

# Vassar

## Programming Resource Guide

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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.

**Teresa Quinn, Assistant 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**

**Dayle Rebelein, Office Specialist**

**Gail Beckwith-Ecker, Administrative Assistant**

The Campus Activities Office 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.

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

## EVENT MANAGEMENT

### Introduction to Programming:

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 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 and the Campus Activities Office. 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 desired date/time/location are available, the following key factors are considered when reviewing an event for approval:

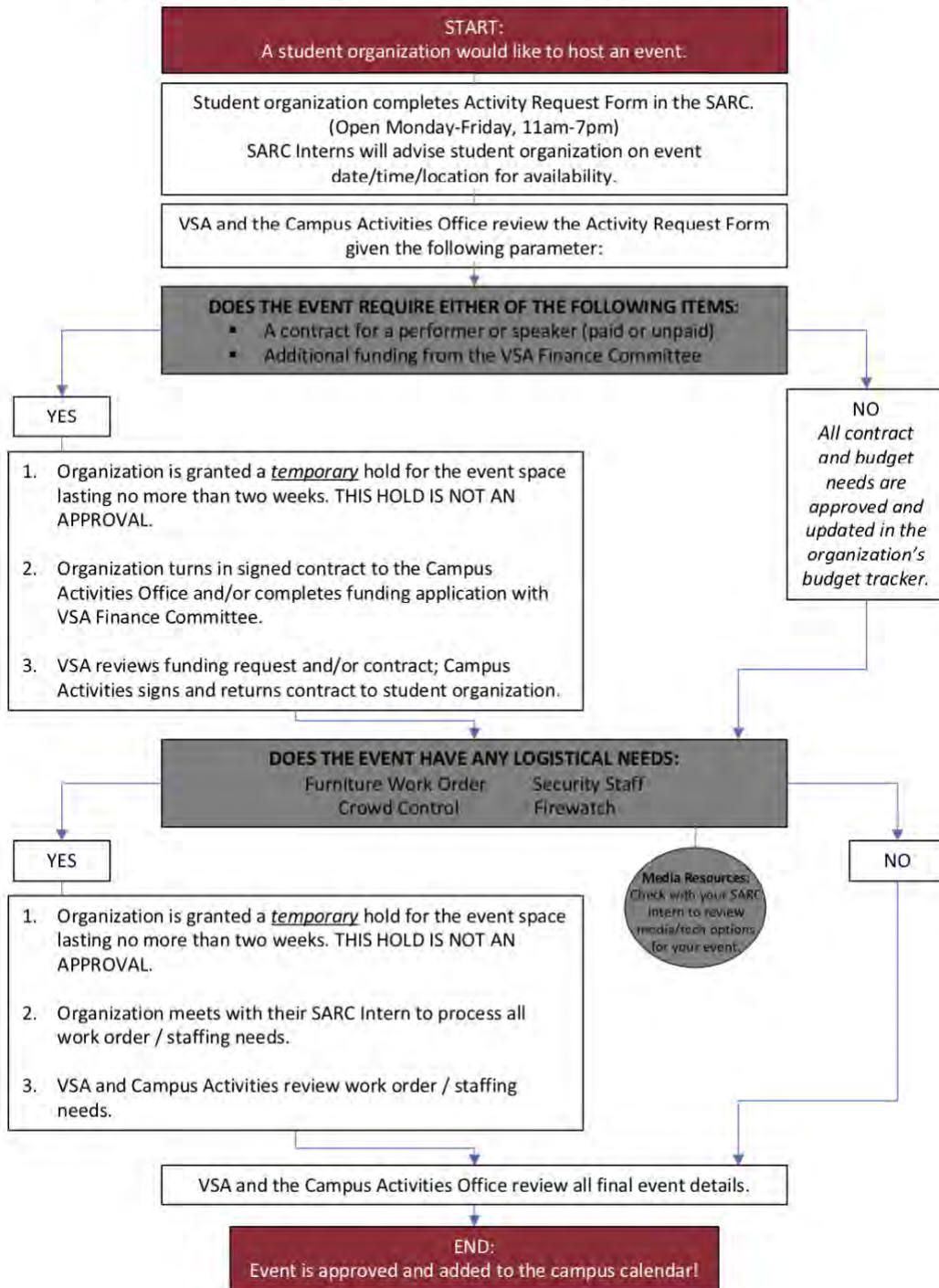
- **Does the event require contract?**
- **Does the event require additional funding from the VSA?**
- **Does the event require any additional logistical or staffing needs such as a work order, security staff, crowd control, firewatch, additional power, etc.?**

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 space 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 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



