Event & Programming Guidelines/Policy

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Overall Policy Statement

Ownership of all space/facilities belongs to the College, rather than individuals, units or departments and is assigned for specific functions that support SUNY Old Westbury's educational mission and strategic goals set by the College.

The use of College-owned facilities is primarily reserved for students, faculty and staff in the normal daily operations of our educational enterprise. Events, conferences, seminars, and talks that complement our educational landscape will be accommodated if appropriate on-campus space is available and under the parameters of this Campus Space Usage Policy. The College reserves the right to deny access and use of facilities for any event, conference, seminar or talk that is not consistent with SUNY Old Westbury's mission. All properties, buildings, spaces (both indoors & outdoors) on all campuses are included in this policy.

The use of College space is a privilege. It comes with the expectation that the individual department, school or division use or sponsoring the use of the space:

- RESPECT college property, and;
- RECOGNIZE that the set-up, security, cleaning, and audio-visual support requires ample time to process and may come with a cost.

On Campus Event Scheduling

The purpose of the on-campus Events Scheduling Guidelines is to develop intentionally designed programs to encourage student's engagement outside of the classroom. All programs (i.e. meetings, informational, tabling, etc.) need to be requested and reserved. Reservations may only be made by SGA recognized clubs/organizations, University-recognized groups or faculty/staff. The Director of CSLI will review student clubs and fraternities/sororities. Programs scheduled by other means are NOT recognized or covered by CSLI or Student Union Operations.

To create an intentional approach to engaging OW students, on-campus events and programs will follow the below scheduling procedures:

1. All on-campus event requests are to be submitted, no later than 4 weeks prior to the anticipated event, except for tabling events which should be submitted 2 weeks prior. Space is limited so be prepared to provide room and date alternatives.
2. All on-campus events should be submitted through the Internal Event Submission Form, which will serve as the centralized location to host all student programming virtual event information.
   a. To submit an event, go to theunionatsunyow.weebly.com
   b. Follow the links to the Events Registration form on Panther Connect.
   c. Complete the form, adding all event details:
      i. Contact Person and Information
      ii. Event Title

  iii. Program type

  iv. Description of Event

  v. Start Date, Time

  vi. End Date, Time

  vii. Location (Alternate location)

- Specific spaces require signature approval beforehand (Residential Life, IT Computer Labs, etc.). You will receive an email if you need an additional signature.

  viii. Estimated Attendance

  ix. Food/Catering Information (if applicable)

  x. Audio Visual requests (if applicable)

  xi. Room Setup (if applicable)

- All room set-ups for the MPR and Rotunda that are outside the standard setups on must schedule a meeting with a member of the Student Union Operations and Events Manager 2-weeks before your scheduled event to create a diagram of your space. Anything submitted afterward will become a "best effort" request. We will do everything we can to ensure your space is set up properly, but it will not be guaranteed.

  d. Review your submission, and click "Complete Submission"

3. Once your event information is submitted, it will go to CSLI and the Student Union Operations and Events Manager for review. The team will review the following criteria:
   a. The event submission was received within the time guidelines *(see 1)*.
   b. The event submission has all necessary information/details, including but not limited to, event title, start date/time, event location and event description and room setups (if applicable).
   c. The event submission does not directly conflict with another event targeting the general student population.
   d. The event does not duplicate the content of another virtual event targeting the general student population.
   e. The content meets the mission and goals of the institution and organization.
   f. The requested location is available for the specific date and time.
4. If the submission does NOT meet one of the above criteria, the event submitter will be asked to resubmit information and/or reschedule the event for an alternate date/time.
5. Events will be reviewed based on the order to which they were submitted.
   a. Please allow 7 business days for processing to receive/ask for any updates. You can track the status by clicking the link in the confirmation email.
6. The event is not approved until you receive an approval email.
   a. Make sure you check your email frequently as it will contain the ID # (for budgeting) and the approved location. Continue to plan the logistics as you are waiting for approval.
7. All events are subject to the adherence of the standards within the Code for Student Conduct.
8. All advertisements must be submitted for approval prior to posting on campus and online. Advertisements must be submitted no less than 2 weeks prior to the desired posing date.
   (Posting & Advertising section)

Room Use Guidelines

1. **RESET** the room to its original condition and clean it up after using it. The person(s) who reserved the room is responsible for the space and may be charged for any housekeeping/repairs incurred because of misuse.
2. **CLEAN** the space thoroughly. Wipe down the dry erase board and surfaces. If food is served, make sure it is removed.
3. **REMOVE** all trash, recycling, and personal items from the room.
4. **DO NOT** drag equipment, furniture, tables, chairs, or any large objects across the floors.
5. **DO NOT** move furniture between spaces.
6. Please turn off the lights, shut the doors and windows when you leave.

