath@vassar.edu;
Sicily McLaughlin    smclaughlin@vassar.edu
Karina Norton       knorton@vassar.edu
Eloudia Odamy       eodamy@vassar.edu
Farhia Osman        faosman@vassar.edu
Jessica Quansah     jquansah@vassar.edu
Samantha Sze        ssze@vassar.edu
Megan Wang          mwang@vassar.edu

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<tr>
<td>Japanese Association for Students (JAS)</td>
<td>Jessica Quansah</td>
</tr>
<tr>
<td>Jujitsu Club</td>
<td>Karina Norton</td>
</tr>
<tr>
<td>Just… Write</td>
<td>Megan Wang</td>
</tr>
<tr>
<td>Korean Dance Crew (KoDC)</td>
<td>Samantha Sze</td>
</tr>
<tr>
<td>Let’s Nacho - A Bollywood Dance Org</td>
<td>Eloudia Odamy</td>
</tr>
<tr>
<td>March for our Lives</td>
<td>Karina Norton</td>
</tr>
<tr>
<td>Portrait: Vassar’s Asian/Asian American Students’ Magazine</td>
<td>Eloudia Odamy</td>
</tr>
<tr>
<td>Refresh Bolivia</td>
<td>Louis Lopez</td>
</tr>
<tr>
<td>Roadway to Research in Data Science, Artificial Intelligence, and Bioinformatics (DAB)</td>
<td>Jessica Quansah</td>
</tr>
<tr>
<td>Sikhs of Vassar</td>
<td>Samantha Sze</td>
</tr>
<tr>
<td>Spoon University</td>
<td>Jessica Quansah</td>
</tr>
<tr>
<td>TEDxVassar</td>
<td>Louis Lopez</td>
</tr>
<tr>
<td>The Fashion Network</td>
<td>Karina Norton</td>
</tr>
<tr>
<td>Universities Allied for Essential Medicines (UAEM)</td>
<td>Farhia Osman</td>
</tr>
<tr>
<td>Vassar Asian American Studies Working Group (VASAM)</td>
<td>Eloudia Odamy</td>
</tr>
<tr>
<td>Vassar Card Sharks</td>
<td>Samantha Sze</td>
</tr>
<tr>
<td>Vassar Cosmetics</td>
<td>Jessica Quansah</td>
</tr>
<tr>
<td>Vassar Cricket Club</td>
<td>Megan Wang</td>
</tr>
<tr>
<td>Vassar FIMRC</td>
<td>Spencer McGrath</td>
</tr>
<tr>
<td>Vassar Friends (Vassar Quakers)</td>
<td>Eloudia Odamy</td>
</tr>
<tr>
<td>Vassar Hindu Association</td>
<td>Jessica Quansah</td>
</tr>
<tr>
<td>Vassar Knitwits</td>
<td>Louis Lopez</td>
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<tr>
<td>Vassar Law Club</td>
<td>Spencer McGrath</td>
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<tr>
<td>Vassar Philhellenic Society</td>
<td>Jessica Quansah</td>
</tr>
<tr>
<td>Vassar Post-Pasteurization Alliance (VPPA)</td>
<td>Megan Wang</td>
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<tr>
<td>Vassar Quizbowl</td>
<td>Louis Lopez</td>
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<tr>
<td>Vassar Rotaract Toastmasters</td>
<td>Louis Lopez</td>
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<tr>
<td>Vassar Step Team</td>
<td>Louis Lopez</td>
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<tr>
<td>Vassar Student Veterans</td>
<td>Spencer McGrath</td>
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<tr>
<td>VC Doubletime</td>
<td>Karina Norton</td>
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<td>---------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Working Titles</td>
<td>Samantha Sze</td>
</tr>
</tbody>
</table>
Procedures for Event Scheduling

All events organized by academic and administrative departments must be scheduled with the Information Specialist via the EMS online reservation system. Events are scheduled on a first-come, first-served basis. For Student Organization events, an Activity Request Form must be completed in the SARC Office. Events should be registered as early as possible to secure a room/date. It is best that events be registered at least 3 weeks in advance, especially for more complex or well-attended events. Events registered without proper advance notice will not be approved.

An event will be approved providing:
1. The facility is available on the date and time requested
2. There are no other events on that day that are viewed as conflict. Some events are singular in nature and programmed by a specific committee or office that approves activities during this time (i.e. Founder’s Day, Senior Week, All College Day, Parents Weekend). These types of events block out a whole day of programming. If there is an all campus, or large event scheduled on that day, the event will not be approved. The Campus Activities Office prevents programming conflicts by scheduling events based on the following regulations.

Event Regulations

In order to help make events more successful, the following regulations have been set regarding student events.

1. No more than 3 plays per weekend (Thur-Sun).
2. No more than 2 a cappella concerts a night; times must not overlap (no more than 6 a cappella performances per weekend, multiple performance for group).
3. Only 1 All Campus event per night
4. Only 2 film screenings per night
5. Only 2 lectures per night, times should not overlap. Exception: If there is an All Campus lecture, such as the Krieger Lecture, no other lectures will be approved.

Additionally, the number of events on a given day or weekend may be capped so as not to exceed the College’s ability to support all events successfully (facilities work order limitations, security staffing, administrative support, etc.)

Events may also not be able to be approved should there be a conflict with another event.
In the case of a conflict, an organization will be notified by the VSA Chair of Organizations or SARC and will be encouraged to work with their SARC intern to find an alternate date or time. A conflict most commonly exists when a) two or more events attempt to attract the same audience at the same time, or b) two events are both classified as “all-campus” events. Most conflicts can be avoided by checking the Calendar on the Vassar webpage click on Events Calendar. Check Master Calendar.

Event Checklist

The Event Checklist is a tool for student organizations and departments to help ensure all factors are considered when planning an event or program. Please use as needed, and contact your SARC Intern or contact in the Campus Activities Office with additional questions.

STUDENT ORGANIZATION CONTACT INFORMATION
(To be completed by the student running the event with their SARC Intern)

Student Organization: ____________________Student Organization Budget Number: ______________
Primary Contact Name:______________________________________________________________
Cell Phone: ___________________________________________________________________________________________
Email: __________________________________________________________________________________________________

EVENT INFORMATION

Event Name: _____________________________________________________________________________________________
Event Date: ______________________________________________________________________________________________
Event Location: __________________________Event Alternative/Rain Location:____________________
Estimated Number of Attendees: ____________
Event Is Open To (check all that apply): Public _____VC Community Only ________ VC Students Only _________
Set-Up Start Time: _________________ Event Start Time: _______________________________
Event Finish Time: _________________ Clean-Up and Teardown Time End: _________________
____________________________________________________________________________________

Event Registration Form Completed and Approved Three Weeks in Advance of Event ________ initial
Security Request Submitted Two Weeks In Advance of Event: Date Submitted: ______ Number of Guards: ______

Completed contract for performers including W-9 is due a minimum of two weeks in advance and orgs are responsible for completing this process.

Alcohol requests must be made a minimum of five weeks in advance. If you are planning or thinking of having alcohol at your event please schedule an appointment in the Campus Activities Office to meet with Will Rush and Teresa Quinn.