## SARC Intern Staff - 2018-2019

<b>Sonali Deshpande</b>	<b>sdeshpande@vassar.edu</b>
<b>Raphe Gilliam</b>	<b>ragilliam@vassar.edu</b>
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<b>Jessica Quansah / Megan Wang (Fall/Spring)</b>	<b>jquansah@vassar.edu/mwang@vassar.edu</b>
<b>Jasmine Rodriguez</b>	<b>jarodriguez@vassar.edu</b>
<b>Brandon Small</b>	<b>brsmall@vassar.edu</b>
<b>Samantha Sze</b>	<b>ssze@vassar.edu</b>
<b>Happy Xu</b>	<b>hxu@vassar.edu</b>

<b>Full Organizations</b>	
ACCESS	Jasmine Rodriguez
Accidentals	Jasmine Rodriguez
Vassar Voices for Planned Parenthood	Jasmine Rodriguez
African Students Union	Jessica Quansah/Megan Wang
Aikido	Sonali Deshpande
Aircapella	Samantha Sze
ALANA Senior Council (formerly Council of Black Seniors)	Brandon Small
Amnesty International	Kayla Gonzalez
Archery	Happy Xu
Asian Students Alliance	Jessica Quansah/Megan Wang
Ballroom Dancing	Sonali Deshpande
BAM!	Sonali Deshpande
Barefoot Monkeys	Jasmine Rodriguez
Beauty and the Beats	Jessica Quansah/Megan Wang
Big Night In	Samantha Sze
Black Student Union	Brandon Small
Britomartis	Raphe Gilliam
Camerata	Samantha Sze
Caribbean Students Alliance	Jessica Quansah/Megan Wang

Catholic Community	Takunda Maisva
Ceramics	Samantha Sze
Challah for Hunger	Kayla Gonzalez
Chinese Students' Community	Brandon Small
CHOICE	Sonali Deshpande
Choir Council	Raphe Gilliam
Christian Fellowship	Jessica Quansah/Megan Wang
College Democrats	Kayla Gonzalez
Comedy Normative	Happy Xu
Nitrous Oxide	Happy Xu
Contrast	Sonali Deshpande
Crafts Not Bombs	Kayla Gonzalez
Debate Society	Sonali Deshpande
Democracy Matters	Happy Xu
E.M.S.	Samantha Sze
Equestrian Club	Samantha Sze
Feminist Alliance	Sonali Deshpande
Femmes in STEM	Happy Xu
Filmmakers	Raphe Gilliam
Flypeople	Samantha Sze
Forum for Political Thought	Samantha Sze
French Club	Brandon Small
Future Waitstaff of America	Raphe Gilliam
Generations	Sonali Deshpande
Grassroots Alliance for Alternative Politics	Kayla Gonzalez
Habitat for Humanity	Kayla Gonzalez
Happily Ever Laughter	Sonali Deshpande
Hip Hop 101	Jasmine Rodriguez
Home Brewed	Happy Xu
Hunger Action	Happy Xu
HYPE	Kayla Gonzalez
Idlewild	Raphe Gilliam
Improv	Kayla Gonzalez
Indecent Exposure	Happy Xu
VOICE (Vassar Organizing Israel Conversations Effectively)	Samantha Sze
LiNK	Jessica Quansah/Megan Wang
Mahagonny Ensemble	Happy Xu

Majors	Takunda Maisva
Measure 4 Measure	Sonali Deshpande
MEChA	Jessica Quansah/Megan Wang
Merely Players	Raphe Gilliam
Middle Eastern Students Collective	Brandon Small
Multiracial and Biracial Students Alliance	Jessica Quansah/Megan Wang
Modern Science	Brandon Small
Native American and Indigenous Students Alliance	Brandon Small
Night Owls	Happy Xu
No Offense	Takunda Maisva
NSO*	Happy Xu
On Tap	Samantha Sze
Outing Club	Jasmine Rodriguez
The Philaetheis Society	Raphe Gilliam
PHOCUS	Sonali Deshpande
Poder Latinx	Kayla Gonzalez
ProHealth	Takunda Maisva
Queer Coallition of Vassar College (QCVV)	Jessica Quansah/Megan Wang
Quest Scholars Chapter of Vassar College	Samantha Sze
Quidditch	Sonali Deshpande
Relay for Life	Jessica Quansah/Megan Wang
RunVassar	Jasmine Rodriguez
Sailing Team	Samantha Sze
Shakespeare Troupe	Raphe Gilliam
Shiva Theatre	Raphe Gilliam
Ski Team	Jasmine Rodriguez
Slow Food	Samantha Sze
SORI	Brandon Small
Vassar College Sound System	Sonali Deshpande
South Asian Students Alliance	Brandon Small
Southeast Asian Students Alliance	Brandon Small
Students for Justice in Palestine	Jessica Quansah/Megan Wang
Iced Brew	Raphe Gilliam
TBD	Brandon Small
Tech Conglomerate	Raphe Gilliam
The Limit	Kayla Gonzalez
The Listening Center	Kayla Gonzalez