Cancellations

We request that users cancel any reservation that will not be utilized. This will ensure that all faculty, staff, and student organizations have an equal opportunity to host events. If you need to cancel your event, you must inform the SU Operations and Events Manager three business days prior to the scheduled event. Please send an email to the SU Operations and Events Manager with your reference number and the date(s)/space(s) you wish to release. Those who do not cancel their reservation requests for at least three business days prior to the event's start time will incur a non-cancellation fee of $25.00 plus incurred setup charges.

Off Campus Events Scheduling

Purpose

The College recognizes that the provision of off-campus activities enhances the academic and co-curricular learning environment. It is also recognized that off-campus activities may pose additional responsibilities and increased exposure of risk to participants, as well as to the College and the SGA or other sponsoring recognized student organization. The following guidelines are intended to assist faculty, staff, students, volunteers, and agents acting on behalf of the College to minimize the risk related to College-sanctioned off-campus activities.

Scope

This document applies to College-sanctioned activities occurring outside of the physical location of the SUNY Old Westbury campus. Activities may be funded or unfunded, through the SGA, student clubs, fraternities and sororities or any other student organization recognized and approved by the Center for Student Leadership & Involvement.

Responsibility & Accountability

Each activity requires pre-planning to demonstrate that conscious decisions are being made with respect to the reasonableness of risk. Proper planning will include consideration of potential issues and incidents such as accidents, criminal activity, injury, illness, misconduct, theft, vehicle emergencies and weather. Events sponsored by the SGA or recognized student organizations insured by the SGA must consider insurance requirements applicable to the event and confer with the SGA Adviser to determine risk assessment factors and potential need to for additional insurance.

Campus, Departments and Units

Departments are to provide support, information, interaction, and control as is necessary and appropriate to the activity. This includes following SUNY, SUNY Old Westbury, CSLI (Center for Student Leadership and Involvement), SGA (Student Government Association) and Fraternity & Sorority National procedures and policies.

Student organizations will secure written approval of the activity and itinerary by the department approving authority – this requires submission of a Facility Request Form, indicating all details for the off-campus activity location, including proposed transportation. When assessing risk, coordinators should consider age, experience, and abilities of participants, plan to avoid or manage foreseeable risks of the activity and alert participants of risks. Coordinators should be careful not to alter an activity in such a way that places participants at unreasonable risk or to plan events that are not accessible to students with disabilities or who may be in danger (i.e. students with known peanut allergies should not attend Hershey Park as this poses a life-threatening risk to the student, an alternate trip should be planned, for example Dorney Park).

Event Participants

Participants must comply with College policies, rules and regulations. Participant awareness of his/her own personal safety while on any off-campus activity is essential.

Participants are responsible for their own behavior and any resulting consequences. Off-campus guests, if permitted by request one month prior to the event date through written request to the Director of CSLI, are the responsibility of the sponsoring OW student.

Neither SUNY, SUNY Old Westbury, SGA or any college-sanctioned student organization is liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with university policies, rules and regulations, and applicable laws while participating in the off-campus activity.

Refunds will not be issued for events. Tickets/participation reservations are non-transferable.

Waivers and Releases

Participants in off-campus activities which may include special risk components should be provided with and sign a liability waiver, indemnification and assumption of risk form which identifies and provides notice those activities may include inherent risks for loss or injury.

The College-assigned chaperone must have participants complete the Travel Waiver prior to participation in the program and return to the Director of CSLI the following business day.

Contract

Owners of the activity site may require a contract, license, or agreement for the use of off-campus facilities. Contracts are to be submitted to the Director of CSLI no less than one month prior to the date of the requested program. Allow adequate lead time for contract preparation, review, and approval. Students are not permitted to sign ANY contracts/agreements. Authorized SGA signatories may sign after SGA Adviser review/approval.

Chaperone

The Director of CSLI (Center for Student Leadership and Involvement) will determine the need for chaperone for off-campus activities. All chaperones are to complete the Chaperone Agreement Form which must be submitted to the Director of CSLI prior to final approval of the program. Contracts, advertising, and Facility Request Forms will not be approved without the completed Chaperone Agreements.