SET-UP DETAIL REQUIREMENTS (Please make sure to attach and submit a diagram to B&G)

Location: ___________________________Scheduled Drop Off: __________Date Scheduled Drop Off Time: __________
Scheduled Break Down/Pick Up: ____________ Date Scheduled Pick Up Time: __________________________
Tables (What kind, how many, where, and specific location): ______________________________________________
Chairs (How many, where, and specific location): ___________________________________________________________
Podium (How many, where, and specific location): __________________________________________________________
Inside Risers (How many, where, and specific location): ______________________________________________________

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Outdoor Risers (How many, where, and specific location): ____________________________________________________
__________________________________________________________________________________________________
Stage (Size, dimensions, location): ___________________________________________________________________
Trashcans (How many, where, and specific location): ____________________________
Amenities i.e. Air Voids (What kind, how many, where, and specific location): ________________________________
_________________________________________________________________________________________

MEDIA OR TECHNOLOGY SERVICES
Microphone (Stand/Table Top, how many): _________________________________________________________________
TV/VCR/DVD (In House System, Media Resources, Rental): ________________________________________________
Lighting (In House or Rental): __________________________________________________________________________
DJ (Student or Professional) equipment needed (provided, supplied, or rented): ________________________________
Other: _______________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

AUXILIARY REQUIREMENTS
Firewatch: Location: ____________________ Number Needed: ______ Start Time: ______ End Time: ________
Electrician (What needed for and when needed) i.e. setting up a power box, extension cords, etc. outside:
Grounds (Tent Set-Up, Line Detection, Bon Fires, etc.):
Carpenter (What needed for and when needed):
Security (How many, when need, duties and tasks to be performed):
Crowd Control (How many, when need, duties and tasks to be performed):
Remember that line detection and permits for tents must be done at least 2 weeks in advance. If a group is using a tent, bounce house, or anything requiring stakes in the ground, please contact the SARC Office for help.

Alcohol (meeting completed, agreement w/vendor complete, food and non-alcoholic beverages purchased): Y___       N___       N/A___
Contracts (completed, W-9’s completed, signed, submitted on Workday):  Yes___     No ____     N/A____

ADVERTISING
All advertising requires the Access Statement for individuals with disabilities to be included in all forms of advertisements.
“Individuals with disabilities requiring accommodations or information on accessibility should contact the Campus Activities Office, (845) 437-5370 [or event planner’s name & contact number] “

All advertising must be approved and stamped at the information desk located in the College Center before it is posted/hung in all buildings.
Posters/fliers (How many? Where will they be distributed? Copying, color etc.): ______________________________
Bridge Banners (How many? When will it be put up? When does it come down?): _____________________________
TV Screens in Retreat and North Atrium (PowerPoint slides submitted to student desk assistant in CAO):
Publicity Outside of the College (Newspapers, radio ads, TV spots, etc.) goes through the Office of Communication FOUR WEEKS in advance for local publicity and SIX to EIGHT WEEKS in advance for national publicity. ALL OUTSIDE PUBLICITY MUST GO THROUGH THIS OFFICE.

BUDGET
Basic Costs: Performer: __________ B&G: __________ Food & Beverages: ________ Stage/Chair Rental: ________ AV Equipment Rental: __________ Advertising & Promotions: __________ Decorations: __________
B&G Overtime Charges: ________ Hospitality for performers and groups: ________

Estimate Total Cost: _______________
Locations and Programming

Before an event space is reserved, all events must go through the event registration process. The Office of Campus Activities schedules all activities occurring in the College Center, the Rose, Jade, and Gold Parlors in Main Building, the President’s Conference Room, the Chapel, the Aula, and the Kenyon Club Room at all times. Some of these rooms require key permission, and accurate contact information is important at the time the reservation is made.

Commonly Reserved Spaces

Campus Activities schedules all meetings/activities occurring in a variety of classrooms in Blodgett Hall, Rockefeller Hall, New England Building, Sanders Classroom, Maria Mitchell Observatory, Students’ Building (see policy), Taylor Hall (see policy), Bridge Building, and Kenyon Hall after 5pm Monday-Fri., and on weekends. The Campus Activities can check with the Registrar’s Office with regards to programs and reservations prior to 5:00pm during the academic term.

The following Vassar Grounds locations are also reserved with Campus Activities: Alumnae House Lawn, Ballantine Field, Chapel Lawn, FDF Quad, Library Lawn, Blodgett Lawn, Townhouse Circle, Residential Quad, Science Quad, Noyes Circle, Joss Beach, Outdoor Amphitheater, Sunset Lake Hill, Shakespeare Garden, South Commons Lawn.

Second Floor Students’ Building Programming Policies

The second floor of the Students’ Building is available for programming within the building’s normal operating hours. All programming requests will be considered in regard to scope, space availability, logistical requirements and appropriateness to the space so not to interfere with regular dining operations.

All programs should serve to complement the dining facility’s operations as not to interrupt services. Private or closed events cannot be reserved in the space, and there can be no outside catering in the space. All furniture must remain in the space at all times, but may be rearranged as long as a) seating is not limited in any way, and b) furniture is returned to its original set-up following the event. Students must still swipe into the building when attending a program in the Students’ Building. Any non-student attendees must pay the regular dining rate. The sponsoring organization or department may not charge admission for the event, but the sponsor can pay the appropriate dining rate for any guests.
Any student organization that desires to utilize this space must submit an event request form in the SARC Office. Departments and offices can use the EMS online reservation system to reserve tabling space.

**Taylor Hall Policies and Procedures**

*For Taylor Hall rooms: T102, T203, T205, T206, Jade Room:*
Rooms in Taylor have technical equipment that must not be compromised. Due to the frequent use of these spaces as academic classrooms as well as the nature of the building as a historic site additional crowd control and event staff will likely be required for events in T102/T203. No food is permitted in the rooms in Taylor Hall.

*Taylor Hall Auditorium, Room 102:*
A Media Resources technician must be present to operate the projection booth. Request is advance is necessary.

*T203, 205, 206, Classrooms:*
Do not change any of the room’s tech or other settings without first consulting with Media Resources; do not remove or rearrange any furniture. Please remember to lock up afterward.

*For Receptions:*
If you are using the Jade Room for a reception, you will need to request a table from your SARC Intern (student organizations) or the Campus Activities Office (College departments).

*Key Permission (for all Taylor Rooms):*
Dayle Rebelein, Campus Activities Information Specialist, will need the name of a contact person who will be responsible for picking up the key for the room. The key will be at the CRC/Main Lobby Security window. You must return the key after the lecture/event or you can be charged for key replacement.

**Reserving Other Campus Facilities**

The following spaces are not managed by the Office of Campus Activities. However, student organizations are still required to register their event in the SARC and have their event approved by the VSA prior to gaining access to these spaces. Once the event is registered, the SARC staff will inquire about the event space on behalf of the organization.

All Residential Parlors and Spaces are reserved through the House Advisor:
Lizzie Jauregui - Cushing
Atiya McGhee - Josselyn  
Molly Murray - Strong and Raymond  
Samuel Rueda - Main and Noyes  
Kris Van Nostrand - Lathrop and Davison  
Christina Winnett - Jewett

**Athletics Spaces**
Athletics and Fitness Center, Walker Field House, Kenyon Gym and Squash Courts, Joss Tennis Courts, Prentiss Fields, Weinberg Sports Pavilion  
Reservations should follow this link [http://campuscalendar.vassar.edu/virtualemscampus/](http://campuscalendar.vassar.edu/virtualemscampus/)  
Questions to JoAnn Acquarulo at jacquarulo@vassar.edu

**Vassar Farm and Ecological Preserve**
Collins Field Station, Field Station Pavilion  
Contact Keri VanCamp, Field Station and Ecological Preserve Manager x7404 or 462-3380

**Environmental Cooperation at the Vassar Barn**
Reserve via online reservation system  
Contact Jennifer Rubbo at jerubbo@vassar.edu

**Additional academic spaces** not managed by the Campus Activities Office include:  
Center for Drama and Film  
Kenyon Dance Studios  
Frances Lehman Loeb Art Center  
Thompson Library

*Should a student org wish to inquire about these spaces, they must first register their event in the SARC and have their event approved by the VSA prior to gaining access to these spaces. Once the event is registered, the SARC staff will inquire about the event space on behalf of the organization.*
Student Performance and Theater Spaces

The Campus Activities Office is committed to assisting all departments and student organizations in identifying suitable spaces for their events and programs.

Each of the identified theater spaces below are unique, and therefore, have their own policies and regulations with regard to student performances. In order to make sure that you are operating in the constructs of what can be done, it is essential that you meet with your SARC intern to review and sign a Theater Agreement before planning and designing your production within the space. Please be aware that student organizations utilizing these spaces may not store or leave any materials/items/sets/props/etc. in these spaces at anytime outside of the organization’s actual reservation time of the space.