The Miscellany News	Happy Xu
Transmission	Brandon Small
UJIMA	Jessica Quansah/Megan Wang
Ultimate Frisbee	Kayla Gonzalez
Unbound	Raphe Gilliam
UNICEF	Jasmine Rodriguez
Unitarian Universalists	Jessica Quansah/Megan Wang
Vass Shakers	Samantha Sze
Vassar Animal Rights Coalition	Kayla Gonzalez
Vassar Bikes	Takunda Maisva
Vassar Political Review	Sonali Deshpande
Vassar College Business Club	Happy Xu
Vassar College Republicans	Takunda Maisva
Vassar Design Collective	Happy Xu
Vassar Devils	Kayla Gonzalez
Vassar Greens	Kayla Gonzalez
Vassar Haiti Project	Brandon Small
Vassar International Students Association	Brandon Small
Vassar Jewish Union	Brandon Small
Vassar Muslim Student Union	Brandon Small
Vassar Prison Initiative	Raphe Gilliam
Vassar Student Musicians Union	Jasmine Rodriguez
Vassar Student Review	Happy Xu
Vassarion	Sonali Deshpande
Vastards	Kayla Gonzalez
VCTV	Kayla Gonzalez
ViCE Film	Jasmine Rodriguez
ViCE Music	Jasmine Rodriguez
ViCE Weekly	Jasmine Rodriguez
Vassar Alliance for Women in Foreign Affairs	Sonali Deshpande
Woodshed	Raphe Gilliam
Wordsmiths	Raphe Gilliam
WVKR	Happy Xu
Primary Care Progress	Samantha Sze
Mock Trial	Takunda Maisva
Food Rescue	Brandon Small
The Pianists	Samantha Sze

Jewish Voice for Peace	Jessica Quansah/Megan Wang
Chabad Jewish Community	Samantha Sze
Vassar Refugee Solidarity	Takunda Maisva
Vassar Urban Enrichment	Happy Xu
Students for Sensible Drug Policy	Sonali Deshpande
Healing 2 Action	Kayla Gonzalez
Vassar Finance Club	Happy Xu
VC++	Sonali Deshpande
CoOPERative	Kayla Gonzalez
the Underground	Kayla Gonzalez
unframed	Kayla Gonzalez
<u>Smash Club</u>	Samantha Sze
Burlesque	Raphe Gilliam
VC Royalty	Raphe Gilliam
Project Period	Sonali Deshpande
<b>Houses</b>	
Cushing House	Takunda Maisva
Davison House	Takunda Maisva
Ferry House	Takunda Maisva
Jewett House	Takunda Maisva
Josselyn House	Takunda Maisva
Lathrop House	Takunda Maisva
Main House	Takunda Maisva
Noyes House	Takunda Maisva
Raymond House	Takunda Maisva
South Commons	Takunda Maisva
Strong House	Takunda Maisva
Terrace Apartments	Takunda Maisva
Town Students	Takunda Maisva
Townhouses	Takunda Maisva
<b>Pre-Orgs</b>	
Vassar Student Veterans	Sonali Deshpande
Vassar Rotaract Toastmasters	Samantha Sze
Healthcare Industry Club	Happy Xu
Spoon University	Jessica Quansah/Megan Wang

Jujitsu Club	Kayla Gonzalez
Chess Club	Happy Xu
Best Buddies	Samantha Sze
Vassar Hindu Association	Jessica Quansah/Megan Wang
Disability Rights Coalition	Happy Xu
FIMRC	Sonali Deshpande
The Fashion Network	Kayla Gonzalez
Refresh Bolivia	Samantha Sze
Korean Dance Crew (KoDC)	Jessica Quansah/Megan Wang
Students for Equitable Environmental Decisions (SEED)	Sonali Deshpande
Sikhs of Vassar	Happy Xu
TEDxVassar	Samantha Sze
American Statistical Society Chapter	Happy Xu
When Geisha Meets Pina	Kayla Gonzalez
Pre-veterinary Club	Jasmine Rodriguez
VC Double Time	Kayla Gonzalez
Vassar Card Sharks	Happy Xu
Vassar Young Americans for Liberty	Samantha Sze
Student/Labor Dialogue	Sonali Deshpande

## 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 online **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 if:

- a. The facility is available on the date and time requested.
- b. There are no other events on that day that are viewed as a 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 event 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 10 events per weekend (Thur-Sun).
2. No more than 3 plays per weekend (Thur-Sun).
3. No more than 2 a cappella concerts a night; times must not overlap (no more than 6 six a cappella performances per weekend, multiple performance per group).
4. No more than 2 comedy shows a night; times must not overlap (no more than 6 comedy shows per weekend, including multiple performances per group).
5. Only 1 All Campus event per night.
6. Only 2 film screenings per night.
7. 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\*\**

In general, similar events should not overlap (i.e. no two concerts at the same time)

**Q: What constitutes a conflict and what happens when a conflict exists?**

**A: A conflict exists when:**

1. Two or more events attempt to attract the same audience at the same time.
2. Two events are both classified as “all-campus.” An “all campus” event typically intends to attract a large percentage of the college community.