Virtual Event Scheduling

The purpose of the Virtual Events Scheduling Guidelines is to develop intentionally designed programs to encourage student's engagement outside of the classroom. Virtual programming serves to not only connect students during remote learning, but also to involve students that are unable to attend programs on campus. Together, as a campus community, we strive to create meaningful engagement opportunities for all students.

To create an intentional approach to engaging OW students, virtual events and programs will follow the scheduling procedures:

1. All virtual event requests are to be submitted no later than 4 weeks prior to the anticipated event.
2. Virtual events include, but are not limited to:
    a. Online speakers, performers, entertainers
    b. Virtual awards or recognition ceremonies
    c. Discussion forums
    d. Live chat, discussions, or town halls
    e. Movie screenings
    f. Social Media contests
3. All virtual events should be submitted through the Online Event Submission Form, which will serve as the centralized location to host all student programming virtual event information.
    a. To submit an event, go to theunionatsunyow.weebly.com
    b. Follow the links to the Events Registration Form.
    c. Complete the form, adding all the event details:
        i. Event Title
        ii. Theme (social, cultural, arts and music, etc.)
        iii. Description of the Event
        iv. Time Slots
            1. Student organizations/clubs will be able to select the following times (block booking) to host their events/meetings Monday-Friday:
                a. 2:40PM-3:40PM
                b. 7PM-8PM
                c. 8PM -9PM
                d. 9PM-10PM
                e. Anything outside of these times or longer would be considered overtime. SGA or the club/organization would be responsible for payroll expenses that are outside the Student Managers

approved hours to oversee/moderate this event. A PO # would be required for final event approval.

      v. Location *(must be via MS Teams Virtual Student Union, unless hosted by an external partner, which would require a registration form or on a College approved social media site)*

      vi. Intended audience (public, OW community, organization members, or invite-only)

      <mark>vii.</mark> Add Event Rating (if applicable)

    d. Review your submission, and click "Complete Submission"

4. Once your event information is submitted, it will go to CSLI and the Student Union Events and Operations Manager for review. The team will review the following criteria:

    a. The event submission was received within the time guidelines *(see 1)*.

    b. The virtual event submission includes event title, start date/time, online event location and instructions, and target audience.

    c. The virtual event submission does not directly conflict with another event targeting the general student population.

    d. The virtual event does not duplicate the content of another virtual event targeting the general student population.

    e. The content meets the mission and goals of the institution and organization.

5. If the submission does NOT meet one of the above criteria, the event submitter will be asked to resubmit information and/or reschedule the event for an alternate date/time.

6. Virtual events will be reviewed based on the order in which they were submitted.

7. Virtual events are subject to adherence of the standards within the Code for Student Conduct.

8. All advertisements must be submitted for approval prior to posting online. Advertisements must be submitted no less than 2 weeks days prior to the desired posing date. *(Postings & Advertising section)*

9. All online/virtual events must take place on platforms that are registered with SUNY College at Old Westbury for event approval. The Social Media Registration Policy forms can be found on theunionatsunyow.weebly.com and a policy can be found at oldwestbury.edu/policies/social-media.

10. If you need to cancel your event, you must inform the SU Operations and Events Manager three business days prior to the scheduled event via email.

COVID Approval Rubric

Any proposed live event or gathering MUST comply with current public health policy (As of June 18, 2020, 25 people or fewer with social distancing and masks). Events and gatherings enhance the curricular and co-curricular experience, alumni, and community engagement, and are a valuable aspect of an institution of higher learning. At the same time, we must mitigate the risk to protect the core mission of the institution and whenever events and gatherings should be offered remotely. Please consider the following criteria when proposing in person events or gatherings:

Low priority for approval	Medium priority for approval	High priority for approval

Could the event be offered virtually	Can be offered virtually	Would be very difficult or only as effective	It is not possible or would not be effective if offered virtually
Health risk level related to COVID-19	Interactions are sustained, indoors, and other factors make risk factors difficult to manage	Interactions are sustained but outdoors and/or otherwise manageable risk factors	Interactions are quick and/or outdoors, and/or there is minimal contact with students/staff/faculty
Relevance to the academic mission	Little or no connection to higher learning	Some connection to higher learning	Directly supports higher learning
Value to the institution	Does not engage students, staff, faculty, alumni or community in a way that benefits the institution	Engages students, staff, faculty, alumni or community in a way that has some benefit to the institution	Direct benefit to the institution
Responsibility as a Public Agency (i.e. Third party/First Amendment)	Not connected to our responsibility as a public agency	Some connection to our responsibility as a public agency	Directly related to our responsibility as a public agency

Clubs and organizations considering holding a face to face event or gathering must submit a brief narrative addressing the five elements of the event rubric to the Director of CSLI and Student Union Operations & Events Manager for clearance 45 days prior to the event. If additional review is required, the appropriate office will forward to the permits committee to make a final determination on the priority and safety of the event. The club/organization will be notified of the decision at least 3 weeks prior to the event. Please be aware that as circumstances change, previously approved events may be deemed too high risk and will need to be held virtually.

