

Event Planning Guide 2005-2006



*A Handbook for Student Programming
At the University of Rhode Island*

Produced by:
Student Programming Office
Memorial Union, Room 206
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INTRODUCTION



Greetings from the Student Programming Office!

We applaud your programming initiative! By your actions, you are enhancing the quality-of-life for students here at of URI.

This handbook has been designed as a resource to help you develop your program from “concept to completion”. For example, you will find event checklists, venue listings, and an academic calendar that will help determine the best possible dates for your program. Although the information presented in this guide is accurate as of this printing, it is important to remember event-related policies & procedures are always under review and therefore are subject to change. If you have any questions, please stop by our office, give us a call or visit our web site at www.mu.uri.edu

Best Wishes!

Who's Who at URI for Event Planning

General Assistance

Student Programming Office
Memorial Union, Room 206
Telephone: 874-5280
Email: spo@etal.uri.edu

Event Registration

(for any URI social event with an expected attendance of 50 guests or over)

Sheri Davis

Marketing & Scheduling Coordinator

T: 874-2214

F: 874-9014

E: sdavis@uri.edu

E: reserve@etal.uri.edu

Venue Reservations

Memorial Union, Edwards, Classrooms

Sheri Davis

Marketing & Scheduling Coordinator

T: 874-2214

F: 874-9014

E: sdavis@uri.edu

E: reserve@etal.uri.edu

www.mu.uri.edu

Multicultural Center

Mailee Kue

Multicultural Student Services

Assistant Director

T: 874-5829

www.uri.edu/mcc

Athletics Facilities

Jodi Hawkins

Facility Coordinator

T: 874-2141

E: jhawk@uri.edu

Quad & Other Outdoor Sites

Dave Bascom

Asst. Dir. Landscape & Grounds

T: 874-5515

E: b'snest@uri.edu

Entertainment & Contracts

Michael Nolf

Student Involvement Coordinator

T: 874-2726

E: mnolf@uri.edu

Finances

(Student Senate Organizations ONLY)

Lorrie Olsen

Senate Accountant

T: 874-5237

E: lorrieo@uri.edu

Program Advising

*The Student Programming Office's peer advisors,
as well as its staff members listed below,
are here to assist you with your event planning needs.*

Sheri Davis

Marketing & Scheduling Coordinator

T: 874-2214

E: sdavis@uri.edu

E: reserve@etal.uri.edu

Megan Habermann

SPO Advisor

T: 874-2220

E: megan31882@mail.uri.edu

Brad Irish

Building Services Coordinator

T: 874-5290

E: birish@uri.edu

Michael Nolf

Major Events Coordinator

T: 874-5240

E: mnolfe@uri.edu

Steve Simo

Greek Affairs

T: 874-2883

E: stephenjsimo@uri.edu

Robert Vincent

Student Leadership Coordinator

T: 874-9013

E: rvincent@uri.edu

PROGRAMMING GUIDE

Event Co-Sponsorship

Co-sponsorship allows two or more organization to collaborate towards the shared goal of producing a specific event. In addition to combining resources such as finances and volunteers, such efforts often result in greater event awareness and attendance.

Step-By-Step Summary

1. Pick up a **Co-Sponsorship Request form** in the Senate office. There are several co-sponsorship options, so pick the one that is right for you!
2. If your request for co-sponsorship is \$500 or less **AND** is with a Senate-Recognized Organization, fill out the form and make an appointment to meet with the Finance Chair. **ONLY THE FINANCE CHAIRPERSON MUST SIGN THIS FORM.**
3. If your request for co-sponsorship is more than \$500 **AND** is with a Senate-Recognized Organization, sign up to attend the next Finance Meeting. Leave the form in the **COMPLETED FINANCIAL REQUEST BOX** on the Student Senate coordinator's desk and go to the meeting.
4. If your request for co-sponsorship with a Non-Senate Recognized Organization, you must apply at least one month prior to the date of the event. Co-sponsorships will not be accepted after the one-month date. You must also sign up to attend the next Finance Meeting, and if it is passed in committee, you must sign up for the appropriate Senate Meeting. If co-sponsorship is approved, a **PAYMENT ORDER** must be completed and submitted to the Senate Accounting office for services or items (i.e DJ contract, a store invoice, etc.). The accounting office will then cut you a check.

IMPORTANT:

You can only co-sponsor out of the co-sponsorship line in your budget, or from a 900 account. Co-sponsorships will not be approved if the Finance Chairperson receives the request after the event in question has occurred. To avoid confusion, organizations co-sponsoring events are encouraged to PAY ALL BILLS FROM ONE ORGANIZATION'S BUDGET. Money can then be transferred to this organization, and if profits are made, the money can be split evenly and deposited into BOTH accounts after all expenses are paid.

Programming Timeline

Suggested Steps

Step I

(Depending on the Program)

Develop the idea – Brainstorm

8 weeks in advance

- Explore your ideas and resources (financial and otherwise) with the SPO office.
- Discover what URI students want (surveys are useful).
- Determine a possible date, time, place, and theme.
- Consider **co-sponsorships** with other organizations.
- Form a committee designating coordinators for programming, publicity, and operations.

Step II

Start planning

6 weeks in advance

- Contact an agent for possible acts and then determine the dates of availability, price, and other details (always try to negotiate).
- Place a tentative hold on the act.
- Book the appropriate event space, including dressing rooms.
- Review the contract with an SPO advisor and then confirm the act.
- Prepare purchase requisitions for necessary expenses (travel, lodging, meals, venue fees, technical productions, tickets, etc.).
- Reserve advertising options (for example, Union banner locations and poster easels).
- Order AV needs (if necessary).
- Order food (if necessary).
- Order tickets and place tickets on sale at the Box Office.
- Check with Scheduling Office on number of police and fire details needed (if necessary).
- Prepare payment orders for performance fee.

Step III

Develop a marketing action plan

6 weeks in advance

- Create and order promotional materials (i.e. banners, posters, table tents, flyers, cigar ads, local news and radio ads, URI web site calendar of events, novelty items, etc.)
- Submit your ad to The Good 5c Cigar.
- Submit publicity for the monthly SPO calendar by the 22nd of the previous month.

Step IV

Implement marketing action plan (options below)

4 weeks in advance

- Distribute flyers throughout campus.
- Post banners in the Union.
- Display posters in the Union
- Stuff mailboxes.
- Post table tents in dining halls.
- Post event on URI web site.
- Submit publicity to the local news and radio stations.
- Send out letters to student organizations.
- If the event is academically related, contact academic departments.

Step V

Last minute details

1 week in advance

- Send notice to all student e-mails if possible.
- Confirm event venue details.
- Prepare cash box.
- Confirm all aspects of the event with members of the organization and the advisor (delegate performance night responsibilities like ushering, collecting tickets, etc.).
- Follow-up with agent for any last minute information.
- Confirm payment check with the Senate Accounts Clerk (Lorrie Olsen).

Step VI

Event Day

- Set up decorations, etc.
- Meet/pick up performer(s).
- Pick up cashbox, tickets, and signs.
- Prepare hospitality room set up.
- Have student volunteers stationed in their work areas.
- Have fun!
- Have audience fill out event evaluations.
- Tear down and clean up.

Step VII

Event Evaluation - Within 1 week of end of event

- Remove publicity.
- Submit receipts to the treasurer of the organization.
- Discuss event evaluation at weekly organization meeting.
- Send any necessary thank you notes and messages to the people involved as well as the agent.
- Collect articles and advertisement for resource files.

