Student Organization Event Approval Process

As student organizations at Indiana Tech continue to grow and their student leaders mature, organizations have the desire to execute increasingly complex and large-impact events. As such, Student Life requires organizational leaders and Advisors to move through a common process that allows organizations to plan and host events while appropriately intersecting with departments impacted by their events. This increases the functional role of the Advisor, increases awareness among all members, and ultimately decreases organizational dependence. Like a multitude of other universities and colleges, student organizations are required to have all events approved by Student Life. This process is meant to put the tools to host events properly in organizations’ hands. This approval process will apply only to on-campus activities outside of regular meetings/executive meetings.

General Use of Facilities Information
The event approval process gives you the path to reserving facilities AS THEY ARE APPROPRIATELY AVAILABLE. Please understand that many facilities have other priorities which come before student organizational usage. While staff wish to help organizations, it is understandable that departmental priorities take precedence over student organization events at times. Classes, athletic practice, and previously booked events have to happen, after all. Below are expectations for usage common among all locations across campus:

- The sponsoring organization is responsible for:
  - a. All related activities that transpire during the course of the event.
  - b. Incidents which occur during the arrival and departure period of participants.
  - c. The behavior of all persons in attendance.

- Facilities must be left in proper condition. When in question, leave it cleaner than you left it. Notify staff responsible for space if, for any reason, the facilities are not returned to pre-event condition. Trash should be disposed of properly not left in facilities.

- Any resources which were borrowed from another department must be removed from event location and returned the next business day during office hours.

- Organizations assume responsibility for compliance with all University regulations and Code of Conduct. Alcohol, drugs, and other controlled substances are strictly forbidden. Violators will be reported to security and run the risk of being arrested. No one who is intoxicated or in an altered state of mind should be admitted. If grounds are littered with alcoholic beverage containers post-event, the sponsoring organization runs the risk of having event privileges revoked.

- When obtaining location approval, we encourage organizations to inquire if there are special restrictions or rules associated with that specific location.

Event Approval Process for Student Organizations
The Student Organization Event Approval Form should be completed by the student leaders and Advisors. The form itself is a process, not just a piece of paper. It should help organizations think through logistics in a timely manner so that if they need to make adjustments, the event and/or event marketing are not negatively impacted. In other words, do not market an event which has not been approved yet!
Process Step by Step:

1. Organization determines event and scope.
2. Student Leaders & Advisor solidify event details, resources, & parameters.
3. Reserve facilities with location coordinators, they sign form. (Including rain location!)
4. Drop off form to Student Life where form is scanned to Director of Facilities Management for signature.
5. When all signatures are in place Director of Student Life will review for final approval.
6. Within five (5) days, Director of Student Life responds with Approval or Request for Conference.
   - If a Conference takes place with Advisor & student in charge, and obstacles are removed, event will likely be Approved.
   - If a Conference takes place with Advisor & student in charge, and obstacles cannot be removes, event will likely Not Be Approved.
7. Once Approved, event takes place. All facilities left in clean state & borrowed resources are returned next business day.
1. After coming up with an event concept, the organization needs to first decide on the scope of their event as it pertains to number of participants. If the organization expects less than 75 participants or attendees, the Student Organization Approval Form can be submitted, completed and with all signatures, three weeks prior to the anticipated event. If the organization expects 75 or more participants or attendees, then they should submit the form six weeks prior to anticipate event. You can ALWAYS turn it in early!

   The All Important Date: Identify 2-3 potential dates which work for both the group and the Advisor (who is required to attend the event) in case your first choice is not available. It will save you legwork.

2. Students should ideally generate the majority of this form through their own ideas and initiative. Once they move through it first, before going to departments for signatures, they should sit down with their Advisor to review information or generate answers to anticipated challenges, and have their Advisor sign the form.

3. Approach the staff who reserves space/rooms in the facilities your organization wishes to host an event. They indicate their approval of the location use through both reserving the space in Outlook or calendar (where appropriate) AND signing their approval on the Student Organization Event Approval Form. Do not forget to consider a rain location. List of responsible staff listed below.

4. Once you have the attending Advisor and Event Location Coordinator signatures submit the completed form to Student Life, Andorfer 243. Once here, Student Life can scan the document to the Director of Facilities Management to attain that signature. Keep a copy for your records!

   a. The Director of Facilities Management signs his approval for Security & Maintenance. He will determine and communicate any Security concerns or need for additional Security staff at your event. This cost would need to be taken into account in your event budget and paid for by the organization or co-sponsor. Please note: additional Security staffing, including use of Security after hours may cost up to $24/hour.

   b. Once you have the attending Advisor, Event Location Coordinator & Director of Facilities Management signatures, the form will be reviewed by the Director of Student Life for approval.

5. If the Director of Student Life has any questions or concerns regarding the event, this will be communicated to the Advisor & designated Person in Charge of event. Potentially, a conference among these three persons will be arranged. In all likelihood, major questions and/or concerns will have been addressed already through the process. However, if at the point of conference, major concerns (especially security or safety risks) cannot be resolved, the event may not be approved. The Director of Student Life will respond to your request within five (5) business days. Any significant change in an approved event (such as event location) needs to be communicated to Student Life with an amended form and appropriate signature or your event will be at risk of being cancelled.

List of Event Location Coordinators

- Schaefer Center Gym – Jill Thomas on behalf of Athletics
- Warrior Athletic Center – Jim Lipocky on behalf of Athletics
- Cunningham Classroom Space – Monica Trump (day) & Eric Shearer (evening) on behalf of Academics
- Zollner Classroom/Lab Space – Kris Byndom on behalf of Academics
- Residence Halls – Rachel Kellogg on behalf of Residence Life
- Andorfer Commons (Seitz Conference Center, Alcoves, Wegener Chapel, A-242, Recreation Center, & Dining Hall) – Darius Darling on behalf of Student Life
- Green Space (not including athletic fields) – Darius Darling on behalf of Student Life