Security

Any event requiring security as determined by the Director of CSLI as per this policy, must utilize additional security staff and University Police services. "Security" will be defined as outside security personnel. Assignment of security services by the Director of CSLI is determined based upon several factors including, but not limited to; history of the event, campus climate, adherence to fire codes/count of attendance, need for review of attendance lists, history of the sponsoring organization, location, event and anticipated attendance. Placement/posting of security staff is assigned by the Director of CSLI in conjunction with the security supervisor and in consultation with University Police. The College and SGA (Student Government Association) use the services of the SGA-contracted security service company, as approved by the Director of CSLI/Adviser to the SGA. The security company must be fully insured and must provide a copy of their liability insurance naming the SGA, SUNY and State University of New York College at Old Westbury as additionally insured.

Outside security must be notified and hired ten (10) business days prior to the date of the proposed event by providing signed contracts/receiving additionally insured certificate of general liability. The contract must be signed by an authorized signer of the SGA after approval by the SGA Adviser. Any performers hired for the event (i.e. DJ) must provide contracts no later than one month prior to the

event to ensure prompt payment. The contract must be signed by an authorized signer of the SGA after approval by the SGA Adviser.

All bands, DJ's and performers must submit a completed Security Check Application with the completed contract as per the guidelines as set forth on the Application. The Director of CSLI will provide to University Police upon receipt for review and approval.

Contracted and insured DJ's may request to bring an entourage of up to four (4) off-campus persons to assist with loan-in and load-out of DJ equipment. Contracted DJ assumes responsibility for his/her entourage. Full legal names of the requested entourage must be submitted via email to the Director of CSLI no later than 5pm (5) business days prior to the date of the event. Names are subject to review and approval by University Police. Entry can be denied at any time as deemed necessary by the College.

All persons hired to provide entertainment services are expected to maintain a level of propriety and decorum. Incitation of disruptive behavior, use of foul and/or derogatory language, and other behaviors not befitting an institution of higher education will not be tolerated. SGA and the College reserve the right to remove the performers at any time and/or to deny payment for services based upon satisfaction with the performance.

University Police must be notified by the Director of CSLI at least ten business (10) days prior to the date of the event upon approval by the Director of CSLI and the Dean of Students. Additional University Police officers for events with high anticipated attendance will be hired at the overtime rate and will be paid by the SGA, to be billed after the event. Placement of assigned officers and the necessity of additional UP officers will be at the discretion of the Chief of Police or designee.

Outside artists/performers must provide completed contracts, certificate of general liability and a W9 and Security Check Application no less than one month prior to date of event and prior to contract signing for University Police to conduct reference checks/review history of events to plan for adequate security and protection of the student body at the proposed event.

Postings & Advertising

All postings should be of good taste and positively promote the organization or a sponsored event. All postings must be sent to SU Operations and Events Manager the Wednesday 2 weeks before your event for approval. You may not post or advertise until your flyer is approved. Items that are posted without authorization will be removed, can lead to event cancellation or club sanctioning.

All postings are required to have the following information:

- Sponsoring organization's name
- Event title
- Event Blurb (explaining what people should expect at this event)
- Time, location and date of the event
- Contact Information

When an event requires admission by ticket, or if there is an attendance limit, all advertising must describe these requirements. If an event is sold out, the sponsoring organization must make a good faith effort to publicize that information. If admission requires an ID, copy must include which IDs will be

accepted, stating "Valid ID card from (insert names of invited schools or organizations) or SUNY OLD Westbury required for admission to event."

Once approved, you will receive the posting with a digital watermark that you will use to post around campus and/or online. If you forget to print out the version with the digital watermark, you can receive a stamp from the SU Operations and Events Manager.

There is absolutely **NO POSTING** on glass surfaces (including classroom/building doors and windows), stairwells, trees, walkways, classrooms, or interior or exterior walls.

Organizations may not advertise off-campus for events unless approved by CSLI and/or Media and Public Relations.