The following spaces have been identified as spaces that can be utilized for student organizations and departmentally sponsored theater productions and performances:

Aula
Blodgett Auditorium
College Center MUG
Rockefeller Hall 200 and 300
Sanders Classroom Auditorium
Susan Stein Shiva Theater
Vassar Store at the Juliet, hours M-F 10-8pm Saturday 10-6pm Performance space is 10X10 and audience space is 25X25. Security needed for any event scheduled beyond normal operating hours.

The identified spaces above are meant to serve as a guideline for the spaces that can be utilized for student organizations. Student organizations may request spaces outsides of the outlined spaces above, but they will only be approved on a very limited case-by-case basis.

If your student organization or department is found to be in non-compliance with the above outlined criteria you may lose your privilege to reserve space or sponsor student organization productions. In addition your student organization and/or sponsoring department will be charged for any additional cleaning and damages that result from any misuse of space.

The above outlined criteria are meant to serve as a framework of what can be done. It is also meant to provide a structure for departments and student organizations to refer to as they are planning and thinking about these productions.
Reserving a Location for Meetings and Rehearsals

In order to reserve a room, the participants must represent a Vassar department, or VSA organization. Space on campus is not intended for individual use. Rooms are reserved on an availability basis: first-come, first-served. There is a convenient online scheduling system in place, intended for meetings, or rehearsals (no events). Go to http://scheduling.vassar.edu. The Office of Campus Activities does reserve the right to assign or designate a suitable alternate space.

For individual descriptions of specific room media capabilities, go to the Vassar homepage, then the CIS homepage to the following link: http://computing.vassar.edu/media-resources/classrooms/index.html

Online Request Guide
For College Center Tabling; Students’ Building Tabling; V-Cash Machines; Karaoke Machine; Community Kitchen

1. Go to Vassar homepage. Go to Calendar, then Master Calendar. Select “Request a Meeting” and Log In Under “My Account” (with your Vassar email and password)
2. To request a room, go to Room Request under Reservations
3. Fill in Date, Start, and End Times (required)
4. Under Facilities you may choose a specific Building, or leave “All”
5. Under Setup Information enter number for Attendance (required)
6. Click of Find Space
7. Rooms for meetings or rehearsals are listed under Building. Choose one by clicking the green select (+) indicator next to the room.
8. The next screen requires details. Fill in all the required fields:
   a. Event Name
   b. Event Type
   c. Group (VSA Organization)
   d. Contact
   e. Phone
   f. Email
9. Submit reservation. You will receive an email of the summary of your request; followed by another email with your reservation confirmation.
Plan an Accessible Event

Every Vassar College sponsored event must be held in a wheelchair accessible location on or off campus when the event is open to the public or campus community at-large, and the event does not require advance notice or registration. Even with advance planning, relocation may not always be possible, either because of the nature of the program or the number of events scheduled and a lack of alternative accessible venues.

As an event planner, you have an ethical and legal responsibility to ensure that people with disabilities are able to attend and participate in your event. Vassar’s obligation to consider the needs of participants with disabilities extends to any event sponsored by the College, student organization, department, or group whether held on- or off-site and whether or not members of the public are invited to attend. In very few circumstances, such as a private social function or a meeting where the participants are known and no accommodations are required, it may not be necessary to plan for the needs of participants with disabilities.

Making an event accessible is easier if you keep access in mind throughout the planning of your event. This may mean one or more of the following will be needed for someone to fully benefit from your planned event:

- A fully accessible location for the event, including a ramp or elevator, restrooms, eating venues, seating, etc.
- Preparation of program or event hand-outs in alternative formats, such as Braille, for persons who cannot read standard print. The Office for Accessibility and Educational Opportunity can assist you, (845) 437-7584.
- Having a wheelchair lift van for transport of a participant who uses a chair IF transport of all others is being provided for event attendees. Vassar College has a wheelchair accessible van with a chair lift available for campus use.
- Meeting special dietary needs as you plan meals
- Providing sign language interpreters or other accommodations for persons who are deaf or Hard of Hearing which include scheduling the program in a space with a hearing loop or where assistive listening devices (ALD) can be used.
- Responding appropriately to other requests for disability-related accommodations by seeking assistance from the Office for Accessibility and Educational Opportunity.

When planning your event

- All campus events or events open to the public must be scheduled in a wheelchair accessible location.
- Try to hold events in rooms that are inclusive and do not require individuals using wheelchairs to be isolated in one portion of the room away from the central event or activity.
- Communicate as much as possible with participants prior to the event. Events should be advertised at least two weeks in advance with the standard access statement on all publicity, including posters, flyers, web pages, electronic communication, etc. This
allows people needing accommodations to request accommodations and provide you with the necessary time to arrange for the accommodation.

Access Statement
This statement MUST be included on all announcements of your event:

*Individuals with disabilities requiring accommodations or information on accessibility should contact the Campus Activities Office, (845) 437-5370 [or event planner’s name & contact number].*

Before the Event Begins
- As soon as possible, notify attendees in need of accommodations when their accessibility arrangements are in place. We encourage you to provide this notification in writing, such as by email.
- Identify, label, and publicize the location of the accessible restroom, the looped room, parking, and TTY telephone closest to your event with fliers.
- Provide preferential seating toward the front of the event for attendees who are utilizing sign language interpreting or real-time closed captioning services (CART). Sign language interpreters should be situated in proximity to the event speaker and within the sight line of the person who is deaf.
- Be sure to walk through your event venue at least three to five days before and the day of the event. Check that power-assisted door openers and elevators are operational. Verify that all paths are clear and free of steps for wheelchair access. The staff in the Office for Accessibility and Educational Opportunity are happy to walk through the site with you and make suggestions.

During the Event
- All event staff should be aware of their general obligation to provide accommodation for people with disabilities. At minimum you will need to identify a person who is prepared to address disability accommodation arrangements prior to the event, or consult with others for assistance in determining what is appropriate.
- Even with conscientious planning, there may be instances when a person with a disability may request an accommodation moments before the event begins. Try to address their needs as best you can, and if you can’t, encourage them to make their requests further in advance to ensure their attendance and participation at the next event.

Accommodations for Persons who are Deaf or Hard of Hearing
- Commonly requested accommodations for persons who are deaf or have hearing loss include assistive listening devices (FM systems), sign language interpreters, closed captioning in real-time or for films. To arrange for a sign language or oral interpreter or CART services, please contact Campus Activities Office, (845) 437-5370. Contact Media Resources, (845) 437-7479 to arrange for use of an assistive listening device.
- The Office for Accessibility and Educational Opportunity, (845) 437-7584 will be able to direct you to resources for sign language interpreters and real time remote closed-
captioning (CART) services. The sponsor of the program is responsible for paying for
sign language interpreters and real time remote closed-captioning (CART) services.
These accommodations require at least a week’s advance notice to schedule an interpreter
or CART services.

Alternative Print Accommodations

• For someone visually impaired, you may need to enlarge events document to a font size
  of 18 or larger. This can be done by changing the font size in the document or enlarging
  the document using a copier.
• For Braille, this print accommodation can be handled on campus for most things.
  Contact Office for Accessibility and Educational Opportunity for help. Having your
documents in a standard .doc format will make the process quick and easy. The Office
for Accessibility and Educational Opportunity needs at least a week’s advance notice to
prepare materials in Braille. At least two weeks’ notice is required if your materials
include graphics or mathematical or musical notation.
• Some people who are blind, have low vision or reading challenges may also wish to have
  handouts, playbills, etc. in an electronic format for future reference. Just copy your files
  as a .doc file onto a CD for them or send them the document by email attachment.

Events Located Off-Campus

Vassar sponsored conferences or events located off-campus must be held in accessible locations
and event planners must provide appropriate accommodations for participants. Please consider
the following in your planning:

• Confirm that the hotel or conference center understands its responsibility for accessibility
  and has a procedure for asking if customers have any special needs related to disability.
• If the facility is not dealing directly with registration, the department or organization
  sponsoring the event must process requests for accommodations, or ensure that a
  conference or hotel representative is named as the contact person for such requests.
• In written materials include a simple statement or solicit more information on registration
  forms about accessibility needs, dietary restrictions, lodging requirements.
Programming Resources

On-Campus Resources Directory
The following offices and departments may be helpful contacts in the programming process. If you are unsure about any of the following resources, please call the Office of Campus Activities.

