

EVENT APPROVAL PROCESS

Student Organizations must go through the event-approval process in order to host any events on or off campus. This increases the functional role of the Advisor, increases awareness among all members, and ensures all resources are available in order to execute a successful event.

GENERAL USE OF FACILITIES INFORMATION

The event approval process will give 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.
- 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.
- When obtaining location approval, keep in mind that there are special restrictions or rules associated with different locations.

EVENT APPROVAL PROCESS – STEP BY STEP (APPLICABLE FOR ON AND OFF CAMPUS EVENTS)

1. After coming up with an event concept, the organization needs to decide on the scope of their event as it pertains to number of participants. This will determine how far in advance you are required to submit an event request form in order to secure the necessary resources and staffing for your event. Any form not submitted by the designated timeline will be denied.
 - a. Org meeting with members only and NO audio visual or technology needs = **2 weeks (14 days)**
 - b. Less than 75 participants/attendees expected = **3 weeks (21 days)**
 - c. More than 75 participants/attendees expected = **6 weeks**
 - d. Event requires organized travel (ie bus, rental car, flights, etc) = **4 weeks**
 - e. Event involves fundraising/donations/sponsorships/sales of any kind = **one month** (student org fundraising request must also be submitted)
2. Prior to submitting the event approval form, students should sit down with their advisor to review details of the event, discuss anticipated challenges, and confirm an advisor is available to be present at the event. Students should ideally generate the majority of this form through their own ideas and initiative. *If your organization's event includes the use of an outside vendor service, then a certificate of liability insurance must be provided before your event can be approved. For example, events that include the use of an inflatable, dunk tank, photobooth, an outside caterer, etc. then a certificate of liability insurance will be required. *
3. Once the form is submitted in Commons 803, it will route to the Director of Student Engagement (DSE), Director of Security, and Conference Services Coordinator.

- a. The Director of Security will determine and communicate any Security concerns or need for additional Security staff at your event. Depending on the type and scale of the event, this could result in fees charged to the organization in order to provide a safe environment for all.
 - b. The Assistant Director (AD) of Conference Services will determine if the requested space and resources are available and will make appropriate reservations. If the requested space is not available, the AD will work with the organization to find an alternative space or date. Delay in responding to communications from the AD may result in a postponement of your event.
4. Once the Assistant Director of Conference Services and the Director of Security indicate their approval, the Director of Student Engagement (DSE) will review. If the event involves organized travel, requirements identified in the Travel section of the handbook must be met prior to approval.
 5. The DSE will respond to your request within seven (7) days. If the DSE has any questions or concerns regarding the event, this will be communicated to the Advisor & student leader. Potentially, a conference among all involved persons will be arranged in order to address questions and concerns and determine if the event can be approved. **Any significant change in an approved event (such as event location) needs to be communicated with a change request to the previously submitted form.** The event will then show as “pending” and must be approved once again.
 6. The student organization will then work with Conference Services for all of their event needs (ie room setup, audio visual/technology, etc). It is IMPERATIVE that student org leaders communicate any needs they have for their event well in advance of the event, and update conference services if any of those needs change. Indiana Tech’s conference services department oversees a large number of events and meetings on campus every day, so it is not guaranteed that they will be able to accommodate last minute or late requests for resources or staffing needs.

Note: Student organizations cannot accept/sign contracts on behalf of the university. If the organization encounters a need for signing a contract for whatever activity the organization is participating in, then it is required that the organization’s advisor will need to consult with the Office of Student Engagement.

FOOD AND CATERING REQUIREMENTS

If a student organization wishes to have food at their meeting or event, they are required to work with Indiana Tech’s Dining Services (Tech Fresh) in order to make these arrangements. Tech Fresh has a contract with the University that guarantees them first right of refusal for food services. This applies to all University departments.

By working with Tech Fresh, student organizations can be confident of the following:

- Food is made and served according to health department and safe serve standards
- Plates, napkins, plastic ware, table coverings, and all items needed to serve the food will be provided
- Tech Fresh staff will setup all of the food and accessories, so that is one less thing students will have to worry about doing on the day of their event
- Indiana Tech departments and student organizations receive a discount off the total price of the catering
- Tech Fresh works with conference services to ensure they have all the tables setup in order to serve the food; because they are in close communication, this makes planning the event easier

Occasionally, student organizations will host types of events in which Tech Fresh is unable to accommodate their food needs. If that is the case, student organizations must communicate with and obtain written permission from the Tech Fresh Director of Food Services OR Catering Manager in order to work with another food vendor. In the event that a student organization obtains permission to work with an outside food vendor, that vendor must be licensed and insured. UNDER NO CIRCUMSTANCES are students allowed to make or bring homemade food to serve at an event.