*In 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. Most conflicts can be avoided by checking the Calendar on the Vassar webpage –click on **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: \_\_\_\_

***Make sure a copy of the request is placed in Michelle Ransom and Will Rush's Box in the CAO.***

***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): \_\_\_\_\_

Outdoor Risers (How many, where, and specific location): \_\_\_\_\_

Stage (Size, dimensions, location): \_\_\_\_\_

Trashcans (How many, where, and specific location): \_\_\_\_\_ Other

Amenities i.e. Air Voids (What kind, how many, where, and specific location): \_\_\_\_\_

**MEDIA OR TECHNOLOGY SERVICES**

Microphone (Stand/Table Top, how many): \_\_\_\_\_

Sound System (In House System, '03 Student DJ System, '03 Student Band System, or Rental): \_\_\_\_\_ (Remember that the org must reserve the '03 Student DJ System and '03 Student Band System <http://computing.vassar.edu/media-resources/equipment.html>)

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.): \_\_\_\_\_

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.

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): \_\_\_\_\_  
\_\_\_\_\_

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?): \_\_\_\_\_

Social Media (Facebook, Twitter, Websites, etc.): \_\_\_\_\_

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.**

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## BUDGET

**Basic Costs:** Performer: \_\_\_\_\_ B&G: \_\_\_\_\_ Food & Beverages: \_\_\_\_\_ Stage/Chair Rental: \_\_\_\_\_ AV Equipment Rental: \_\_\_\_\_  
Advertising & Promotions: \_\_\_\_\_ Decorations: \_\_\_\_\_

**Hidden Costs:** Security: \_\_\_\_\_ Food for volunteers: \_\_\_\_\_ Agent Fees: \_\_\_\_\_ Transportation: \_\_\_\_\_  
B&G Overtime Charges: \_\_\_\_\_ Hospitality for performers and groups: \_\_\_\_\_

**Estimate Total Cost:** \_\_\_\_\_  
\_\_\_\_\_

## LOCATIONS AND PROGRAMMING

### I. Reserving space on campus: the right location for your event

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 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.

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 Mon-Fri., and on weekends.

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.

### II. Reserving Other Campus Facilities

(requires the contact's additional approval)

**\*All Residential Parlors and Spaces - reserve through the House Advisor:**

**Michael Drucker:** Raymond and Strong

**Diane Eshelman:** Main

**Lizzie Jáuregui:** Cushing and Noyes

**Atiya McGhee:** Davison and Josselyn

**Kevin Parker:** Apartment Areas (Town Houses, Terrace Apartments, South Commons, Ferry, Co-Ops)

**Christina Winnett:** Lathrop and Jewett

**\*Athletics Spaces** - Athletics and Fitness Center, Walker Field House, Kenyon Gym and Squash Courts, Joss Tennis Courts, Vassar Farm Rugby Field and Cross Country Course, Prentiss Fields, Weinberg Sports Pavilion) – Reservations should follow this link: "<http://campuscalendar.vassar.edu/virtualemscampus/>"

Questions to JoAnn Acquarulo at [jacquarulo@vassar.edu](mailto: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](mailto:jerubbo@vassar.edu)

### **III. 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. 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 (Approval is granted by the Shiva Board and the event must be submitted for approval in the SARC Office).  
Vassar Store @ 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 organization may request spaces outside of the outlined spaces above, but they will only be approved on a very limited case-by-case basis.

Each of the identified spaces is unique, and therefore, has their own policies and regulations with regard to student performances. In order to make sure that you are operating in the constraints 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.***

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.

#### **IV. 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 on-line scheduling system in place, intended for meetings, or rehearsals (no events). Go to the Vassar homepage and type in **<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>**

#### **V. On-Line \*Room Request Guide:**

**\*Now for College Center Tabling; Students' Building Tabling; V-Cash Machines; '03 Sound System**

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)

To request a room, go to Room Request under *Reservations*

Fill in Date, Start, and End Times (required)

Under Facilities you may choose a specific Building, or leave "All"

Under Setup Information enter number for Attendance (required)

Click on *Find Space*

Rooms for meetings or \*rehearsals are listed under Building

Choose one by clicking the green select (+) indicator next to the room

Next screen requires details. Fill in all required fields:

Event Name

Event Type

Group (VSA Organization)

Contact

Phone

Email

**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 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 hearing impaired.
- 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 people in 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 with disabilities 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 with disabilities 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, 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 automatic 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 Hearing Impaired**

- Commonly requested accommodations for persons who are deaf or hearing impaired 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 pay 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 or have reading disorders 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 with disabilities. 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**

### **A. On-Campus Resources**

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 required through Phocus. Contact Campus Activities, x5370 for info.