Campus Activities x5370
Campus Dining x5833
Campus Tours Office of Admissions, x7300
Cash Box Cashier’s Office, x5340
Copy Machines Copy Center, Main Building
VC Library (basement, 1st floor and Lockwood)
Darkroom Membership fee require through Phocus
Contact Campus Activities, x5370 for info.
Guest Accommodation Alumnae House, x7100
Maps College Center Info Desk
Media Resources x7479
Notary Public, On Campus Michelle Ransom, x5371
Ilene Cooke, x7200
Powerhouse Theater Summer Box Office, x5599
Press Releases Communications Office, x7400
SARC Office x7854
Security Center (CRC) x5221 / x7333 in case of emergency
Substance Information/Resources The Annex, Swift side of Metcalf, x7532
Transportation (Campus Vans) Security Office, x5200
http://security.vassar.edu.vehiclerequest.html
VCash Machines EMS Online Reservation System
WVKR College Center third floor

Equipment Available (on-campus) for Reservation
A finite amount of equipment is available through the College. A student organization must reserve this equipment with the SARC Office well in advance. Offices and departments should contact the Campus Activities Office. Be advised that any “Moving Labor” indicates a need for custodial services or facilities operations, and will be a charge to your organization/department. Additional tech equipment, tables and chairs must be rented through off-campus agencies. This list details College owned equipment.
Anyone checking out items should go to the Info Desk in the College Center and speak with the attendant or building manager.
<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bud Vases</td>
<td>ID Required</td>
</tr>
<tr>
<td>Chairs, Folding</td>
<td>Moving Labor</td>
</tr>
<tr>
<td>Coffee Urn</td>
<td>ID Required</td>
</tr>
<tr>
<td>Display Cases</td>
<td>Moving Labor (for use in College Center only)</td>
</tr>
<tr>
<td>Easel board</td>
<td>Moving Labor</td>
</tr>
<tr>
<td>Extension Cords</td>
<td>ID Required</td>
</tr>
<tr>
<td>Garbage Cans</td>
<td>Moving Labor</td>
</tr>
<tr>
<td>Podiums</td>
<td>Moving Labor</td>
</tr>
<tr>
<td>Risers (4’x8’): 8”; 16”; or 24” high</td>
<td>Moving Labor</td>
</tr>
<tr>
<td>Snow Fence</td>
<td>Moving Labor</td>
</tr>
<tr>
<td>Tables: 6’ long, or round tables</td>
<td>Moving Labor</td>
</tr>
<tr>
<td>Tablecloths</td>
<td>Campus Dining, reserve in advance</td>
</tr>
<tr>
<td>Water Air-Voids</td>
<td>ID Required</td>
</tr>
</tbody>
</table>

Vassar College Campus Dining 2019 - 2020

Vassar Campus Dining Services is happy to provide catering for student organizations with a special Student Express Catering menu which has been created to accommodate student groups and organization needs. Cash, V-Cash, credit and department P-Cards are accepted.

Ordering Information
Orders need to be placed at least two working days in advance. Student catering is pickup only at Gordon Commons.

Planning your Event
Call or e-mail the Vassar College Catering Office (phone: ext. 7624 or send an email to catering@vassar.edu) to place your order.

Play it Safe
In order to reduce the risk of food borne illness we recommend you follow these simple rules of thumb; prepared cold food should be stored below 40 degrees and hot food above 140 degrees. Prepared foods that are displayed in buffet lines, etc. should not remain out for no more than 4 hours. Please take this information into consideration when determining pick up times. Please ensure you have adequate refrigeration, should you need to store any items before or after your event.
Save the Planet!
Vassar College has created an amnesty program for campus compostable and recycling. We ask that all pans, service ware, and trays be returned to be disposed of or reused accordingly.

Transportation (Campus Vans)
All requests for vehicle usage on campus must go through the Safety and Security website; security.vassar.edu and click on the Vehicle Request Form link.

Media Resources
Media Resources staff will work with student organizations to recommend rooms, equipment, set-ups and procedures. Many rooms are self-operable, for which there is no charge. Unfortunately, many events cannot be supported by Media Resources; these will be referred to an outside contractor at your student group’s expense. It is important that students seek this consultation well in advance of an event.

Media Resources Sign-Out Equipment Available
Digital Audio Recorder
Video/data projector
Projection screen

Single microphone/amplified speaker
Mini-DV camcorder

Note: Due to limited equipment resources and heavy demand, equipment is given out with priority to academic needs. Sign-outs are usually limited to three days.

Media Resources Event/Operator Requests
Requests must be done online. Requests must be made at least seven (7) days in advance for consultation and approval.

Late requests will be considered using the following procedure:
1. If an operator can be scheduled and equipment is available, the request will be approved.
2. If the event can be handled with sign-out equipment, arrangements will then be made for you to pick up and return the equipment at no charge.
3. If either a required operator and/or equipment is not available, the event will need to be referred to an outside contractor at your student group’s expense.

It is extremely important to convey your needs to Media Resources before your event. Contact the Media Resources Office at x7479 to review your specific needs. Pre-planning is essential for successful events, and to avoid late charges.
Contracts

Contracts can be complex and should always be taken seriously as they are binding documents between Vassar College and any performers, speakers, or vendors. Michelle Ransom, Director of Student Activities and the College Center, must sign all entertainment/lecture contracts for VSA organizations. In the event of a cancellation or a change of plans, notify the Office of Campus Activities immediately.

Contract Process and Procedures

1. Before engaging in any contract negotiations, you must have the space for your event reserved and confirmed.
2. All contracts must be dropped off in the Office of Campus Activities two-weeks in advance of your event and/or agreed to payment date.
3. Work with your agent or artist to find out if they have their own contract. If they have their own contract, this is the contract you should work from.
4. If the artist/performer does not have his or her own contract, you must use the Vassar College Performer Contract.
5. Every contract must be accompanied by a W-9 that must be completed by the artist/performer. The W-9 must be submitted online and completed prior to the contract being submitted on Workday using the Payee Registration Form.
6. Drop off a completed contract, signed by the performer, to the Office of Campus Activities. Contracts can be given to any of the front office staff or Building Manager on duty.
7. Your contract will be edited and signed by the office. If there are any questions or concerns regarding your contract, your organization head and/or the person who dropped off the contract will be contacted.
8. You will receive an email with an electronic copy of your signed contract. Typically, contracts take between three and five business days to be reviewed. If you do not receive an email within this timeframe, please stop in to check on the status of your contract.
9. Using your fully executed contract, the organization’s treasurer must submit a Supplier Invoice Request on Workday. The request will be approved by the VSA Chair of Finance.
10. Checks are only cut Thursdays. Do not expect to get a check cut on the same day that you drop off the completed paperwork.
11. It is your responsibility to pick-up the check in advance of your event.
12. Pick up the check from Accounts Payable (be sure that your contact information, including your phone number, is included) and hold it until the performance.
13. Pay your artist immediately after their performance unless other arrangements have been agreed to in the contract.
14. If you have questions regarding the process, please contact your SARC Intern. Copies of all necessary paperwork are available in the SARC Office located in the College Center.

**Important Notes:**

1. Vassar students should *never* sign a contract on behalf of the College. Contracts should only be signed by a college signatory.

2. Agreements by some performers and other vendors can often be binding *even without* a written document. In order to prevent confusion and ensure you or your organization are not mistakenly entering into a binding agreement, please add the following text to your communications with third party vendors:

   “*Please note that this summary of terms and conditions is preliminary only. It is our intent to include all applicable terms and conditions in a formal written agreement to be approved and signed by all parties. Absent such agreement, there will be no binding contract between us.*”

3. If you are ever unsure about negotiating with a vendor, agency, or performer, please schedule an appointment with the Office of Campus Activities *before* you reach out to an outside party.
Regulations and Policies

Tabling and V-Cash
The College Center (North Atrium, South Atrium, and College Center Circle) are the ONLY locations for tabling on campus. 10 tables are available each day for use by VSA organizations or Departments. Reservations work on a first come/first served basis. Groups must set up and tear down their tables each day. Reserve tables through the online reservation system (as you would meeting rooms). Keep in mind there are no table reservations available on Tasty Tuesdays, or Thursdays (while the Farmer’s Market is here). Keys to the table room can be found at the info desk.