Minors

If you plan to have an individual or individuals that are considered minors in the state that the event will be taking place, you must request approval through the Center for Student Leadership and Involvement two months prior to the scheduled event. All individuals/groups must adhere to the SUNY Child Protection Policy 6505

Community Standards

Students are expected to abide by all College policies, including but not limited to the policies outlined in this document. All students have the responsibility to familiarize themselves with these standards, as they will be held accountable to them. Community Standards provide a simple baseline for acceptable student conduct. It is the hope of our entire community that students will far exceed these minimum standards for just, respectful, and caring conduct towards one another.

1. All events should be welcoming and inviting all attendees. No hate Speech and/or bullying will be tolerated for on-campus, off campus, or virtual events.
    a. It is prohibited to discriminate or otherwise engage in misconduct against any person or group of people based on one's actual or perceived: race, color, national or ethnic origin, ancestry, sex, gender identity, sexual orientation, disability, religion, age, military or veteran status, parenting status, marital status, or any other characteristic protected by applicable law. Such laws include Title IX of the Education Amendments of 1972, which also prohibits any student from discriminating or otherwise engaging in misconduct against any person or group based on actual or perceived gender expression or pregnancy.
2. Any action that disrupts the normal operations of the College is also prohibited. Such activity includes, but is not limited to, the following:
    a. Any conduct on or off-campus that is disorderly, lewd, or indecent, or that significantly disturbs the peace and comfort of others or the community, including but not limited to:
        i. Shouting slurs, epithets, or profane language in public spaces; and
        ii. Displaying obscene materials in a public view
        iii. Tampering with, defacing, or causing damage to College public, or private property or equipment is prohibited.

      b.   Behavior in a classroom, instructional program, research setting, administrative office, or other University program or facility that significantly interferes with the orderly functioning of the University or prevents others from benefiting from the class or program

      c.   Behavior on or off-campus that significantly interferes with the ability of others to live in a safe and peaceful environment

3.   Respect Everyone's Privacy. Authentic, expression discussions make groups great, but may also be sensitive and private. This includes, but is not limited to, the following activities:

      a.   Recording a program or meeting without the expressed consent of attendees or without notifying all attendees prior.

      b.   Only requesting basic, public information of attendees (i.e. name, class, position, etc.).

      c.   Not sharing information that might be disclosed at an event that was intended and assumed to be private. However, if someone discloses that they are a risk to themselves or others, please report it to a College professional.

Event Policy Sanctioning Guidelines

These guidelines are intended to provide the community with a basic understanding of the consequences that result from specific behavior. However, for a disciplinary system to be fair it must be flexible enough to respond to each student as an individual and to the particular facts and circumstances of each situation. Sanctions should reflect the College's desire to educate the student and the community while at the same time fostering a safe and secure campus environment for all students. Sanctions should also reflect the given set of circumstances given in the case. Sanctioning decisions seek to balance the goals of consistency of the process with the flexibility required to provide fairness to individual students and groups. The College also strives to provide outcomes that are educationally appropriate given the facts of each situation.

If a student/group is found to be responsible for a policy violation, or for attempting to violate or assist in the violation of a policy, sanctions will be imposed. Appropriate sanctions will be determined based on specific facts. Depending on the violation, cases may be sent to Student Conduct for further review.

Students/group who have non-Old Westbury guests are responsible for informing their guests of the event policy and may be held responsible for the actions of their guests. Student/group hosts must be present during their guest' visits.

Sanctioning Guide

	Verbal Warning	Written Warning	Monetary Fine	Event Request Probation	Event Request Suspension
No Show/Last Minute Cancelation		X	X	X	X
Advertising/ Posting Violation	X	X		X	X

Event or Room Usage Policy Violation	X	X	X	X	X
Violations of published College regulations or policies		X		X	X
Community Standards Violation				X	X
Violations of any Federal, State or Local law				X	X

Definitions

Warning

A warning is an official acknowledgment that one or more rules have been violated and considered a low-level sanction. A warning serves as notice to a student/group that the behavior is counter to expectations. A warning does not have a duration associated with it.

Monetary Fine

It may include payment to the College to cover the cost of damage, destruction, defacement, theft or unauthorized use of property.

Probation

Probation is a serious and active response to a violation of rules and may include sanctions or other requirements as a term of probation. This is imposed on serious violations or a pattern of violations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student or group is found responsible for further violations during the probationary period. It can also include the loss of specified privileges such as the use of a particular facility for a designated period.

Suspension

Suspension is the separation of the student or groups from requesting spaces or hosting events (including co-hosting or sponsoring) for a definite period, after which the student or group is eligible to resume. Conditions for readmission may be specified.