Guest Accommodations	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) <a href="http://security.vassar.edu.vehiclerequest.html">http://security.vassar.edu.vehiclerequest.html</a>	Security Office, x5200
Vcash Machines	EMS Online Reservation System
WVKR	College Center third floor

## **B. 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.

<b>Item</b>	<b>Cost</b>
Bud Vases	ID Required
Chairs, Folding	Moving Labor
Coffee Urn	ID Required
Display Cases (for use in the College Center only)	Moving Labor
Easel board	Moving Labor
Extension Cords	ID Required
Garbage Cans	Moving Labor
Podiums	Moving Labor

Risers (4'x 8'): 8"; 16"; or 24" high	Moving Labor
Snow Fence	Moving Labor
'03 Sound System	Reserve on-line, CIS website
Tables: 6' long, or 60"round	Moving Labor
Tablecloths	Campus Dining, reserve in advance
Water Air-Voids	ID Required

## **C. Vassar College Student Catering 2018 - 2019**

Bon Appetit is happy to provide catering for student organizations – a special Student Express Catering menu has been created to accommodate student groups and organization needs. Cash, v-cash, credit and department PCards are accepted.

### ***Ordering Information***

We request orders be placed at least two working days in advance. Student catering is pickup only at ACDC.

### ***Planning your Event:***

Call or e-mail the Vassar College Catering Office (phone: ext. 7624 or email the catering manager at: [nichole.hoeksema@cafebonappetit.com](mailto:nichole.hoeksema@cafebonappetit.com) ) to place your order.

### ***Play it Safe***

In order to reduce the risk of food borne illness, food should be stored either below 40 degrees or above 140 degrees. Please take this into consideration when determining pick up times. Please make sure you have adequate refrigeration, should you need to store any items before/after your event.

### ***Save the Planet!***

Vassar College & Bon Appetit have partnered to create 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.

## **D. Transportation (Campus Vans)**

All requests for vehicle usage on campus must go through the Safety and Security website; [security.vassar.edu](http://security.vassar.edu) and click on the Vehicle Request Form link.

## **E. Class of 03' Sound System**

The Class of 03' sound system consists of a DJ Sound System.

It is intended for use by campus student bands. Please note that the system does not include a sound monitor. It is appropriate for use in medium capacity rooms with

occupancy of 200 such as a dorm multipurpose room. If you have questions regarding a location please contact Media Resources at x7479 and speak to one of our trained technicians.

Please reserve the equipment through the on-line room reservation system (P.15)

Please note that students are responsible for picking up and returning the equipment to College Center Room 215. The Key is available through Campus Activities, you must have a College Center Supervisor open the room for you and help you check out the equipment. The College Center Building Manager will need to help you check the equipment back in when you are done. If you are unable to return the equipment before 1am, you can go to the CRC and they will assist you. Training and orientation on the systems will be offered by appointment with Pete Conklin, CIS Media Technician.

## **F. 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.

### **1. MEDIA RESOURCES \*SIGN-OUT EQUIPMENT AVAILABLE:**

- Digital Audio Recorder
- video/data projector
- projection screen
- single microphone/amplified speaker system
- 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.

### **2. MEDIA RESOURCES EVENT/OPERATOR REQUESTS**

**Requests must be done on-line. 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.

Please note that 35mm films have special requirements:

- 1) films can only be run by a staff projectionist
- 2) films must arrive at Media Resources, Main S-182, at least three business days prior to your date of screening

**\*\* 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.

## **REGULATIONS and POLICIES**

### **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. (Main 4<sup>th</sup> Floor)

### **College Center Tabling and V-Cash**

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 on-line 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.

\*There is no soliciting allowed while at the table. Materials/information may only be displayed on the tables reserved in the north atrium. There are no exceptions. No hand-outs, no "hawking."

\*Music must be played at a reasonable volume as not to be disruptive to the rest of the College Center.

\*Re: food sales. Only pre-cooked food is allowed for sale in the College Center. Only warming trays are allowed - NO electric frying pans, woks, broilers, etc.



**NOTE: re: non-Vassar/off-campus clients i.e.—guests of a student organization or department. A representative of the organization or department must accompany the guest while in the College Center and be seated at the table at all times.**

**V-Cash Machines** reserved on a first-come first-served basis via the on-line reservation system (as you would for meeting rooms). Machines can only be used in the North Atrium the space outside of the Mug, and the South Atrium in designated locations.

#### VCash 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](mailto:card@vassar.edu) or call Ext. 3333.
- 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 2018.

\*For lost or misplaced peripherals please contact the Campus Activities office at Ext. 5371. **\*Please note: For security reasons, the Card Office will no longer accept hand-written ID numbers; all IDs must be swiped at the time of purchase. No exceptions will be made.**

#### **College Center Installations Policy:**

For all installations:

- 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.
- Every installation/gallery exhibition must be affiliated with an organization or department and adhere to the guideline in each respective area.

#### **Guidelines for Installations in the College Center:**

- Installations must be registered with the SARC Office.
- Size Limitations: The installation must fit within the 10'x10' parameter of the designated space.
- 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.
- Other campus locations will be considered for installations as requested.

#### **Guidelines for Gallery Exhibits in the Old Bookstore:**

- An application must be completed and returned to the Director of Student Activities. Applications are located in the SARC Office and Campus Activities Office.
- Exhibits can be up for a maximum of two weeks.

- Installation will be installed by a professional. They will work with you on the best way to display your work.

### **Second Floor Students' Building Programming Policies**

The second floor of the Students' Building is available for programming within the buildings 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 compliment the dining facility's operations so not to interrupt services. Private or closed events can be reserved in the space, and there can be no outside food is not permitted. *Furniture and the room set-up must remain as is; there can be no changes to the set-up of the space.* 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 should use the EMS online reservation system.

### **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

Auditorium/ Room 102: A Media Resources technician must be present to operate the projection booth. REQUEST in advance is necessary.

T203, 205, 206 Classrooms:

Do not change any of the room's tech or other settings without consulting first 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).

Important: **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.

### **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 & 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 you poster has been assigned.

**Residence Halls:** All postings need to be placed on designated bulletin boards and must not cover other posts. All posters must be stamped by the ROC.

### **Chalking Policy 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. Also, indicate if you will clean up or want Facilities Operations to clean. Chalk must be cleaned up when event is over.

Facilities Operations cleaning cost estimate \$75

Organization cleanup estimate is \$30 to have water hose and water source delivered 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**

#### **Definition of a prop weapon:**

Prop weapons include but are not limited to: guns (non-firing, rubber, and toy), knives, swords, daggers, spears, bows and arrows, cross bows, slingshots, nooses, hand cuffs, 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 return 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 passerby 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**

### A. 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.

### B. 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.

### C. 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 not otherwise defined as a tent or canopy.”

Tent – “A structure, enclosure or shelter constructed of fabric or pliable material supported by any manor 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."*

## **Vassar College Programming Policies**

### **All Campus Parties**

All requests for all campus parties 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.

1. All organizations that wish to hold an All Campus Party must have at least three officers and/or organization members that have completed the Party Host Class present for the entire duration of the event and they must be sober and unimpaired.
2. 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.
3. 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. Food may be arranged through campus dining, outside catering, and/or purchasing of bulk foods.
4. 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.
5. The sponsoring student organization(s) must provide student volunteers to staff all designated entrances for the event. The organization is responsible for having these entrances staffed for the entire duration of their 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.
6. 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.
7. 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:

- a) An overview of the entire event, expectations, and timeline from start to finish.
- b) 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.
- c) The designated entrance and required identification, ticketing, wrist banding, and/or markings for event attendees.
- d) The determined event meeting point for all staff that will be utilized throughout the event to address any issues that occur during the party.
- e) A detailed review of the event emergency protocol with all individuals.

8. After the event is completed 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 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.

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

- a. After the building is evacuated, firewatch, the head security officer for the event, college administrator, and student organization representative will meet in a pre-determined location to review procedures for effective if possible re-entry.
- b. The college administrator, security officer, and firewatch with student input will make the decision to continue or cancel the event.
- c. 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 Assistant 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 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 their college, and another state approved ID.
4. It is mandatory that all organizations provide non-alcoholic beverages and food, in addition to the 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 organization 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).

#### **Programming:**

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 and 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.

### **Private Parties**

- All private parties in College event spaces (with or without alcohol) are prohibited during Study Week.
- All private parties for students must be held in a student's room, TA, or TH. Students must go through Residence Life to schedule.

### **Exam Week Policy**

No activities are permitted during Exam Week.

## **Budgeting for an Event**

### **1. 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 Buildings and Grounds Service 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 for all Service Requests needed in all rooms reserved by Campus Activities or for any request involving equipment (tables, chairs, risers, etc. in other locations on campus).

### **Labor Costs**

The costs will serve as a guideline for determining your expenses. Also contact your SARC Intern or go to the Office of Campus Activities for the labor costs of Facilities Operations, Security, Firewatch, etc.

### **2. Special Event Charges**

The cost for various types of special events has traditionally been borne by the sponsoring department or office. In some cases, a central budget captures the full cost of recurring campus events, such as Commencement and Reunion. Services for events such as banquets, receptions, major lectures, outdoor events, and concerts are provided according to the specifications of the sponsor. The request must be submitted to Service Response at least two weeks in advance of the event.