Below are the regulations and policies for Tabling:

1. Materials/information may only be displayed on the tables reserved in the north atrium. There are no exceptions.
2. Music must be played at a reasonable volume as not to be disruptive to the rest of the College Center.
3. Only pre-cooked food is allowed for sale in the College Center. Only warming trays are allowed - no electric frying pans, woks, broilers, etc.
4. Non-Vassar/off campus clients/guests of a student organization - A representative of the organization must accompany the guest while in the College Center and be seated at the table at all times.
5. V-Cash Machines are reserved on a first-come first-served basis via the online reservation system (as you would for the meeting rooms). Machines can only be used in the North Atrium space outside of the Mug, and the South Atrium in designated locations.

Information regarding V-Cash Terminals (7)
Accepts V-Cash only
Only used by VSA Student Organizations
Student organizations will log in using their assigned organization’s PIN
If a student organization does not have a PIN, please contact the Card Office via email card@vassar.edu or call ext. 333
These devices can only be used in the College Center area (needs power and network port)

All activity will be paid monthly replacing weekly payments starting the fall semester 2019. For lost or misplaced peripherals please contact the Campus Activities office at x5371.
Please note: For security reasons, the Card Office will no longer accept handwritten ID numbers; all IDs must be swiped at the time of purchase. No exceptions will be made.

**College Center Installations and Exhibition Policy**

Every installation/gallery exhibition must be affiliated with an organization or department and adhere to the guidelines in each respective area. The policies and procedures for installations and exhibitions set forth include any single-day projects that are only affiliated with an event or program.

**Guidelines for Installations in the College Center**

1. All installations in the College Center must be registered with Michelle Ransom, Director of Student Activities and the College Center. To begin the process of having an installation, please complete the installation application at rebrand.ly/artexhibitionapp.
2. The sponsoring organization/department is responsible for the safety and integrity of the installation as most campus locations have 24-hour access with limited security and oversight. The college is not responsible for stolen or damaged work.
3. Size Limitations: The installation must fit within the 10’x10’ perimeter of the designated space.
4. Durations: Three days is the limit for any installation. If left up after three days, the installation will be removed by Facilities Operations and the organization will be charged.
5. Other campus locations will be considered for installations as requested.

**Guidelines for Exhibitions in the College Center:**

1. An application must be completed and returned to Michelle Ransom, Director of Student Activities and the College Center. Applications are located in the SARC Office and Campus Activities Office.
2. Exhibits can be up for a maximum of two weeks.
3. Exhibitions must be installed by a professional, provided by the Office of Campus Activities. They will work with you on the best way to display your work.

**Publicity (on-campus/off-campus)**

Advertising is one of the most important steps in programming, because it advertises your event and spurs interest and improves attendance. You can publicize your event in many ways:

The Office of Communications, which writes or approves all press releases is available to help with the publicity of campus activities and events. Please contact the Office of Communications 5-6 weeks in advance for local publicity of your event, and 8-12 weeks in advance for national publicity. Located on the second floor of Main Building, Box 9, x7404 or x7690.
Event planners must also include this statement on registration forms for conferences, workshops, or other events that require advance registration.

“Individuals with disabilities requiring accommodations or information on accessibility must contact the Campus Activities Office, (845) 437-5370 (or event planner’s name and contact number).”

To reserve a display space on the College Center second floor “bridge,” please visit the SARC. Posters cannot be larger than 36”x44”. Poster cannot cover the clocks and must be hung in the spot your poster has been assigned.

**Posting Policy for all Posters, Flyers, Signs, Table Top Flyers, and Banners**

Display areas and bulletin boards provide a space for members of the community to share information about relevant events and topics. Postings are permitted on campus bulletin boards in designated areas in academic departments and buildings, residential houses, and the College Center. Postings are defined as posters, fliers, zines, quarter sheets, and any other paper or physical means of distributing information. Everyone is advised to be mindful that postings should be sensitive to our broad campus community.

All postings must adhere to the following guidelines:

1. Any postings on campus (academic buildings, common areas in residential houses, excluding room doors, etc.) must be stamped for approval in the Campus Activities office and follow the guidelines as noted below and as listed in the Programming Resource Guide ([https://campusactivities.vassar.edu/docs/PRG.pdf](https://campusactivities.vassar.edu/docs/PRG.pdf)). Specific guidelines for postings for academic bulletin boards are at the discretion of academic departments in each building, in conjunction with the Dean of the Faculty Office. The Office of Campus Activities will work with any organization or individual to ensure that their poster is within these guidelines. As such, approval of any posting may take additional time as it is reviewed.

2. Hate speech/symbols, postings that incite violence, and any postings that violate college policy are strictly prohibited. Postings on campus must also adhere to the College’s policy against discrimination and harassment. ([https://eoaa.vassar.edu/policies/non-discrimination.html](https://eoaa.vassar.edu/policies/non-discrimination.html))

3. The name of the organization or individual responsible and the date of the event must be on the flyer. If there is no date related to the announcement, the flyer will stay in place for three weeks or until the date of the event.
4. Access Statement - This statement must be included on all event announcements.

   Individuals with disabilities requiring accommodations or accessibility should contact the Campus Activities Office (845) 437-5370 (or event planner’s name and contact number.)

5. Postings can only be placed on designated bulletin boards inside a building.

6. Postings cannot be placed on the exterior walls of buildings, on doorways, walls, or windows.

7. Sponsoring organizations or individuals are expected to remove old flyers.

8. Flyers should not be written on or otherwise tampered with to destroy their original purpose.

9. Anyone wishing to erect, attach, or post signs, banners, postings of exceptional size (beyond 11”x17”) or decorations in non-student-center buildings are responsible for obtaining prior approval from the designated manager of that building or area. Please contact the Campus Activities office if there is a question as to who is the designated manager for a particular building.

   Postings that do not meet the policies set forth here or which violate New York State fire codes will be removed and discarded. If someone has a concern with the content of the poster the sponsor listed on the posting will be contacted. Campus Activities and Residential Life staff are also available to assist as needed when content issues arise.

   The College accepts no responsibility for items that have been removed and/or discarded. The College acknowledges that a policy of this nature may not anticipate every possible issue that may arise. As a result, the College reserves the right to impose reasonable restrictions and/or requirements concerning the time, place, and manner of publicity. These restrictions may be in addition to, or in place of, those outlined in the policy.

**College Center Bulletin Boards**

   Signs and notices must be stamped for approval at the Info Center. Only 4 copies of any one sign or notice is allowed to be posted in the College Center. Approved signs/ notices may be posted on designated bulletin board spaces only. No postings on doors, walls, or windows. All postings must clearly identify the individual or organization responsible for the event. The only allowance for postings on doors must be given and approved by the Director of the College Center. To post in the Residential Houses, contact the ROC.
Chalking Policies for Campus Sidewalks
Chalking on campus sidewalks can only be done for events that have been approved. Once approved, email the dates you want to chalk to William Rush, Assistant Director of Campus Activities. Include contents, location, and duration of the display. Also, indicate if you will clean up or want Facilities Operations to clean. Chalk must be cleaned up when the event is over.

Facilities Operations cleaning cost estimate is $75

Organization cleanup estimate is $30 to have hose and water source provided and picked up.

If not cleaned up when it should be, Facilities Operations will automatically be called and organization budget will be charged.

Policies for Theatrical Prop Weapons
Prop weapons include but are not limited to: guns (non-firing, rubber, and toy), knives, swords, daggers, spears, bows and arrows, crossbows, slingshots, nooses, handcuffs, shackles, restraints, and any other implements fashioned or used in a threatening manner, whether capable of inflicting actual bodily harm or not.