Event Checklist



Today's Date: _____

Event Date: _____

Event Goal: _____

Organization: _____

Contact Name: _____

Phone Number | Email: _____

Student Programming Office
Memorial Union, Room 206
Phone: 401-874-5280
Fax: 401-874-9104
E-Mail: spo@etal.uri.edu

Event Task	Timeline	Date Completed	URI Contact	Org. Facilitator	Notes
Event Registration (Events over 50 guests)	8 weeks		Sheri Davis Scheduling Coord. 4-2214 -sdavis@uri.edu		
Facility Reserved Facility _____ Reservation # _____ Expected Attendance _____ Rain Date: _____ Location: _____ Reservation # _____	8 weeks		MU Classrooms Sheri Davis 2-2214 reserve@etal.uri.edu Quad & Outdoor Sites Dave Bascom 4-5515 b'snest@uri.edu Multicultural Center 4-2851 roomres@etal.uri.edu www.uri.edu/mcc Athletic Facilities Jodi Hawkins 4-2141 jhawk@uri.edu		
Discuss Event with SPO Establish Budget & Plan Event Budget Entertainment Agent Fee Lodging Travel Event Manager (MU) Food Sound/Lights Publicity Set – Up Cleaning Security Fire Other Total Expenses _____	8 weeks		SPO Office		
Entertainment Contract Negotiated & Submitted	7 weeks		Michael Nolf - 4-5240		

Designate Individuals to be in charge of certain tasks such as Decorations/Publicity: posters, flyers, tickets, web site, etc...	7 weeks				
Execute Payments Check Requisition-for Fully Executed Contract Payment Orders- Security/Fire Purchase Requisitions- Misc. Items Purchase Req. #'s: _____ _____ _____ Items Purchased: _____ _____ _____	5 weeks		Lorrie Olson Accounts 4-5237		
Facility Details Confirmed Room Set- Up Tables/Chairs Custodial Event Manager Police/Fire	4 weeks		Sheri Davis Scheduling 4-2214 sdavis@uri.edu reserve@etal.uri.edu		
Audio-Visual Sound Lights Stage Electrician	4 weeks		Sheri Davis Scheduling 4-2214 sdavis@uri.edu reserve@etal.uri.edu Extensive Arrangements Tech Pro 4-2034 techpro@etal.uri.edu		
Performer Arrangements Hotel _____ Hotel Res # _____ Meals Transportation	4 weeks				
Catering	4 weeks		Kathy Murray -4-4331		
Advertising Blitz 4- Distribute Posters 4- SPO Calendar 4- URI Web Calendar 3- Submit Cigar Ad 3- Radio / TV/ Print 3- URI Kiosk 2/1-Flyers/ Banners 1-Promotional Booth/ 1-Novelties, Gimmicks	4 weeks 3 weeks 2 weeks 1 week				
List of worker assignments	1 week				
Checks Picked-Up/ Sent Cask Box Ordered	1 week		Lorrie Olson Accounts 4-5237		
Confirm Performer/ Arrival	2 days				
Don't Panic ~ Enjoy	Day Off				
Thank You Notes	Day after Event				
Evaluation	Day after event				

VENUES

Base your choice of venue upon your estimated audience attendance.

For example, reserving a large room for a smaller program can give the impression that the event is not well attended.

*For outdoor events, always plan a **rain date and/ or location**.*

Memorial Union



Union Hours of Operation:

Monday - Friday 7:30am - 12:00am
Saturday & Sunday 9:00am - 12:00am

Interession Hours

Weekdays 7:30am - 5:00pm
Closed Weekends

Union Information Desk

T: 401- 874-2056

To Reserve Contact:

Scheduling Office

Sheri Davis

T: 874-2214

E: reserve@etal.uri.edu

www.mu.uri.edu

Reservation Policy

Any Student Senate and University Recognized Organization may reserve Union meeting rooms. Booths 1- 5 (located on the second floor) are reserved for Student Senate and University Recognized Organizations (only). Vendor Booths C & D (located on the first floor) are reserved for specialty retailers. Booths may be reserved for 3 days in any one-week or once a week for a three-week period.

Audio-Visual/ Food Service

For your convenience, the Memorial Union is equipped with Digital Projectors, TV's, VCR's, DVD's, Portable Sound Systems, Microphones, Overhead Projectors, White Boards, Flipcharts, Easels, Data Ports and Phone Lines. For events with more extensive technical needs our student Technical Production staff at 874-2034 will be happy to assist for a nominal fee. Food service for all events can be provided by URI Dining Services at 874-4331.

Student Social Events Over 50

Any student social event with attendance over 50 guests, whether open to the public or private, **MUST BE REGISTERED** with the Event Scheduling Office of the Memorial Union. Student social events with more than 100 individuals may require an event manager, security and fire safety.

Decorations

All decorations for use in and/or on the Memorial Union must be flame proof. No thumbtacks, staples, or tape (except for blue painter's tape), may be used on painted or varnished surfaces. All decorations and materials must be removed by the sponsoring organization immediately after the event unless other arrangements have been made; this includes picking up all trash, garbage, bottles and cans generated from the event and placing them in the appropriate containers.

Cancellation Policy

In order to meet the needs of our community, we kindly request that cancellations be submitted in writing 48 HOURS in advance of the reserved start time. Failure to cancel a reservation may result in loss of room/booth privileges and the organization may be charged for the costs incurred by the event's preparation. Events/Promotions with zero attendance after 1 hour will be considered a cancellation and the Union reserves the right to release the space.

Pre-Scheduling

Union Facilities may be pre-scheduled on or after **April 1st for the fall semester and October 1st for the spring semester.**

Bands

Bands can only book rooms to practice for the following days: Friday after 5:00pm, Saturday anytime and Sunday before 5:00pm. They can only schedule these rooms Thursday or Friday for the upcoming weekend and 50% or more of the members should be URI students. All existing setups are not to be disturbed. Only the Atriums and the Ballroom can be booked.

Meeting and Conference Rooms

No classes or labs for academic credit may be held in the Memorial Union. Meetings in the Memorial Union should adjourn no later than 15 minutes before closing hours unless prior approval to remain longer has been obtained from the Director of the Memorial Union/Student Involvement & Center for Student Leadership Development or his/her designee. A meeting room may be scheduled by a member of an organization to cover their needs on a weekly basis. Newly organized groups not recognized by the University may schedule meeting rooms up to (1) month while recognition is pending. Organizations using areas are responsible for cleaning the area when through by picking up all trash, garbage, bottles and cans and placing them in the appropriate containers. Sub groups with elected officers will be treated as separate groups.

Variances

Variances are necessary for: scheduling lounges, rental waiver requests, structural changes, tables or booths outside of the Union, outside catering, and excessive room scheduling. Variance request forms are available in the Scheduling Office. Return the form completed at least two (2) weeks in advance. The Memorial Union Board of Directors will act on the recommendation and will forward the variance request to the Director for final approval. Variance requests will be returned to the Scheduling Office and the organization must contact the Scheduling Office for the decision.

Memorial Union Rooms

<p>Ballroom</p> <p>Maximum Capacity</p> <p>Standing Room 350</p> <p>Auditorium 225</p> <p>Banquet 160</p> <p>3000 square feet</p>	
<p>Party Room</p> <p>Maximum Capacity</p> <p>Standing Room 150</p> <p>Auditorium 100</p> <p>Banquet 64</p> <p>1500 Square Feet</p> <p><i>Special Consideration: Ballroom & Party Room can be combined into one room.</i></p>	
<p>Atrium I</p> <p>Maximum Capacity</p> <p>Standing Room 150</p> <p>Auditorium 85</p> <p>Banquet 60</p> <p>1125 Square Feet</p> <p><i>Special Consideration: The sunlight in Atrium I may make projection difficult.</i></p>	
<p>Atrium II</p> <p>Maximum Capacity</p> <p>Standing Room 150</p> <p>Auditorium 85</p> <p>Banquet 50</p> <p>1125 Square Feet</p> <p>Dry Erase Board/Screen</p>	

Senate Chambers**Maximum Capacity**

Conference 49

**Gallery****Maximum Capacity**

Standing Room 100

Auditorium 75

Banquet 32

Conference 25




**Union Square****Maximum Capacity**





Standing Room 100

**Commuter Lounge****Maximum Capacity**

Furnished As Is 60



<p>Room 308 Maximum Capacity Auditorium Dry Erase Board/Screen</p>	<p>32</p>  A photograph of Room 308, an auditorium. The room features rows of grey chairs facing a front wall. On the front wall, there is a large wooden dry erase board and a clock. To the left, there is a window with multiple panes. The room is well-lit and appears to be in good condition.
<p>Room 318 Maximum Capacity Auditorium Dry Erase Board/Screen</p>	<p>49</p>  A photograph of Room 318, an auditorium. The room features rows of white chairs facing a front wall. On the front wall, there is a large wooden dry erase board and a clock. To the left, there is a framed painting. The room is well-lit and appears to be in good condition.
<p>Room 360 Maximum Capacity Auditorium Dry Erase Board/Screen</p>	<p>49</p>  A photograph of Room 360, an auditorium. The room features rows of white chairs facing a front wall. On the front wall, there is a large wooden dry erase board and a clock. To the left, there is a screen. The room is well-lit and appears to be in good condition.

Room 201 Maximum Capacity Conference Dry Erase Board/ Screen	10 
Room 301 Maximum Capacity Conference Dry Erase Board/ Screen	15 
Room 314 Maximum Capacity Conference Dry Erase Board/ Screen	14 
Room 354 Maximum Capacity Conference Dry Erase Board/ Screen	14 



Booths 1-5

Student Senate or University recognized organizations wishing to use a booth, or counter have the option of scheduling the area one day per week for a maximum three-week period or three days in any one-week period. Recognized Student Senate Organizations that have established subcommittee(s) with elected officers will be treated as separate groups. Booth numbers 1 & 2 are reserved for student organizations, however, if there is a no show, the scheduling office can make use of the vacant booth that day. After such scheduling, a two-week waiting period must be observed before an area may be scheduled again by the organization. Organizations using areas are responsible for cleaning the area when through by picking up all trash, garbage, bottles and cans and disposing of them in the appropriate containers. Members representing an organization must remain behind the booth at all reserved times. If a scheduled area is not used, a 24-hour cancellation notice is required or the organization may be charged the standard fee. If any sales or collections are to be made, the organization must schedule a cash box from the Memorial Union Accounting Office or the Student Senate Accounts office. At the end of each day the cash box must be returned, reconciled and deposited.

193 Coffeehouse:

Maximum Capacity: 49 (Standard)

Note: Scheduling should be done directly with the coffeehouse program manager.

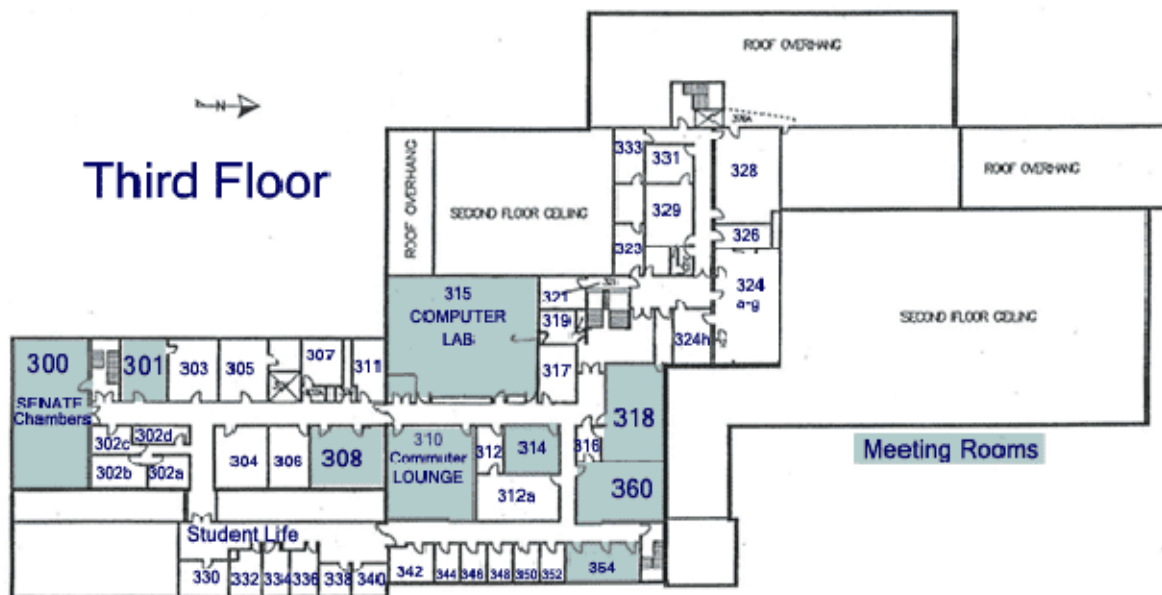
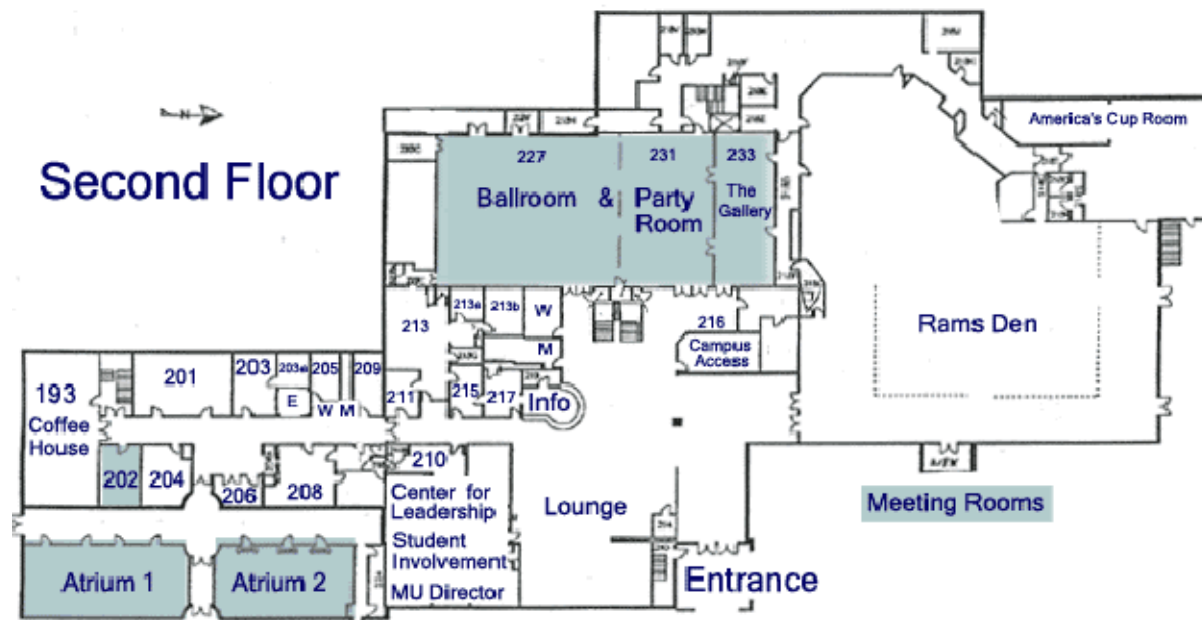
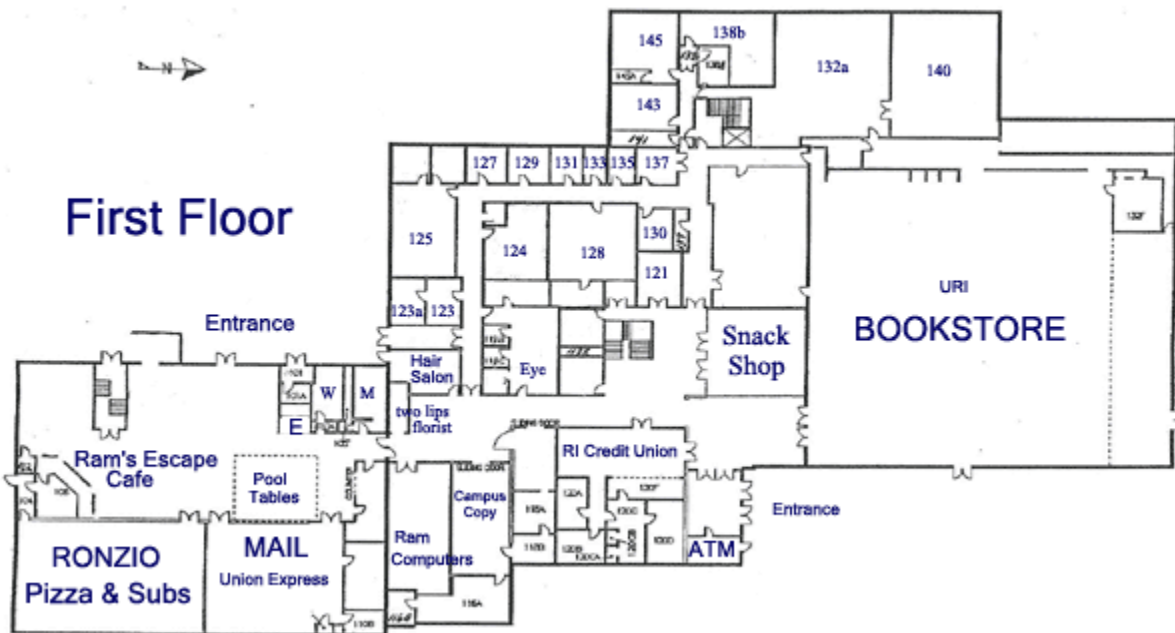
Ram's Den:

Maximum Capacity: 450 (Reception/Dance/Open)

America's Cup Room:

Maximum Capacity: 70 (Banquet)

Note: Scheduling an event in the Ram's Den or America's Cup Room requires permission from the Memorial Union Scheduling Office and Dining Services.



Athletic Facilities



Keaney Gymnasium

Capacity: 3,385 seats 3,885 Standing Room

Step 1: Register the event (if expected attendance is over 50)
with Sheri Davis, Memorial Union Scheduling Office

Step 2: Reserve the space with **Jodi Hawkins**
Coordinator of Facility Operations
T: 874-2141
E: jhawk@uri.edu

***Note:** Availability is limited and set-up fees may be expensive for athletic locations.*

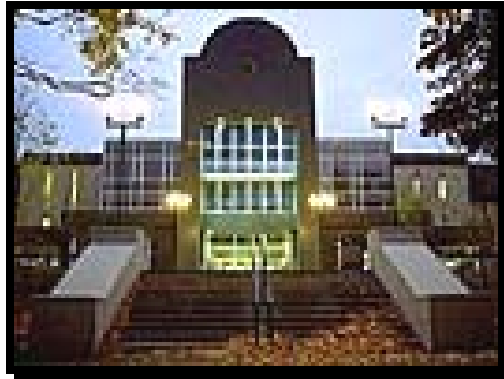
The Quadrangle & Other Outdoor Sites

Step 1: Register the event (if expected attendance is over 50)
with Sheri Davis, Memorial Union Scheduling Office

Step 2: Reserve the space with **David Bascom**
Assistant Director Landscape & Grounds
T: 874-5515
F: 874-5718
E: b'snest@uri.edu

***Note:** No music is allowed during the daytime hours.*

Galanti Lounge



Located on the third floor of the Library, the Galanti Lounge is a multi-purpose room used for University functions of all kinds. Meetings, receptions, lectures and demonstrations are all scheduled through the library administration office.

Step 1: Register the event (**if expected attendance is over 50**) with Sheri Davis, Memorial Union Scheduling Office

Step 2: Reserve the space with **Sue Cary**
T: 874-2666
E: scary@uri.edu

Maximum Capacity: 100
75 (chairs)

Hours:

Monday – Thursday	8 am - 12 am
Friday	8 am – 5 pm
Saturday	10 am – 4 pm
Sunday	1 pm – 12 am

Note: *The sunlight makes projection difficult to see during the daytime. Catering is allowed through Dining Services. Screen, projector, and DVD are included in the room.*

Multicultural Center

Step 1: Register the event (**if expected attendance is over 50**) with Sheri Davis, Memorial Union Scheduling Office

Step 2: Reserve the space
T: 874-2545
F: 874-5942
E: roomres@etal.uri.edu
ONLINE: <http://www.uri.edu/mcc/>



The Hardge Forum - Room 101

This room holds approximately 100 people in an auditorium set-up, or about 75 with tables and chairs. There is a mechanically driven pull-down screen for projection, a public address system with a clip-on wireless microphone, and a VCR and television available. These items are available on a first come first serve basis.

Please request this equipment in the "Online Comments" section along with any special requirements. Any other audio-visual equipment must be brought with you. They do not supply newsprint or flip charts.



Conference Room 201

This room holds 20-30 people. Tables are set up horseshoe-style; groups needing to change the set-up are asked to return the tables to their original position at the end of the meeting.



The Computer Classroom - Room 005

This room holds 30-45 people. The computer classroom is equipped with 12 PCs, a scanner, a printer, a whiteboard, and a pull-down screen and projector.



The Lounge - Room 203

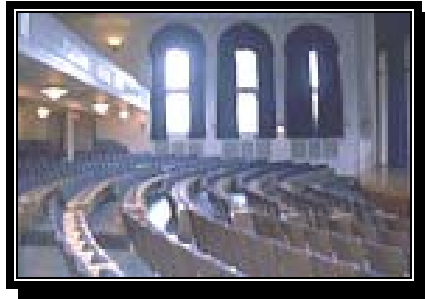
The Lounge holds 20-25 people. It is typically used for informal events. There is no door on the lounge. It is equipped with a wide screen TV and VCR unit. There are couches and chairs, but no tables. Tables may be requested.

Note: A full kitchen is available for events serving food at the Multicultural Center. Please refer to www.uri.edu/mcc/BuildingPolicies.pdf for the complete Multicultural Center building policies.

Edwards Auditorium

Step 1: Register the event (**if expected attendance is over 50**) with Sheri Davis, Memorial Union Scheduling Office

Step 2: Reserve the space with **Sheri Davis**
Marketing & Scheduling Coordinator
T: 874-2214
F: 874-9104
E: reserve@etal.uri.edu



Fixed Seating Capacity: 937 (491 main floor/ 446 balcony)

URI's largest auditorium has fixed seating with tablet arms. There are eight exits and six windows with curtains. Amenities include one portable blackboard and a screen for overhead projection.

Multimedia Capabilities

Overhead*
16MM Projection
Audio Cassette Playback
35MM Slide Projection
VCR Playback
Laser Disc Playback
Lavender Microphone
Handheld Microphone
Document Camera
Inputs Computer
Screen Size: 15'W x 15'H
Ethernet*

Projector equipment for showing films is located in the booth in the rear of the auditorium.

*** Indicates equipment on site at all times.**

Classrooms

Step 1: Register the event (if expected attendance is over 50)
with Sheri Davis, Memorial Union Scheduling Office

Step 2: Reserve the space with **Sheri Davis**
Marketing & Scheduling Coordinator
T: 874-2214
F: 874-9104
E: reserve@etal.uri.edu

For more information:

<http://www.uri.edu/es/faculty/roomDirAlpha.html>

Capacity: 100+

Edwards Auditorium	937
Chafee 271	500
BISC Auditorium	455
Independence Auditorium	242
Pastore 124	193
Quinn Auditorium	167
Kirk Auditorium	155
White 113	154
East Auditorium	150
Chafee 277	122
BISC 105a	101

Capacity: 50-100

Fogarty 214	90
Chafee 273	82
Bliss 305	80
White 202	73
Chafee 275	72
Bliss 205	70
Fogarty 028	63
Gilbreth 101	63
Pastore 234	63
White 204	62
Independence 201	60
White 206	60
Quinn 211	59
Quinn 314	59

Gilbreth 118	56
Keaney 208	56
Washburn 316	56
Quinn 103	55
Woodward 216	55
Woodward 318	55
Independence 203	53
Independence 204	53
Independence 205	53
Ranger 103	52
Washburn 308	51
Quinn 209	50
Wales 223	50
Wales 226	50

Capacity: 30 – 50

Kelley 102	48
Kelley 103	48
Morrill 215	47
Washburn 219	46
Washburn 220	46
Washburn 309	46
Washburn 111	45
Washburn 112	45
Pastore 122	45
Quinn Conference	45
Crawford 221	40
Independence 202	40
Keaney 210	40
Rodman 001	40
Rodman 002	40
Bliss 206	40
Morrill 213	39
Washburn 208	39
Washburn 132	38

Washburn 133	38
Chafee 219	36
Chafee 235	36
Bliss 211	35
Crawford 222	35
Crawford 223	35
Independence 207	35
Independence 209	35
Independence 210	35
Independence 220	35
Rodman 226	35
Wales 224	35
Bliss 304	32
BISC 101c	32
Library 104	32
Quinn 214	32
Keaney 209	31
Tootell 122	31
Tootell 123	31

Capacity: Less than 30

Fogarty 120	29
Independence 208	29
Quinn 219	29
Chafee 251	28
Pastore 219	27
Independence 306	26
Independence 307a	26
Rodman 224	25
Woodward 341	24
Independence 211	22
Independence 212	22
Independence 213	22
Independence 215	22
Independence 217	22
Independence 219	22

Independence 221	22
Kelley 203	22
Woodward 328	22
Washburn 006	20
Rodman 225	15
White 225	19
White 227	19
White 201	18
White 220	18
Independence 103	15
Independence 307b	14
White 210	14
White 216	14
White 218	12

FINANCES

Note: This is a summary of Senate Finance policy, not the policy itself. For all the details, refer to your Finance Handbook. If you're not sure about something, ask the Finance Chair or a member of the Senate Finance Committee.

General Information

Buying Items or Services

There are three ways to make purchases:

- Petty Cash (\$0-\$15), money only issued for 5 business days after receipt.
- Check Reimbursements (\$15-\$50), only issued for 5 business days after receipt.
- Purchase Requisitions/Purchase Orders (any amount), only way to spend more than \$50. See procedures below.

A SINGLE BILL MAY NOT BE SPLIT BETWEEN DIFFERENT ORGANIZATIONS!

IMPORTANT: All Student Organization financial documents, except contracts, must have two valid signatures from the President and the Treasurer of the Organization. If one of the two officers can not sign, the second signature can be that of the Finance Chairperson, the Student Senate President, Bruce Hamilton, Maureen McDermott, Susan Brush, or Tom Dougan in order to be processed.

How to petty cash items

1. For items under \$15, the President, Treasurer or their authorized purchaser, may pay out of his/her own pocket, provided the organization has money budgeted for that specific purpose.
2. Either the President or Treasurer must submit a valid receipt to the Senate Accounts Clerk within **five (5) class (business) days**. **No organization will be reimbursed for any sales tax.** In order to avoid paying a sales tax, pick up a tax-exempt form in the Student Senate office, located to the right of the mailboxes. If a company/store does not accept our tax-exempt form please report it to the Finance Chair. Most likely they are in violation and will be reported to the Department of Taxation. Bring the receipt to Student Senate Accounts office. You will be given a petty cash slip to fill out and cash will be reimbursed on the spot.
3. The limit on petty cash reimbursement is \$30 total per week per organization. Records are kept of previous reimbursements and any organization found to be abusing the process would find its petty cash privileges suspended.

Note: Abuse includes splitting receipts for similar objects to meet the \$15 rule. This will not be tolerated. Violations of the reimbursement policy will be dealt with by stopping payment or preventing the release of the money or checks.

How to get check reimbursement

(The optional procedure to be used for purchases of \$50 or less).

1. The President, Treasurer or their authorized purchaser may buy an item with their own money for which there is money in the club budget. The receipt/invoice must be saved.
2. The President or Treasurer must bring the receipt within five (5) business days to the Senate Accounts Clerk. All receipts must be itemized, must show that the bill was paid in full, and must include the date and the name of the vendor.
3. Complete a check-reimbursement request form, which is available in the Senate office; attach the invoice/receipt and request form to a completed Payment Order. Complete the Payment Order in the name of the person to be reimbursed. Your check will be available in a few days.

If you use this procedure to buy something that your budget does not have the money to pay for, **you will not be reimbursed**. By using this procedure, you are assuming responsibility for purchases. Records are kept of previous reimbursements and any organization found to be abusing the process would find its check reimbursement privileges suspended.

IMPORTANT: This does not apply to several purchases under \$50 bought for the same function. You must use a blanket PO when doing it this way.

Note: Abuse includes splitting receipts for similar objects to meet the \$50 rule. This will not be tolerated. Violations of the reimbursement policy will be dealt with by stopping payment or preventing the release of the money or checks.

Purchase Requisitions

This process will take at least two (2) weeks – plan accordingly. When you submit a purchase requisition to Lorrie Olson, the Senate accounts clerk, please understand that it will take up to two (2) days for processing PRIOR to its being sent to Ron Barlow at the Purchasing Office. The paperwork will then be completed by issuing a purchase order up to two (2) days later. The Purchasing Office will then order the item, and notify you in your Senate mailbox when it has been delivered. Delivery will often take a week or more. **YOU must then compare the invoice to your purchase order, and if there are no errors, take the invoice and a payment order to the Senate Accounts Office. A check will be issued up to four (4) business days later.**

Only after paying are you finished!

NEVER ASSUME YOUR PAPERWORK HAS BEEN PROCESSED just because you have delivered it to the accounts office; if there are errors or it is incomplete, it will be returned to you via your mailbox in the Senate office. Therefore it is imperative that you check your mail AT LEAST three times per week; more often would be wiser.

How to complete a Purchase Requisition

1. **Documentation of bids** (including the specifications of the item to be purchased) is required as follows and must accompany a Purchase Order:
 - **\$250 to 999.99** **Three (3) Verbal bids.** Bids must be listed on the Purchase Requisition or it will not be accepted
 - **\$1000 to \$4999.99** **Three (3) Written bids.** These written quotes must be attached to the Purchase Requisition or it will not be accepted.
 - **\$5000 up** **Five (5) Written bids.** These written quotes must be attached to the Purchase Requisition or it will not be accepted.
2. Once you determine the vendor, obtain a Purchase Requisition form from the Student Senate office across from the Senator's mailboxes.
3. Fill out all information marked in red on the form. Consult your budget for your category number — these must be complete and legible before a requisition will be accepted. Incomplete forms will be returned to your mailbox, which will cause the process to be delayed.
4. The President and Treasurer must sign the form in the space provided.
5. Take the completed Purchase Requisition form to the Senate Accounts Clerk to be authorized.

IMPORTANT: Any Purchase Requisition that is questionable will be brought to the attention of the Finance Chair!

Once authorized, the form will be sent to the Purchasing Department and they will:

1. Assign a Purchase Order Number after the requisition has all the authorized signatures and the Student Senate Accounts Clerk's approval.
2. Type up a Purchase Order.
3. Place the order.
4. You will receive a BLUE copy of the Purchase Order in your mailbox when your order is sent to the vendor by the Purchasing office. Review this blue copy to make sure all the information is correct. You will keep this copy for your records.
5. Log the Purchase Order number in the Purchase Order log in your ledger, making certain that all information is correct.
6. Once the order has been received, the Purchasing Department, through a notice, will notify you via your mailbox.

NOTE: Organizations must place orders through the **Purchasing Department only**. If you believe your item cannot be purchased through the Purchasing Department, consult the Finance Chair. Failure to comply with this regulation may result in your organization's funds being frozen and the loss of any purchased equipment. When ordering specialty items such as key chains, cups, and other such things you can set designs with companies, however you may not place the order or make a promise of payment.

You are not done yet!

Next you must

1. Any Purchase Orders that are with local vendors may be picked up in the Purchasing office. Try to arrange to have the merchandise picked up.
2. Compare the invoice with your Purchase Order to make sure that you have received just what was ordered and that you have not been over-charged. (Report any problems **IMMEDIATELY** to the Purchasing Department or Finance Chair and they will handle them for you.)
3. When you pick up the merchandise, make sure that you get the invoice and Payment Order and take it to the Student Senate Accounts office **immediately**. Otherwise your bill will not be paid. Make sure that the bill says invoice. Senate Accounting will not pay from statements.

**A signed authorized contract from Bruce Hamilton
will be accepted as an invoice for payment purposes.**

***After-the-fact Purchase Requisitions and/ or contracts will be penalized
according to the following schedule:***

- **First time: 25%**
- **Second time 50%**
- **Third time 150% .**

**Purchase Requisitions that are late by more than 30 days of the date of
purchase will not be accepted.**

To prevent unnecessary charges for your organization, submit all paperwork ahead of time. Purchase Requisitions must be submitted at least two days prior to when you need a Purchase Order.

Blanket Purchase Orders

These are often used by organizations that frequently use the same vendor, i.e., Campus Copy. The purpose is to provide authority to spend up to a reasonable amount with a specific vendor without using petty cash or filing a separate Purchase Requisition for each (small) purchase.

Checks

Checks are written on Tuesday, Wednesday, and Thursday only. It takes a minimum of two (2) business days to process a check. This means you must submit your request for payment at least two business days before you need your check.

If you do not want the check to be mailed to vendor automatically, please write **"HOLD CHECK, NEXT TO THE VENDOR NAME"** on the payment order when you submit it.

**Please refer to the Student Senate Finance Handbook for possible penalties
imposed upon organizations for violating finance policies.**

Contracts

Contracts play the same role for services as Purchase Orders play for merchandise items, **but club officers cannot sign contracts**. Contracts are used for services provided by experienced vendors such as DJ's, speakers, food preparation, labor, etc. Speak to **Michael Nolf** in Rm. 210 for advice related to entertainment contracts.

Be sure to start this process at least four (4) weeks before your event

- **Bruce Hamilton**, Director of the Memorial, **must review and sign all** contracts for Student Senate recognized organizations.

Contracts may be reviewed by the Finance Committee and signing may be withheld if all requirements are not met.

Steps

1. Find a vendor using the bidding process outlined in the Purchase Request section.
2. Once you've selected a vendor, contact them to get a copy of their standard contract. **The contract must be approved by Bruce Hamilton**. Changes to the standard contract may be required, and if the vendor is unwilling to accept the changes, *you may need to find another vendor*. Allow time for this.
3. Once the contract is fully executed (i.e., signed by Bruce Hamilton) attach it to a payment order with "Hold for pickup" on the form and then submit it to the Senate Accounts Office for processing it into a check.
4. If only one officer with signing authority for their organization is available to sign, other signatures will be accepted. They are as follows:
 - Finance Chair of Student Senate
 - President of Student Senate
 - Bruce Hamilton (Main Office)
 - Maureen McDermott (Main Office)
 - Susan Brush (Accounting Office, Room 213)
 - Tom Dougan (Student Affairs, Room 305)
5. The check can be picked up and signed out the day of the event from the Senate Accounts Office **during normal hours**.
6. If not, it will be mailed a couple of days after the event providing a complete address has been listed on the contract.
7. For all purchasing questions, the Student Senate Finance Handbook is the best reference.

Remember

- **If the check is being cut to an individual and not an agency a W9 MUST** be attached to the payment order and the contract. No check can be cut without a W9. W9 forms may be picked up in the Senate Accounts Office.
- Bruce Hamilton needs to sign all contracts.
Contracts will not be accepted without his signature.
- Original contracts, not copies, must be handed in with payment orders.
- Contracts cannot be signed after the fact and will be subject to a 25% - 150% penalty (depending upon the number of prior offenses).

Outside Accounts

Ordinarily, your organization must maintain all of its funds within the Student Senate accounting system. However, the structure of some organizations makes it necessary to hold outside accounts. Here are the rules:

Level I and Level II organizations may have outside bank accounts only when Student Senate has granted special permission. All such organizations must provide quarterly bank statements to the Finance Committee, listing balances and transactions for any and all outside accounts. Talk to the Finance Chair if you have any questions about this policy. The Student Senate highly recommends all Student groups to maintain their funds within the Senate accounting system.

Level III organizations may have outside bank accounts with express permission. However, a complete current statement of all outside accounts must be presented when requesting funds from the Senate. Furthermore, the Finance Committee, SOARC, or the full Senate may request complete bank statements at any time.

Ticket Sales & Union Box Office

All student-recognized organizations must use the Box Office to sell tickets for events; for exemptions, see the Finance Committee. When a limited number of tickets are available for an event, URI undergraduate students have first priority. There must be a period at the beginning of ticket sales, which is open to undergraduates only; this period **must be at least four (4) hours**. Any Student Senate Organization must also offer a lower price for Students when holding an event involving ticket prices.

IMPORTANT: Violations of this may result in the immediate termination of ticket sales.

- Take tickets to the Memorial Union Student Involvement Graduate Assistant and SPO Advisor (Room 206) to sign the form that transfers the responsibility of tickets.
- All tickets must be numbered consecutively.
- In the case of reserved seating, seat location acts as a substitute for the consecutive numbers.
- After sales are over, the Box Office will put any remaining tickets in the safe.
- Contact the Building Manager to release these tickets during the weekend or evenings.
- Ticket revenue will automatically be placed in your account and you will receive a receipt via your mailbox.

If an organization does not wish to use the box office to sell tickets for an event, it may sell tickets with a cash box at a booth in the Union. These are the only two ways in which tickets may be sold. If your organization wishes to design its own tickets, the Finance Chairperson must approve the request and each ticket must have the stamp of approval by the Finance Chair. Any other attempt to sell tickets will result in termination of the organization's planned event and possibly those planned for the remainder of the semester.

NOTE: The Student Senate Box Office is for the use of Student Senate recognized undergraduate organizations, however non-Student Senate groups will be allowed to use the Box Office in special cases. These groups will be charged a 5% service charge and will be responsible for picking up their ticket revenue at the end of ticket sales. No monies will be deposited into the Senate Accounting system. The Senate Accounts office will hold the money from sales in the safe, but only during the time that tickets are being sold. The service charge will go towards the Box Office and the Senate Accounts Office for labor involved.

SUPPORT SERVICES

Audio-Visual

For your convenience, the Memorial Union is equipped with Digital Projectors, TV's, VCR's, DVD's, Portable Sound Systems, Microphones, Overhead Projectors, Slide Projectors, White Boards, Flipcharts, Easels, Data Ports and Phone Lines. To schedule, contact the Union scheduling office at 874-2214.

For events in other locations with more extensive technical needs, contact Technical Productions at 874-2034, techpro@etal.uri.edu.

Catering

Catering must be contracted with URI Dining Services. Non-University caterers are permissible only when URI Dining Services cannot provide particular ethnic cuisine.

URI Dining Services

- Catering services are provided at URI facilities only.
- A minimum of one week's notice is required for all events.
- Payment is expected in full prior to your event. This is payable by cash, check, or approved college requisition.
- **CANCELLATION POLICY**
In the event your program is cancelled, please call the catering office within 24 hours of the function. If they do not receive notification of the cancellation you will be responsible for 100% of the bill.
You may call 874- 4331 or 874-2229 and leave a message.

You may view a full menu online at: [www.uri.edu/ dining/ catering.html](http://www.uri.edu/dining/catering.html)

For more information or to place an order contact:

Kathy Murray at 874-4331 or 874-2229.

You can also visit the Catering Office located at the corner of Plains and Flagg Road in the Dining Services Distribution Center
Monday through Friday 8:30 AM - 4:00 PM.

Non-University Caterers

For your event catered by an outside source, URI Dining must be unable to provide your ethnic meal. Variance forms are available in the Scheduling Office and must be completed at least 2 weeks in advance. Caterers will need to provide an ethnic menu and *certificate of liability insurance.

* In order to be able to prepare and serve food for an URI event, the caterer must have a **Food Handler's License**. The caterer must also have a **Certificate of Insurance listing the University of Rhode Island Board of Governors for Higher Education and the State of Rhode Island as additional insured**.

Important Notes

- Organizations that are spending over \$250 must solicit 3 written bids for on-campus events (one of which must be from URI Dining Services).
- Organizations that are spending under \$250 must use URI Dining Services OR get 3 bids (one of which must be from URI Dining Services).

NOTE: *Contracts are encouraged when using catering services. Make sure everything you expect to be included is written in detail in the contract so that there are no surprises at the event!*

Food & Beverage Finance Policies

- Organizations are allowed to provide food for one recruiting event per semester provided that the total cost of food for the event does not exceed \$50. You may only use Cat# 312 (Recruitment) for this expense. **When using this Category you must furnish accounting office with a recruitment flyer to prove that your event is going to be based on recruiting new members.** Without this flyer your purchase requisition will not be accepted.
- Organizations may come to the Finance Committee with requests to purchase food for events with Student tax dollars. The Finance Committee will only approve such requests if it is deemed crucial and necessary to the purpose of the event. Approval must be by a three-fourths vote of the Committee. Because we deal with numerous and varied contracts with talent being brought to the university, we realize that meals must be provided in some cases under specific circumstances.
- If circumstances require URI to reimburse the performer for a restaurant-served meal, the performer must be informed, when his or her contract is signed, that a maximum gratuity (tip) which will be paid by the Student Senate is 15%. The Student Senate Accounts Clerk **will not pay for any gratuity over 15%**. Category 900 funds may be used to buy food for organizations subject only to university rules.

Printing

For all your printing needs such as flyers, table tents and banners.

Campus Copy & Design

Memorial Union, First Floor

Telephone: 874-2853 | E-mail: copies@etal.uri.edu

MARKETING

General Policies

All advertising must be “appropriate & professional” in its wording and appearance and in conformance with University community standards. ***Advertising for all social events must state: “Open to college students with Valid/ Current ID’s and signed-in guests only”.*** If you have any questions regarding these policies, please contact the SPO Office.

Types of Advertising & Promotions

SPO Calendar of Events

To have your event listed **FREE**, contact the Student Programming Office or The Memorial Union Scheduling Office.

Memorial Union Web Site

To have your event listed **FREE**, contact the Student Programming Office or The Memorial Union Scheduling Office.

Memorial Union Kiosk

To place and ad **FREE**, contact the systems office in the Student Involvement Office.

Flyers

Flyers can be produced at Campus Copy and Design. Flyers can be posted at various campus locations. Each facility sets its own posting policy. To post flyers at the Memorial Union, provide two 8 1/2” x 11” flyers to the Info Desk and the staff will place them behind the **bulletin boards**.

Memorial Union Bulletin Board Display Policy

- The bulletin boards are available to all applicable organizations for general-use; additionally, the general public may utilize the bulletin boards on the 1st floor.
- Two notices are permitted for URI programs that cite specific dates & times, while only one notice is permitted for non-URI programs or URI programs that cite no specific dates & times.
- Program notices must not exceed 14”x22” in size, and must include the sponsoring group’s name & contact telephone number. Classified ads may not exceed the size of a 3”x5” index card.
- All notices must be submitted to the Information Desk for approval, stamping, & posting.

Table Tents in Dining Facilities and The Memorial Union

Table Tents can be produced at Campus Copy and Design. To display your table tents, permission must be obtained from each dining facility manager before placing them onto the tables. Dining services will **ONLY ALLOW** table tents that are pastel in color. Distribution in the Memorial Union is allowed but please note that after closing of the Union these items may be discarded.

Memorial Union Posters

To create a poster, provide an 8-1/2" x 11" flyer to the Student Involvement Office. They will increase it to a poster size for a cost of \$3.00. Pictures do not come out well, so keep it simple!

Memorial Union Poster Display Policy

- Easels are available for all applicable organizations to use on a "first come, first served" basis to display their posters.
- Posters must promote specific events that are to be held either on- or off-campus; to display a poster for any other purpose, organizations must submit a variance request to Union Board.
- Posters must exceed 14"x22" in size and **must be matted on 22"x28" poster-board (or comparable-sized corkboard).**
- Depending upon the availability of space, poster placement will be made at the discretion of the building manager staff.
- All posters must be submitted to the Building Services Office (via Information Desk if Office is closed) for pre-screening, registration, & hanging.

Memorial Union Banners

Banners can be produced at campus copy and design. Banners are displayed on a "first come, first served basis".

All banners must be submitted "ready for display," meaning:

- Appropriate wording and appearance for public exhibit
- Equipped with corner eye rings for anchoring
- Banners must be waterproof

NOTE: Banners are hung outside of the Memorial Union overnight, and therefore there is a possibility of theft. The Memorial Union has no responsibility for stolen or damaged banners. Since space dimensions vary, organizations should consult with the Building Services Office regarding accommodation of unusual sizes. Organizations may submit "time & duration" preferences for displaying their banners, and depending upon space availability, building manager staff shall aim to accommodate such requests; given space limitations however, length of displaying time will be at the sole discretion of the Memorial Union. All banners must be submitted to the Building Services Office (via Information Desk if Office is closed) for pre-screening, registration, & hanging.

Memorial Union Promotional Booths & Counter Space

- Student Senate or University recognized organizations wishing to use a booth, or counter have the option of scheduling the area one day per week for a maximum three week period or three days in any given one week period.
- Recognized Student Senate Organizations that have established subcommittee(s) with elected officers will be treated as separate groups.
- Booth numbers 1&2 are reserved for student organizations, however, if there is a no show, the scheduling office can make use vacant booth that day.
- After such scheduling, a two-week waiting period must be observed before an area may be scheduled again by the organization.
- Organizations using areas are responsible for cleaning the area when through by picking up all trash, garbage, bottles and cans in appropriate containers.
- Members representing an organization must remain behind the booth at all reserved times.
- If a scheduled area is not used, a 24-hour cancellation notice is required or the organization will be charged the standard fee.
- If any sales or collections are to be made, the organization must schedule a cash box from the Memorial Union Accounting Office or the Student Senate Accounts office.
- At end of each day the cash box must be returned, reconciled & deposited.

Memorial Union Assigned Display Cases

- The display cases are assigned annually by Union Board to specific organizations for their exclusive use.
- Application forms, which are available in the Union Board office, must be filled out and submitted to that office in adherence with allocation deadlines.
- Organizations must maintain up-to-date displays and must remove all display materials at the end of their usage period.

URI Web Calendar

Submit your event information to: www.news.uri.edu/calender/submitevent.htm

The Good 5-Cent Cigar Advertisement

- **Option I: Classified ad** ONE FREE per week for student senate recognized organizations (maximum 20 words).
- **Option II: General ad** (cost depends on size). For more information, visit www.ramcigar.com or call (401) 874-2914.

WRIU Radio Spot

To place an advertisement, visit the WRIU office in the Union or call 874-4949.

- **Option I:** create a tape or CD that is less than 30 seconds long.
- **Option II:** type out a 30 second advertisement for the DJ to read.

URI-TV

To place an advertisement, call 874-5611.

EVENT MANAGEMENT

Policies

Event Registration

On-campus social events with 50 or more in attendance, whether open to the public or private, **must be registered through the Memorial Union Scheduling Office at least 3 days in advance.**

Events scheduled through the Memorial Union are automatically registered.

- In the case of Student Senate organizations or fraternities and sororities, events may be registered only by the organization's president or social chairperson who will oversee the organization's responsibility for compliance with community standards during the event.
- Social events for all other non-residence hall groups must be registered by a designated responsible member of the university community who will be present at the event.
- No student organization may register a social function that is sanctioned for a public health or safety code violation.
- **If the event is not registered** and more than 50 people attend the event, notify the campus police immediately. **If the event is registered**, but attendance is greater than indicated on the event registration, notify the campus police immediately.

This registration policy applies to social events such as entertainment speakers, movies, dances, parties, etc. which include between 50 and 450 people and occur in any URI location such as the Memorial Union and the Multicultural Center. Appeals for the exceptions to this policy should be addressed to the Director of the Memorial Union.

Campus Police/ Security/ Fire

Social events with more than 50 individuals may require security coverage, which will be arranged through the Memorial Union Scheduling Office. Security/Fire services require the submission of a Payment Order at least 2 weeks before the event or no security/fire will be ordered and therefore you will not be allowed to hold the event. No security/fire will be ordered until a properly completed and signed Payment Order is received in the scheduling office.

Alcohol

Presently, the URI has no alcoholic events. No alcoholic beverages will be allowed at any events or in any student office space under any circumstances. Violation of this policy may result in immediate revocation of office privileges.

Major Events in the Memorial Student Union

Guidelines for Complex Events (50+ persons)

- The Sponsoring Organization may not conduct set-ups or breakdowns of Memorial Union equipment (i.e. tables, chairs, movable walls). This activity must be performed by Memorial Union custodians only (or, in rare cases, by building manager staff). Any supplemental set-ups consisting of property not belonging to the Memorial Union must be pre-screened & approved by the Scheduling Office.
- Through the Scheduling Office, the Sponsoring Organization may need to hire an additional building manager to serve as “Event Manager” for the function. The Event Manager shall arrive one half-hour before the scheduled start of the event and shall depart after all aspects of the event are completed (i.e. full departure of all patrons, security officers, organization representatives, DJ/entertainers, & tech-support personnel). Student and University groups will be billed \$10.00 per hour for the Event Manager’s services.
- Through the Scheduling Office, the Sponsoring Organization may have to hire Security and Fire/Safety Officer(s) to cover the function. The exact number of required officers will be determined based upon projected attendance & nature of the event. The officers shall arrive one half-hour before the scheduled start of the event and shall depart immediately after the post-event meeting is held.
- The Sponsoring Organization must arrange for a designated Staff Member from URI to attend the event; the Staff Member may have full-time, part-time, or graduate assistant status. [EXCEPTION: when the Memorial Union’s Building Services Coordinator is available to serve as Event Manager, the Staff Member’s requirement is waived and the Building Services Coordinator will act in the Staff Member’s place.]
- Representatives from the Sponsoring Organization (and their designated Staff Member as applicable) must meet with the Event Manager and Security Officer(s) for a “Pre-Event Meeting” one half-hour before the event begins. On-Site Ticket Sales will be conducted from the most appropriate venue for the assigned programming space (i.e. for events held in the Ballroom, the Information Desk shall be used). The Event Manager shall determine and/or clarify the venue to be used.
- If any event participant becomes ill and vomits anywhere in the facility, no one should attempt clean up. Federal and University regulations stipulate that clean up be conducted by our custodial staff who are required to use “Blood & Bodily Fluid Kits.” The organization will be charged \$12-15 for each kit used, and may be charged a custodial clean-up fee as well.
- At the end of the event, the Sponsoring Organization must remove all decorations and pick up all trash, garbage, bottles and cans in & around the programming space. All debris/items are to be placed in appropriate dispensers (i.e. suitable recycling bins & trash barrels). [Footnote: the organization may not procure cleaning equipment from the custodial closets; the Event Manager shall determine how to proceed under unusual circumstances.]
- Immediately after the event itself (following the departure of all patrons), a “Post-Event Meeting” will be held with the same individuals to evaluate the function.

Admission

Guests

Students are responsible for the conduct of their guests at all on-campus events. Guests are subject to the social regulations and other rules of the university while on campus. The student(s) and/or the sponsoring organization may face disciplinary action for the behavior of their guest(s). The party registrant may be responsible for the conduct of all uninvited visitors at all on-campus social events.

Guest Registration

- Social events on campus are organized primarily for URI students and their guests. Guest registration described here is required to enhance security during events. **The sponsoring group or the individual who hosts guests may be held responsible for guest misconduct occurring during or outside the function.** Appeals for the exceptions to this policy should be addressed to the Director of the Memorial Union.
- Non-URI college students attending registered social events must sign in with two forms of identification, one of which must be a current valid college ID and one of which must have a photo. Guests who are not currently enrolled at another college must be signed in by a URI student. URI students can sponsor **one** non-student guest and assume responsibility for guest behavior.

Cash Handling

Cash Box orders must be placed 24 hours PRIOR to any scheduled event for which one is needed. You may request an EMPTY CASH BOX ONLY when one is ordered later than that (less than 24 hours). All Cash Boxes must be returned and fund deposited within 24 hours following the event. If your organization does not deposit all funds within 24 hours, your organization will be faced with extreme penalties. Cases may result in total suspension of all privileges.

Extreme penalties are defined as the following:

- All executive members involved will be removed from their positions.
- All organizations involved will have their budgets frozen until all the funds are recovered.
- An equivalent amount lost at the event will be deducted from the organizations budget allocated from the Finance committee due to fiscal mismanagement.

Damage

Your organization must take all possible steps to avoid damage to organization or University property at your events.

- Both security and maintenance must notify the Senate of any damage to property, out-of-the ordinary clean-up expenses, or security breaches.
- If any of these occurs, your organization will be required to meet with the appropriate Student Senate Committees to discuss the problem.
- If abuses occur a second time within the same academic year, the Finance Committee will levy a penalty equal to the cost of the abuse and this money will be placed in Contingency. This money may be required to come from Category 900 lines.

Procedures

Student & Staff Expectations for Events

Events with over 50 guests in expected attendance may need to have a University staff person in attendance to serve as an event manager. It is the responsibility of the student organization to secure that URI staff person and have the appropriate paperwork submitted to the Scheduling Office in the Memorial Union.

Expectations Of URI Staff Person

- Attend entire event from pre-event inspection to conclusion.
- Prior to the event, **complete the fire and safety venue pre-event inspection form** and return form to MU Scheduling Office, Rm. 217.
- Assure exit locations are announced to guests at the start of event.
- Assure that the student organization and participants abides by all University Social Regulations as outlined in URI Student Handbook.
- Assure the integrity of the venue.
- Assure safety of guests.

Expectations Of Student Organizations

- Spokesperson for the organization should sign-in officers and fire personnel on a sign-in sheet.
- Security may conclude an event at any time if illegal substances have been found or reported.
- Determine where security personnel are to be posted for the event.
- Review door procedures and who is responsible for what, including:
 - Student organizers responsible for checking ID's at the doors to ensure student/guest status.
 - Student organizers responsible for maintaining control of all entrances and windows to ensure that no unauthorized entrance occurs.
 - Mutually agree on a "contact person" from the organization. This person will have authority to make on-site decisions regarding the function.
- Confirm starts and finish times for the event (15 min. before closure last song played).
- The students working the event must realize that they are working and not attending the event.
- Students working the function should have some type of identification noting their status (this could be in the form of a nametag, T-shirt, arm band, etc.).
- Students need to be aware of the room/facility capacity and stay within those limits. The best way to ensure this is by selling tickets.
- Inform technical support that noise level should not exceed 90 decibels.

APPENDIX

ACADEMIC CALENDAR

	2005-2006	2006-2007	2007-2008	2008-2009
FALL	2005	2006	2007	2008
Labor Day, classes do not meet, offices are closed	Sep. 05	Sep. 4	Sep. 3	Sep. 1
Advising Day	Sep. 06	Sep. 5	Sep. 4	Aug. 29
Classes begin	Sep. 07	Sep. 6	Sep. 5	Sep. 2
Last day to drop "Early Drop" courses	Sep. 16	Sep. 15	Sep. 14	Sep. 12
Last day to ADD and to ADD Pass/Fail Option (Last day to drop with billing adjustment)	Sep. 20	Sep. 19	Sep. 18	Sep. 16
Columbus Day, classes do not meet, offices are closed	Oct. 10	Oct. 9	Oct. 8	Oct. 13
Monday classes meet	Wed, Oct. 12	NA	Wed, Oct. 10	NA
Mid-semester	Oct. 24	Oct. 23	Oct. 22	Oct. 22
Last day to DROP courses (billing adjustment not applicable after add period).	Nov. 1	Oct. 31	Oct. 30	Oct. 29
Midterm grades for freshmen due in Enrollment Services Office by 5:00 PM	Oct. 25	Oct. 24	Oct. 23	Oct. 23
Last day to CHANGE from Pass/Fail Option	Oct. 24	Oct. 23	Oct. 22	Oct. 22
Election Day, classes do not meet, offices are closed	NA	Nov. 7	NA	Nov. 4
Thursday Classes Meet	NA	NA	NA	NA
Veteran's Day, classes do not meet, offices are closed	NA	NA	Nov. 12	Nov. 11
Tuesday classes meet	N/A	Wed., Nov. 8	NA	Wed, Nov 12
Thanksgiving Recess, classes do not meet	Nov. 24-27	Nov. 23-26	Nov. 22-25	Nov. 27 - 30
Classes end	Dec. 9	Dec. 11	Dec. 10	Dec. 8
Reading days	Dec. 12-13	Dec. 12-13	Dec. 11-12	Dec. 9 - 10
Final Examinations	Dec. 14-16, 19-22	Dec. 14-15, 18-22	Dec. 13-14, 17-21	Dec. 11 - 12, 15 - 19
Final Examinations Make-Up Day	Dec. 23	Dec. 23	Dec. 22	Dec. 22

Final grades due in e-Campus by 5:00 PM	Dec. 27	Dec. 27	Dec. 26	Dec. 24
Official Date of December Graduation	Dec. 30	Dec. 29	Dec. 31	Dec. 31
Commencement	May 21, 2006	May 20, 2007	May 18, 2008	May 24, 2009
SPRING	2006	2007	2008	2009
Advising Day	Jan. 20	Jan. 19	Jan. 22	Jan. 23
Classes begin	Jan. 23	Jan. 22	Jan. 23	Jan. 26
Martin Luther King Jr. Day Classes Do Not Meet	NA	NA	NA	NA
Monday classes meet	NA	NA	NA	NA
Last day to DROP "Early Drop" courses	Feb. 1	Jan. 31	Jan. 31	Feb. 4
Last day to ADD and to ADD Pass/Fail Option (Last day to drop with billing adjustment)	Feb. 3	Feb. 2	Feb. 4	Feb. 6
Washington's Birthday, classes do not meet, offices are open	Feb. 20	Feb. 19	NA	Feb. 16
Monday classes meet	NA	NA	NA	NA
Mid-semester	Mar. 21	Mar. 14	Mar. 7	Mar. 20
Midterm grades for freshmen due in Enrollment Services Office by 5:00 PM	Mar. 22	Mar. 14	Mar. 10	Mar. 30
Spring Break, classes do not meet, offices are open	Mar. 13-19	Mar. 19-25	Mar. 17-23	Mar. 23 - 29
Last day to DROP courses (billing adjustment not applicable after add period).	Mar. 27	Mar. 26	Mar. 24	Mar. 30
Last day to CHANGE from Pass/Fail Option	Mar. 21	Mar. 14	Mar. 7	Mar. 20
Classes end	May 1	Apr. 30	Apr. 29	May 4
Reading days	May 2-3	May 1-2	Apr. 30, May 1	May 5-6
Final examinations	May 4-5, 8-12	May 3-4, 7-11	May 2, 5-9, 12	May 7-8, 11-15
Final grades due in e-Campus by 5:00 PM	May 16 by 1:00PM	May 15 by 1:00PM	May 15 by 1:00PM	May 19 by 1:00PM
Graduate Commencement Ceremonies	May 20	May 19	May 17	May 23
Commencement	May 21	May 20	May 18	May 24