- 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

**\*\*All Service Requests must be completed at least 2 weeks prior to the event.\*\***

The following hourly rates will be charged for 2018-19 billable work: Custodial and Grounds Services \$30.00/hr. Trade services \$45.00/hr. The charge on the 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.

### **3. 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 “Pcard” credit card. Organizations can apply for Pcards to make online purchases and local store purchases.
  - Talk to the Chair of Finance about getting a Pcard.
- The VSA Chair of Finance determines all standards and guidelines for student organization use of Pcards.

#### **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> [All the instruction 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 -- 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](http://workdayinfo.vassar.edu). For assistance call 845-437-7224 or email [workday@vassar.edu](mailto:workday@vassar.edu).



## Creating a Requisition for a Non-Catalogue Item

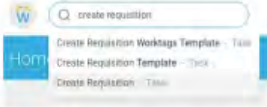
All Employees

### Creating a Requisition




A requisition is required for any expenditure of more than \$1,000. Expenditures of less than \$1,000 can be made with the Purchase Card (P-Card).

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. "pastries for meeting").
6. Select a category from the **Spend Category** menu. (Formerly "account code" in Banner).
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. batch, bundle, dozen).
11. *Optional: Add notes in the **Memo** field.*
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**.
16. Review **Information** screen.
  - 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.*



Indicate if you're planning to contact a vendor directly to pay with your P-Card (purchase card). Otherwise the Accounts Payable office will pay the supplier.

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 next needs to approve the requisition.

### Using a worktag in a requisition

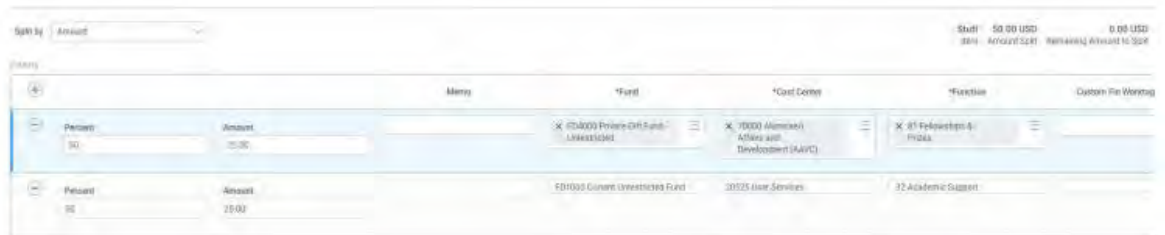
Expenditures supported by a grant, project, gift, or endowment will need to be referenced with an additional worktag, which can be selected in the **Additional Worktags** field.

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.

### Splitting a budget in a requisition

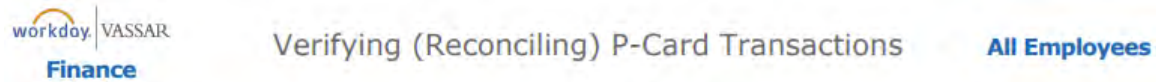
Goods requisitions can be split by quantity or amount. Service requisitions can only be split by amount.

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 the expenditure.
7. Click **Done** to finalize the split.



Before the fifth business day of every month, every student organization with a Pcard must reconcile their charges by **Verifying Pcard Transactions**.

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



#### 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**.

#### 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**.

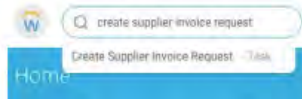
## Supplier Invoice Requests -- (for reimbursements, petty cash, fees/payment to non-Vassar individuals)

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](http://workdayinfo.vassar.edu). For assistance call 845-437-7224 or email [workday@vassar.edu](mailto:workday@vassar.edu).

#### Creating an Invoice Request

This is a payment request and will replace the direct payment (DP)/long form in Banner.

1. Type "Create Supplier Invoice Request" in the Workday search box and click on the result that is listed. The **Primary Information** screen will appear.



2. In the **Company** field, choose **Vassar College**.

3. In the **Supplier** field, choose supplier from the menu prompt or by typing supplier's name in search box.  
*If you can't find your supplier from the list, you'll first need to complete a "Create Supplier Request."*

4. The **Currency** field will default to U.S. dollars (USD).

5. **Required:** Enter **Supplier Reference Number** into field. This will print on the invoice. Use specific information such as a supplier invoice number or event date, etc.

6. Information entered in the **Memo** field appears as a description on the payment to the supplier.

7. Under the **Fields** heading, choose whether the invoice request is for **Goods** or **Service**.

8. Enter an **Item Description**.

9. Select a **Spend Category** from the menu prompt (e.g. consulting, lectures, honoraria, etc.).

10. In the **Quantity** field, if the item is a good, enter the amount received. If the item is a service, the quantity will default to zero.

11. Enter the total invoice amount in the Extended Amount field.

12. Complete the fields for **Cost Center**, **Fund**, and **Function**.

13. *Optional:* Use the **Additional Worktags** field to indicate corresponding grant, gift, program, event, etc. If a worktag is used the budget fields will auto-populate: **Function**, **Cost Center**, **Fund**.

14. *Optional:* To add additional line items to the invoice request, click the "+" (Add) button next to the **Lines** header on the left side of the page.

15. Click on the **Attachments** tab (just above the **Lines** header). 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.

16. At the bottom of the page, click **Submit**.

If this is a wire payment request, attach the wire banking information and make a note in the Memo field.



For more information, visit [workdayinfo.vassar.edu](http://workdayinfo.vassar.edu)  
For assistance, call 437-7224 or email [workday@vassar.edu](mailto:workday@vassar.edu)



1

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.

Things 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 one up from 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. --**

#### **4. 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 verified and approved by the Purchasing and Accounting offices, then a purchase order will be issued and authorized by a purchasing officer. Allow 3 business days for processing.

Once the transaction 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](http://workdayinfo.vassar.edu). For assistance call 845-437-7224 or email [workday@vassar.edu](mailto:workday@vassar.edu).

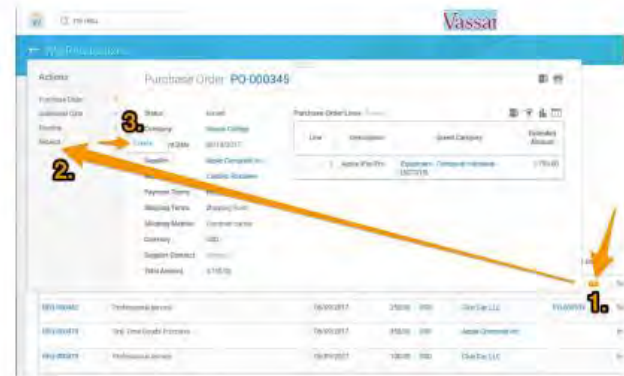
### Creating a Receipt

A receipt is required to document that a purchased item was received. This follows after a requisition is approved and turned into a purchase order, and an item is then purchased.

1. Type "My Requisitions" in the Workday search box and click on the result that is listed.



2. On the **My Requisitions** screen, *optionally* use the fields to refine the set of requisitions you'll see, then click **OK**.
3. In the table under **Procurement Requisitions**, check the Purchase Orders column to find the PO number (e.g. PO-000123).
4. Hover your cursor over the Purchase Order number until the **Related Actions** button  appears. Click on the button, click **Receipt**, and click on **Create**. (See image.)



5. Click **OK**.
6. *Optional:* Add note in **Memo** field.
7. In the table under the Goods Lines header:
  - a. Enter the number of items received in the **Quantity to Receive** field.
  - b. Select **Submit**. *The receipt has now been sent to Accounts Payable to alert them that goods have been received.*
8. Click **Done**.

**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/>)

## 2018-19 Student Employment Office 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](mailto:stuemp@vassar.edu) or Call: 845-437-5286

### In Advance of the Event:

The student you are hiring must have employment Forms (I-9 and W-4) completed and on file with the Financial Aid/Student Employment Office – contact their office (*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 Financial Aid 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. The last page of the I-9 form contains the specific documentation the student will need to complete the form.

*Photocopies, FAX copies and expired documents are not accepted.*

- **W-4 Form** – This form is used by payroll for federal and state tax purposes.
- The I-9 and W-4 forms can be downloaded from the Student Employment website: [https://vassar.studentemployment.ngwebsolutions.com/Cmx\\_Content.aspx?cpId=12](https://vassar.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=12) or they are available in the Financial Aid/Student Employment Office located in Main S-199.

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 Wednesday. See the student pay schedule on the Student Employment web page 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**

## **CONTRACTS**

If applicable - two weeks prior to the event submit copies of the proposed contract to be signed by the College. 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 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 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 that 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.
6. Review, Sign, and Attach the Contract Agreement to your completed contract.
7. Drop off a completed contract - signed by performer - to the contract drop box in the Campus Activities Office. This is the Yellow Box that is at the reception desk where the Student Employee works in the office.
8. Once your contract is dropped off the Student Employee will log it into a spreadsheet and then pass it on for review.
9. 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.
10. 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 time frame please stop in to check on the status of your contract.
11. 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.
12. Checks are only cut Thursdays. Do not expect to get a check cut on the same day that you drop-off the completed paperwork.
13. It is your responsibility to pick-up the check in advance of your event.
14. 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.
15. Pay your artist immediately after their performance unless other arrangements have been agreed to in the contract.

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.