Illegal Prop Weapons
No firearm may be used that is capable of firing projectiles in any form. There will be no use of blanks, caps, or any other explosive device. Any and all gunshots must be accomplished through the use of sound effects, either recorded or by a stage device such as a slap-stick.
No weapon will be allowed that is capable of firing a projectile, such as a bow and arrow or crossbow. All such weapons must be incapable of firing and used for visual effect only.
No cutting implements will be allowed unless the cutting edges/points have been dulled and rendered incapable of cutting or piercing by a company that specializes in prop weapons. No retractable knives or swords will be allowed.
All prop weapons must be approved by Safety and Security and Campus Activities prior to the start of rehearsals.

Training
Stage combat is defined as any physical confrontation, armed or unarmed, in which bodily harm is represented, with or without actual physical contact. Slapping and shoving can easily cause injury and are considered to be stage combat. Self-injury is also considered to be stage combat. All actors engaging in stage combat while using a prop weapon must receive safety training prior to rehearsals starting.

Storage and Use
One designated student per production will be responsible for oversight of all prop weapons used in a production. At least 24 hours prior to checking out prop weapons from the prop weapon closet, students must submit a written transportation plan which lists each date that a prop weapon will move between locations.

The designated student must pick up prop weapons from the Prop Weapon Closet (key at the College Center Info Desk) and must retain responsibility for the prop weapons until their returns to prop weapon closet. Prop weapons must be transported in opaque, secure containers, and must be secured in a locked cabinet. At no time may prop weapons be stored in a Residential Dorm. Unsecured prop weapons will be eliminated from the production.

All prop weapons must be treated as real weapons (which in fact, they are). They are not toys. All guns must be handled as if loaded; all edged weapons must be treated as sharp. Signage must be put around the outskirts of a rehearsal to alert passersby that a fake weapon is being used, and this signage must be removed at the end of a rehearsal.

**New York State/Town of Poughkeepsie Policies**

*Town of Poughkeepsie Noise Ordinance*
Quiet hours for residential areas are in effect from 10:00pm-7:00am every day of the week. Unreasonable noise, including that of private parties, should not be heard from residential areas nearby.

*Health Department Food Regulations*
The Health Department requires that all vendors whether they are selling or just providing food on campus to an event that is open to the public or in publicly accessible area provide us with a food permit for 2 day event with several vendors. Each vendor needs to apply for a 1 day permit with the Department of Health 10 days prior to the event. The vendor must have this license with him during the event. The License cost to the vendor is $20 for multiple day vendor event. That application needs to be completed 10 days prior to the 1st day of the event and the cost is $250.

*Requirements for Tents, Canopies*
In accordance with the Fire Code of New York State Chapter 24; a permit shall be required from the Town of Poughkeepsie Office for the erection and use of each tent, membrane structure, and/or canopy (this includes bouncy houses or other inflatables). This permit will be in addition to any Chapter 90 (Special Event) permit. Application/permit and insurance requirements are listed below. Should you have any questions please contact the Campus Activities Office (administrative departments) or visit the SARC (student organizations).
Tents and Membrane Structures having an area in excess of 200 square feet and canopies in excess of 400 square feet will require a permit. Additionally, any tent, membrane structure, or canopy with an occupant load in excess of 300 or more people will require a separate permit from the Town of Poughkeepsie.

**Definitions**

- **Membrane Structure** - “An air-inflated, air supported cable or frame covered structure as defined by the Building Code of New York State and the not otherwise defined as a tent or canopy.”
- **Tent** - “A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner except by air or the contents it protects.”
- **Canopy** - “A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner except by air or the contents it protects and is open without sidewalls or drops on 75 percent or more of the perimeter.”

A canopy is an architectural projection or structure composed of a rigid structure over which a membrane covering is typically attached, providing overhead weather protection, a means of identity or decoration. It may be supported by both the building to which it is attached and stanchions at the outer end or may be free-standing and completely supported by stanchions. Note the definition requires that the canopy be overhead only, except for a drop on one side or 25 percent of the perimeter. Structures with more than 25 percent of their perimeter enclosed by drops fall under the definition of a “Tent.”
All requests for student organization events must begin in the SARC Office with your SARC Intern. All requests will be made following the event registration process that is covered in specific detail on page three of the Program Resource Guide. Once your event has been approved you must comply with the following rules and regulations for your event.

**All Campus Parties**

All-Campus Parties are defined as large events that are the primary event on a given night, and aim to attract the entire student body to a single program. Like all other programs, All-Campus Parties must be registered in the SARC. Given the increased expected attendance and heightened attention to these events, All-Campus Parties should be registered as far in advance as possible in order to satisfy all necessary requirements to host the event successfully.

- All organizations that wish to hold an All Campus Party must have at least three officers, and three organization members present for the entire duration of the event that are attentive and coherent.
- Staffing Requirements - All staffing requirements (event staff, firewatch, cleaning, and security) for your event will be discussed with you and your SARC intern and finalized with the Campus Activities Office Staff.
- There must be sufficient food and water at your event in an accessible and well-lit location. This means that there should be at least a serving of food planned for each anticipated guest. Foods may be arranged through campus dining, outside catering, and/or purchasing of bulk foods.
- A detailed floor plan and/or event diagram is required for all campus parties and large-scale events. This must include the entrance, equipment, exits, staging, staffing, and all other important locations pertinent to the event. This must be completed a minimum of a week prior to your event.
- The sponsoring student organization(s) must provide student volunteers to staff all designated entrances for the event. These volunteers and event organizers must arrive prior to the event and are responsible for checking identification of all guests in collaboration with security.
- Any visibly impaired or intoxicated guests are not to be admitted to any events. The student organization in collaboration with security is responsible for refusing guests entrance and assisting them in finding appropriate services.
- Event Walk-Through - A minimum of thirty minutes prior to the event a mandatory event meeting will take place at a predetermined location with the student organization leaders, building manager, Campus Activities staff member and/or organizational advisor,
security, firewatch, and any other involved individuals. During this meeting the following will be covered:

- An overview of the entire event, expectations, and timeline from start to finish
- A review of the floor plan that must indicate security and firewatch placement, the event
- Entrance, entertainment location, food, water, and alcohol service set-up
- The designated entrance and required identification, ticketing, wrist banding, and/or markings for event attendees
- The determined event meeting point for all staff that will be utilized throughout the event to address any issues that occur during the party
- A detailed review of the event emergency protocol with all individuals

- After the meeting, the student organization is expected to complete a debriefing meeting with their SARC Intern and/or the Assistant Director of Campus Activities

All Campus Party Emergency Protocol
Every half hour throughout the entirety of the event - or as often as agreed upon by the staff at the event - a representative from each group present at the walkthrough meeting should check-in at the designated location to share any concerns, changes, or updates to the event.

In the event of a fire alarm the building and/or event location is to be evacuated using all exits.

- After the building is evacuated, firewatch, the head security officer for the event, college administrator, and student organization representative will meet in a predetermined location to review procedures for effective (if possible) re-entry.
- The college administrator, security officer, and firewatch with student input will make the decision to continue or cancel the event.
- If it is determined that the event will continue, a re-entry pattern will be established utilizing all available staffing.

All Campus Events with Alcohol
All policies for all campus parties apply, and in addition the student organization must first complete the Event Registration form. Upon approval of the event, the student organization must meet with the Associate Dean of the College for Campus Activities. All events require alcohol approval at least six weeks prior to the event.

Alcohol Service Rules and Regulations
1. There will be no “open bars” permitted.
2. No one under the age of 21 may purchase, possess or consume any alcoholic beverage.
3. If an organization wants to admit guests from local colleges to any event serving alcohol, a member from the organization must be at the door, or the entrance to the event, and
record their names and addresses. The students must have ID from the college, and another state approved ID.

4. It is mandatory that all organizations provide non-alcoholic beverages and food, in addition to alcoholic beverages, for the duration of the event.

5. All campus parties with alcohol must be staffed with a licensed and contracted third-party alcohol vendor, serving alcohol to only 21 and older, in a specific designated space. Only those individuals 21 and older will be permitted in the designated area. Alcohol will not be permitted outside of this area.

6. The officers of the organizations sponsoring the event shall be responsible for any infraction of College Regulations.

**College Emergency Response Policy**

All events that bring in large outside groups (field trips, conferences, etc.) must submit a copy of the participant list including names and contact information for the individual and their emergency contact person 3-5 days prior to the event. Email this information to Michelle Ransom (miransom@vassar.edu).

All outside registrants for such events must be registered as a Vassar guest upon arrival to campus. All guest policies and rules will apply. If participants will be staying overnight at the college, arrangements must be made with Residential Life.

No persons are allowed to sleep in any academic or administrative building, according to New York State law.

**Study Week Policies (per the Committee on College Life)**

The following criteria is utilized to evaluate requests for activities during study week:

1. The event is a one time/one day activity
2. The event is voluntary and attendance is not mandatory
3. The event is not disruptive to students who are studying or preparing for exams
4. The event is not an irresistible attraction for the majority of the community

The overall goal of programming during study week is to provide students with a break from their studies. Activities which students can easily attend and produce are not so large or time consuming that students are distracted from their end of the semester academic responsibilities are appropriate to this time period. Activities cannot be scheduled inside, or within close proximity to academic buildings. As always, activities and events sponsored by student organizations must be registered in the Office of Campus Activities and approved by the VSA Chair of Organizations.

**Exam Week Policy**

No student activities are permitted during Exam Week.
Budgeting for an Event

Labor and Service Requests

After checking the College Calendar for available dates and after reserving a room for your event, you must assess your technical needs (i.e.; moving furniture, setting up chairs or tables). Labor for moving furniture, carpentry work, providing electrical set-ups, firewatch, air-conditioning and heat must be provided by Vassar’s unionized employees through the Facilities Operations Service Center. In order to obtain services from the Facilities Operations Service Response Center, VSA organizations must have their SARC Intern complete a Service Request Form. The College requires firewatch, Event Staff, and/or security at most events. Sponsors are responsible for adhering to the regulations. Departments need to contact the Office of Campus Activities or for any request involving equipment at least 3 weeks before the event to discuss event needs, set-up, and logistics (tables, chairs, risers, etc. in other locations on campus). The Office of Campus Activities and SARC will submit all service requests.

Labor Costs
Costs associated with service requests are billed after the work is complete. Costs are primarily based on the labor and time associated with the work requests (custodians, electricians, firewatch, crowd control, etc.). The Office of Campus Activities and SARC can provide event organizers with cost estimates, but a final bill cannot be known until after the work is complete. Facilities Operations will bill the student organization or departments budget number directly.

Special Event Charges
The costs for various types of special events are the responsibility of the sponsoring department or office. Services for events such as banquets, receptions, major lectures, outdoor events, and concerts are provided according to the specifications of the sponsor, in conjunction with the Office of Campus Activities and SARC. The request must be submitted to Service Response at least two weeks in advance of the event. Facilities Operations service requests submitted later than 2 weeks before the event may not be able to be fulfilled. Some examples of service requests work include:

- Set-up, break-down
- Gym floor covering
- Installing temporary fencing
- Setting up risers
- Moving furniture out of a room
- Installing temporary power
- Installation of temporary banners and directional signage
Utility mark-outs/line detection requests for tent installation - NY law requires a signed release when digging to prevent damage to underground utilities. Any utility mark-out requires a submitted Service Request.

*The following hourly rates will be charged for the 2019-20 billable work:*

Custodial and Grounds Services $30.00/hr. Trade services $45.00/hr. The charge on work request will also include any materials that are needed. Estimates will be provided upon request in advance of completing the work. There is no charge for administrative oversight by Facilities Operations managers. Normal work is done in teams of 2, so it is important to factor that into your cost estimate.

**Payment Procedures**

Vassar College uses a finance system called Workday for all financial and purchase needs. Workday tracks spending, and allows members of the college to process all payments and purchases online.

**Payment Procedures for Students**
The easiest way to make purchases is with a Vassar-issued “P-Card” credit card. Organizations can apply for P-Cards to make online purchases and local store purchases. Student organization treasurers can speak with the Chair of Finance about getting a P-Card. The VSA Chair of Finance determines all standards and guidelines for student organization use of P-Cards.

**Purchase Requisitions**
Knowing how to purchase on-campus goods and services is essential in the event planning stage. Programs usually require help and assistance from people and places that specialize in certain areas of operation needed for your event.

There are **two types of Workday requisition forms** used in purchasing: *Purchase Requisitions for Non-Catalogue Items* and *Supplier Invoice Requests*. Below are guidelines for completing the two kinds of requisitions.

Student Organizations must use the Workday portal used by all Vassar employees to complete purchasing requests. Log into Workday through the VassarOne single sign-on system. Read, print out, and download instructions for using Workday at [http://workdayinfo.vassar.edu](http://workdayinfo.vassar.edu) [All the instructions sheets mentioned in this document are available through that website.]

All requisitions will be submitted by the organization’s treasurer, and approved on Workday by the VSA Chair of Finance. All requisitions for alcoholic beverages must be approved by the Assistant Dean of the College for Campus Activities.
Purchase Requisitions for Non-Catalogue Items
Used for purchase orders (used for the purchase of supplies, and services)

To place a purchase requisition or process a purchase order, a student organization treasurer must log on to their Workday account and follow the steps below. For more information, visit workdayinfo.vassar.edu. For assistance, call (845) 437-7224 or email workday@vassar.edu.

Creating a Requisition for a Non-Catalogue Item

1. Type "Create Requisition" in the Workday search box and click on the result that is listed.
2. In the Requisition Type field, select the desired requisition type from the menu, then click OK.
3. Click Request Non-Catalog Items.
4. Under Non-Catalog Request Type, select either Request Goods or Request Service.
5. Type a description in the Item Description field (e.g. "pastry for meeting").
6. Select a category from the Spend Category menu.
7. Select a supplier (vendor) from the Supplier menu.
8. Enter Quantity (number of items being purchased).
9. Enter Unit Cost (for each item being purchased).
10. Select the Unit of Measure (e.g. bottle, bundle, dozen).
12. Click Add to Cart, then OK.
13. Click on the image of the cart in the upper right corner to check out.
14. Click Checkout.
15. Review Shipping Address screen. If accurate, click Next.
   a. Optional: Complete Sourcing Buyer field.
   b. Optional: Check the High Priority check box.
   c. Optional: Type a Memo to Suppliers.
   d. Optional: Enter Internal Memo to Vassar colleagues (e.g. "Accounts Payable will not pay this, I will pay with my P-Card").
   e. If accurate, click Next.
17. On the Attachments screen, add any relevant files or documents (e.g. quotes, contracts, etc.) by dragging and dropping the file(s) into the box or by clicking Select files and browsing for them on your computer. Click Next when done.
18. In the table under the Goods or Services header, scroll across to the right to find three accounting fields and fill them in: Fund, Cost Center, Function.
19. Click Submit to submit your requisition. You will see the name of the person who needs to approve the requisition.
Before the fifth business day of every month, every student organization with a P-Card must reconcile their charges by **Verifying P-Card Transactions**.

To verify P-Card Transactions, a student organization treasurer must log on to their Workday account and follow the steps below. For more information, visit workdayinfo.vassar.edu. For assistance call (845) 437-7224 or email workday@vassar.edu.

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**Using a worktag in a requisition**

Expenditures supported by a grant, project, gift, or endowment will need to be referenced with an additional worktag, which can be selected in the **Additional Worktags** field.

1. When creating a requisition, on the **Review and Submit** screen, scroll right in the **Goods or Services** table until you see the **Additional Worktags** field.
2. Click in the **Additional Worktags** field and then click the menu icon.
3. Select **Gift, Grant, or Project** from the menu. Once selected the rest of the budget numbers will change.

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**Splitting a budget in a requisition**

Goods requisitions can be split by quantity or amount. Service requisitions can only be split by amount.

1. When creating a requisition, on the **Review and Submit** screen, scroll right in the **Goods** table until you see the **Splits** field.
2. Click the zero in the **Splits** field.
3. Complete **Split By** field. You can split by **Amount** or **Quantity**.
4. Click the + sign to start the split.
5. Choose the percent or the amount.
6. Edit the **Fund**, **Cost Center**, and **Function** fields as needed to reflect the categorization of the expenditure.
7. Click **Done** to finalize the split.

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**Transactions without a purchase order (for purchases up to $1,000)**

1. Type "Verify procurement card transactions" in the Workday search box and click on the result that is listed.
2. Click on **Select** for the transaction you want to reconcile, then click **OK**.
3. Under **Procurement Card Transaction** header, attach your receipt.
4. Click on the arrow next to the **Transaction Details** header to see details of your purchase.
5. Scroll to the right to the **Item and Category** field. Select a **Spend Category** that corresponds to your order. **Spend Category was referred to as Account Code in Banner**.
6. Scroll further right to confirm accounting information fields: Cost Center, Fund, Function, Additional Worktag (for grant, award, gift, project).
7. Click **Submit**.

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**Transactions with a purchase order (for purchases more than $1,000)**

1. Type "Verify procurement card transactions" in the Workday search box and click on the result that is listed.
2. Click on **Select** for the transaction you want to reconcile, then click **OK**.
3. Select the appropriate purchase order number in the **Purchase Order** field.
4. Attach your receipt.
5. Click on the arrow next to the **Transaction Details** header to see details of your purchase.
6. Scroll to the right to **Item and Category** field. Select a **Spend Category** that corresponds to your order. **Spend Category was referred to as Account Code in Banner**.
7. Scroll further right to confirm accounting information: Cost Center, Fund, Function, Additional Worktag (for grant, award, gift, project).
8. Click **Submit**.
Supplier Invoice Requests
(for reimbursements, petty cash, fees/payment to non-Vassar individuals)

To place a supplier invoice request, submit a contract for payment, or process any other check request, a student organization treasurer must log on to their Workday account and follow the steps below. For more information, visit workdayinfo.vassar.edu. For assistance call (845) 437-7224 or email workday@vassar.edu.

All attachments that are contracts with a W-9 form must be brought to Michelle Ransom, Director of Student Activities and the College Center for signature before being uploaded. Please allow two weeks for processing.

The college’s tax-exempt status does not permit reimbursement of sales tax.

Important notes to keep in mind for Invoice payments:

- Checks are processed and available on Thursdays.
● All forms must be submitted at least 3 days prior to the check run date.
● Timing is very important! Plan ahead to allow yourself enough time to get all required signatures and uploaded in Workday in time to process.
● Keep in mind payment dates promised to vendors.
● When paying someone for services provided, you must supply us with their address and Social Security Number. Print out a W-9 form from the Vassar Accounting website (http://accounting.vassar.edu/forms/) or pick up from the Campus Activities beforehand and include a completed copy of the form with the requisition for payment. (The College needs this information for tax purposes.)
● **Do not pay people for services out of your own pocket or door receipts.**

**Purchase Orders (PO Numbers)**

A Purchase Order is required PRIOR to any purchase of goods or services made with Vassar funds. *A purchase order is the accepted instrument used to procure goods, materials and services for the college community. It spells out the agreement between the buyer and the seller, and once accepted, has the legal force of a binding contract, committing the buyers to accept and pay for the described goods and the supplier to deliver them as ordered.*

If you wish to buy in person from a store, order an item, or obtain outside services, you must first obtain an authorized Vassar College purchase order. The supplier will want it as a guarantee of payment; in effect, it allows you to charge goods and services.

Each transaction (short form requisition) requires a separate purchase order number.

*Guidelines for obtaining a purchase order:*

● Complete the Create Requisition task in Workday following the steps outlined on Page 33. Fill out all the pertinent information and submit it to the VSA Chair of Finance for approval.
● If the transaction is less than $1,000, and the company takes a credit card, the VSA Chair of Finance will place the order for you on their credit card. If the company does not take a credit card, submit your requisition on Workday.

Once the requisition is completed, receipts corresponding to the purchase order should be checked and signed, indicating that the service was rendered, and then submitted on Workday.

To document that a purchased item was received, a student organization treasurer must log on to their Workday account and follow the steps below. For more information, visit workdayinfo.vassar.edu. For assistance call (845) 437-7224 or email workday@vassar.edu.
Note about New Vendors:
All new vendors must complete an application before they can be paid. Please allow extra time for this process. Use the “Vendor/Individual Payee Registration Form” from the Vassar Accounting website (http://accounting.vassar.edu/forms/)
Student Employment Office Payment Procedures

Payment Procedures for hiring current Vassar Students through the VSA:
Any current student hired to provide service of any kind (DJ, musician, campus band, etc.) must be paid through the Student Employment Office.

Students can only be hired at minimum wage and cannot be hired for an organization of which they are an active member.

For hiring non-students (off-campus) please refer to the below Section “Off-Campus Vendor Policy”

Student Employment questions? Email: stuemp@vassar.edu or Call: 845-437-5286

In Advance of the Event:
The student you are hiring must have an I-9 form completed and on file with Student Financial Services—contact their office to see if the student is eligible for hire (Students who have previously worked on campus have already completed these forms and do not have to re-submit.)

DO NOT hire students who have not completed these forms - Students cannot work or be paid until these required forms are completed.

I-9 Form (Employment Eligibility Verification): The student hired must bring specific documentation and complete this form in person in the Student Financial Services Office. The I-9 form requires specific proof of citizenship such as an original, unexpired passport or original social security card or birth certificate in addition to a school ID or driver’s license.

Photocopies, FAX copies and expired documents are not accepted. For more information, please visit:
https://studentfinancialservices.vassar.edu/jobs/students/required-forms.html

You must complete a contract, which is available in the Campus Activities Office or SARC. Leave in the Contract Bin in the Campus Activities Office.

After the event:
Verify the student hired did work and submit the VSA Hiring Form to the VSA within one week following the event.

VSA Hiring Form or Online Procedure to hire and pay a Vassar Student

Please contact the VSA Office for hiring form or on-line procedure you will need to complete to pay the student. One form is required for each individual hired. In the case of a band, one form is completed for each band member.
Information required:

**Dept Name:** Fill in with the name of your organization

**Contact Information and Budget Line**

**Begin and End Dates and Duties**

**One-time payment amount**

**Student’s name and Vassar ID**

**Sign form**

If form is handed in prior to the Friday before the 2 week pay cycle ends, payment will be processed on the current pay cycle and checks will be paid the following Friday. See the student pay schedule on the Student Employment website for exact dates.

**Payment Procedures for hiring off-campus vendors through VSA:**

If the person you are hiring is from off campus (not a current Vassar student), he/she is considered a “vendor” and not an “employee.”

Payment must be processed through Workday.
You must complete a contract, which is available in the SARC, or use the contract provided by the agency. Leave in the Contract Bin in the Campus Activities Office.

**The off campus person(s) must complete a W-9,** using the Payee Registration Form found on the Vassar Accounts Services website.

Once the organization has received a signed contract by Campus Activities, the organization’s treasurer must submit a Supplier Invoice Request on Workday. The request will be approved by the VSA Chair of Finance.

**Things to keep in mind for Invoice payments:**

Checks are processed and available on Thursdays after 3:00 PM. Paperwork must be received at least 3 days prior to the check run date.

Timing is very important! Plan ahead to allow yourself enough time to get all required documents submitted on Workday and over to the Controller’s Office in time to process. Keep in mind payment dates promised to vendors.

**DO NOT PAY PEOPLE FOR SERVICES OUT OF YOUR OWN POCKET OR DOOR RECEIPTS**
Acknowledgements

This document serves as a guide of the College’s programming policies, as of the publishing date of this document. Vassar College acknowledges that this document and the policies therein may not encompass every possible circumstance or program. Therefore, the College may stipulate additional requirements to support specific campus programs or events, in order to ensure the safety and well-being of the Vassar community.

All programs and events at Vassar College must be in compliance with all College regulations, and the College Policy against Discrimination and Harassment.
Notes: