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We make it happen.

STUDENT ORGANIZATION HANDBOOK



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This handbook is designed as an introduction to being student organization at MIT. This handbook will provide the policies of the Institute and services offered throughout various departments within the Division of Student Life and beyond. We hope it is useful in providing information you will need to navigate the management of your student organization and to engage in successful student leadership at MIT.

STUDENT ACTIVITIES OFFICE

The Student Activities Office provides an environment for students to test new ideas, develop leadership skills and create community at MIT, while advocating for and affirming their identities. Through co-curricular opportunities and experiences such as student organizations, events and cross cultural education, civic engagement and leadership development, student gain invaluable skills and experiential knowledge that they will continue to develop during the time on campus and beyond as future leaders.

LOCATION

Stratton Student Center (W20)
Suite 549
84 Massachusetts Ave
Cambridge, MA 02139-4307
The SAO is located in Building W20 on the 5th Floor

WEBSITE

Visit: <http://studentlife.mit.edu/sao>

CONTACT US

Office hours: Monday-Friday, 9am-5:00 pm
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Fax: 617-253-8391
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STAFF

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MIT ASSOCIATION OF STUDENT ACTIVITIES (ASA)

The ASA is a joint committee of both the Undergraduate Association (UA) and the Graduate Student Council (GSC) and grants recognition of student organizations. The ASA Executive Board advocates on behalf of student groups to gain resources for student groups' benefit, allocates resources among student groups, and arbitrates among student groups and any other involved parties. The Executive Board is comprised of ten student members.

LOCATION

84 Massachusetts Ave
W20-401
Cambridge, MA 02139

WEBSITE

Visit: <http://web.mit.edu/asa/index.html>

CONTACT US

ASA: asa-exec@mit.edu
President: asa-president@mit.edu
Treasurer: asa-treasurer@mit.edu
Secretary: asa-secretary@mit.edu

EXECUTIVE BOARD MEMBERS

President: Kuljot Anand '13
Treasurer: D.W. Rowlands G
Secretary: Benjamin P. Lehnert '13
Undergraduate Members at Large: Rachel Keeler '14 & Cory Hernandez '14
Graduate Members at Large: Alexander W. Dehnert MEng'13 & Renée Marie Blackburn G
Student Member at Large: Delian T Asparouhov '14
Graduate Student Council Representative: Alex L. Guo
Undergraduate Association Representative: Jacob Vaugh '15

RECOGNITION

BECOMING A RECOGNIZED STUDENT ORGANIZATION

The Association of Student Activities (ASA) facilitates the registration of student organizations. An ASA Recognized student group has access to all the resources and privileges provided by the ASA, which includes, but is not limited to: the ability to reserve rooms through the Campus Activities Complex, apply for Large Event Fund and ARCADE Funding, and official use of the MIT name.

IMPORTANT STUDENT ORGANIZATION EVENTS AND RESOURCES

ASA Activities Midway: Fall: Orientation Spring: CPW Johnson Ice Rink

The Activities midway is the primary recruiting event for ASA groups. ASA groups set up booths with posters, pictures, and flyers to provide students the opportunity to make contact with a wide variety of students in order to encourage active involvement and enhance their MIT experience.

Treasurer Trainings: Fall and Spring Semesters

Trainings are required for treasurers that are granted funded status by the ASA by the UA Finboard for all groups. These sessions provide information regarding financial management and policies and procedures related to finance for student organizations.

Student Leader Awards- May

Each spring the SAO, in collaboration with offices throughout the Division of Student Life honor select student leaders and student groups for their outstanding contributions to the MIT community. Students and staff are encouraged to nominate and/or participate in the selection process. Student group recipients are also given additional resources in the form of funding through SLA Grants.

LEADERSHIP TRAINING (Individual & Student Orgs)

The SAO is committed to providing opportunities for students and student organizations to practice their leadership skills; celebrate community experiences and diversity in a variety of ways. Students gain the skills and feedback necessary to sharpen and define their abilities and strengthen their student organizations.

COMMUNITY

Retreat Planning

Retreats can provide a great avenue to team building, goal setting, and motivating group membership to become engaged in your organization's initiatives throughout the semester. When time and intentionality accompany the planning of a retreat, the result is group cohesiveness and a clear, collective vision for the upcoming year. If you have plans for a retreat in the works, or if you are interested in the prospect of hosting a retreat for your organization, please contact the Student Activities Office.

LEADERSHIP

MIT L.E.A.D Workshops: Fall and Spring Semesters

MIT L.E.A.D offers a series of leadership workshops that provide students with opportunities to develop their leadership skills and knowledge that can be put into practice with their student organizations.

Emerging Leaders Conference (ELC)

The Emerging Leaders Conference is a weekend opportunity for freshmen and sophomore leaders that occurs in the spring semester. The program focuses in on the personal context of leadership with an interactive and experiential agenda. All students regardless of involvement in organizations are welcome to apply.

Community Catalyst Leadership Program (CCLP)

CCLP is a program open to any member of the sophomore or junior class, where each participant is matched with an MIT alumnus in a coaching relationship designed to meet each student's personal development and leadership goals. Recruitment occurs in the fall semester.

LeaderShape

LeaderShape is an intensive six-day leadership development experience facilitated by MIT faculty and staff that takes place over IAP. Participants will be asked to wrestle with challenging topics such as professional ethics, personal leadership and integrity dealing with uncertainty to name a few. Over the course of the program students will develop a community among their peers, facilitated by MIT faculty and staff. All undergraduate students are encouraged to apply.

DIVERSITY

Multicultural Conference (MC²)

MC² looks to bring student together across race, ethnicity, gender, religion, nationality, socioeconomic status, ability, sexual orientation and other aspects of cultural identity. The conference offers a provocative weekend of workshops,

speakers, community building, action and reflection centered on issues of culture, identity, and social justice at MIT. Undergraduate and graduate students are welcome to apply to attend this conference.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS

MEMBERSHIP

The minimum definition of membership for student organizations are individuals that you would expect to confirm membership in your group and individuals that you consider to be regular or active members of your group. You must state the specific definition of membership with the ASA. Membership must be confirmed at the beginning of every year to ensure that the group is still active. Membership numbers are shared with funding boards (GSC, UA, LEF/ARCADE- see funding page) for groups that apply to those sources.

HAZING POLICY

All groups must have an officer submit the anti-hazing acknowledgement form to confirm that they will not participate in acts of hazing as the Massachusetts law states, to the ASA once per year.

The text of the law is the following:

General Laws of Massachusetts, 269: 17, 18, 19

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress including extended deprivation of sleep or rest or extended isolation.

NON-DISCRIMINATION POLICY

The Massachusetts Institute of Technology is committed to the principle of equality opportunity in education and employment. The Institute does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admission policies, employment policies, scholarship and loan programs, and other Institute administered programs and activities, but may favor US citizens or residents in admissions and financial aid. All student organizations must abide by the non-discrimination policy, and must say so in their constitution.

RECRUITMENT RULES

Spring Through Summer:

New students may only be contacted if they have previously provided contact information (such as at the CPW Activities Midway) or if they initiate contact with a group.

Primary Recruitment Moratorium:

The Moratorium runs from 12:01AM on the day three weeks prior to the ASA Activities Midway, and continues until the end of the Midway. August 2012- August 10-August 31.

During the Moratorium, groups may not recruit

Signs that your group is recruiting:

- Behavior that aims to enlist new members
- Advertising is substantially more extensive than during other parts of the year
- Behavior is motivated by the presence of large numbers of new student or more generally, the large numbers of students looking for groups to join
- You have a sign up sheet at your event
- Events are more beginner-friendly, beginner focused, beginning targeted than events during the rest of the year

Enforcement

Dubious activity will likely result in the group receiving a liaison during the Moratorium the next year, possibly with a mandate to consult them before committing to run any event or advertising.

At the ASA's discretion, penalties may also include:

- Warning
- Monetary fine
- Mandatory community service
- Barring from participation in the First Year Summer Mailing (FYSM)
- Loss of ASA Activities midway space
- Loss of bulletin board space
- Loss of office/locker space
- Suspension from event/room registration privileges for specifies duration
- Group suspension
- Group derecognition

FISCAL RESPONSIBILITY

VISION AND GOAL SETTING

The Vision Statement of an organization is a document specifying where your group aspires to be at some point in the future. It is the responsibility of the leadership to define, review, and refine the steps necessary to achieve the goal. This includes setting programmatic goals, a long-term financial plan, and a leadership transition strategy. As a best practice, organizations should plan between three and seven years in the future.

DEVELOPING AND MANAGING A BUDGET

Budgeting in an organization is the process of matching the money available to the organization with the programs, activities, and services the organization would like to provide. The budget should be a numeric representation of the mission and goals of the organization. Therefore, organizations should allocate their funding proportionately to the importance of each activity. A suggested budgeting process is highlighted below.

- Step 1:** Begin your budgeting process with a comprehensive list of all the things you wish to accomplish during the budget year. Include programs, events, services, purchases, and future plans.
- Step 2:** Assign a cost to each of these activities and rank them by priority. Use a high, medium, or low priority scale for simplicity. You may also include the same program at different funding levels. For example; if your group wanted to have a leadership retreat, you could spend \$1,000 and have it off campus over a weekend (low priority) or spend \$300 and have it on campus (high priority).
- Step 3:** Define and itemize ALL of your potential revenue streams. Include fundraising projections (moderate/realistic) from events, funding allocations, other grants opportunities (SAO, Departments, House Masters, etc.), and contributions from organization reserves.
- Step 4:** Balance the budget by eliminating activities, opting for less expensive options, and in some cases, reducing fees charged to members if more revenue than program expenses exists.
- Step 5:** Review projections throughout the year to ensure goals and benchmarks are achieved and adjust as necessary when projections are missed (over or under).

FINANCES AND FUNDING

Student organizations that are recognized by MIT are given the autonomy and responsibility to spend their funds as the organization sees fit (providing they do not break Institute policy, State, or Federal law). The Treasurer and Financial Signatories of any student organization have a responsibility to the group to manage the accounts ethically and to use funds in line with the organization's mission. All fund and organization records/ receipts are held within a secured area in the SAO and are available for review upon request. Depending on a group's status as granted by the ASA, a student organization can apply for different sources of funding.

STUDENT ORGANIZATION FUNDING SOURCES

Undergraduate Association- UA

<http://ua.mit.edu/funding/>

ASA allocations are available to any recognized student organization. If your group has a majority of undergraduates and is recognized by the ASA as a funded student group, approach Finboard for funding.

Medium Event Funding-MEF

The UA supports medium events through the MEF funding process. Allocations are provided twice a year for the July-December and January-June periods.

GSC Funding Board-

<http://gsc.mit.edu/funding/groups/>

GSC allocations are available to any recognized student organization. If your group has a majority of graduate students and is recognized by the ASA as a funded student group, approach GSC for funding.

Club Sports Council

<http://web.mit.edu/clubsports/officers/funding.shtml>

For Student groups that have an instructional or competitive nature used for league fees, coaches, tournaments, etc.

Large Event Funding- LEF

<http://web.mit.edu/asa/resources/large-events.html>

ASA support for large events held at MIT, which are open and advertised for all audiences and are social, not academic in nature. All student groups recognized by the ASA even if they are recognized as non-funded can apply for LEF funding. Events should be for over 150 people with a budget in excess of \$2,500.

ARCADE

<http://web.mit.edu/asa/resources/large-events.html>

The mission of ARCADE is to fund events that promote interactions and foster good relationships between the different cultural, ethnic, and otherwise diversified branches of the MIT community. All student groups recognized by the ASA even if they are recognized as non-funded can apply for ARCADE funding.

DEPARTMENTAL FUNDING SOURCES

SAO Supplemental Funding <http://studentlife.mit.edu/sao/finance/funding>

If you have an event idea and you cannot fundraise enough to cover your costs, submit an application for SAO Supplemental Funding.

Residential Life Funding <http://studentlife.mit.edu/sao/finance/funding>

Supports residential-sponsored programs for the culture houses that will educate and inform the MIT community and promote a campus community that strengthens and respects and enriches understanding of the diverse background and cultures of our members.

Council for the Arts <http://arts.mit.edu/participate/grants/>

Program provides funding for arts related events.

Mad Money Grants- <http://web.mit.edu/senior-gift/-challenge>

The Alumni Association and Student Activities Office collaborate to provide student organizations with grants for large, one time events, activities, and other large expenditures. Contact the SAO for more information.

Public Service Funding <http://web.mit.edu/mitpsc/whatwedo/grants/index.html>

Does your group want to pursue a solution to a real world problem? Visit the Public Service Center website for more information on public service grants.

Student Citizenship Event Grants

The Office of Student Citizenship offers a grant to support programming, which advances the ideals of student citizenship, as expressed in the Mind in Hand book. Visit the Office of Student Citizenship for additional information.

Alumni Giving <http://studentlife.mit.edu/sao/finance/funding>

The MIT Alumni Office can assist MIT Student Groups with having their organization's information placed on the MIT Giving site. Any interested student groups should fill out an Alumni Funding Application and return it to the SAO.

Legatum Center <http://legatum.mit.edu/grant>

The Legatum Center provides seed grants to fund research, pilot tests, and development of promising for-profit projects in low-income countries. Application opens in the fall for IAP awards and in the spring for summer awards.

ACCOUNT ACCESS & AUTHORIZED SIGNATURES

Only those organization members registered in the ASA Database as Financial Signatories are eligible to have access to a group's account. Access includes not only requesting payments or accessing the money in the account, but also viewing your accounts online and inquiries about account details (either in person or via email to SAO). Contact funds@mit.edu to do so.

Reporting access is granted for one academic year to authorized financial signatories for a group. If you continue as a financial signatory beyond the academic year (June

30) you will need to request authorization again. This policy is an attempt to help groups keep their authorized financial signatories current.

Process for becoming a Signatory

- For ASA recognized groups, you will need the currently listed President to go online to the ASA Database at asa.mit.edu.
- Once on the database, they can update the information to the current President, Vice President, Treasurer, and signatories.
- Non ASA Organizations need to email funds@mit.edu with your group name, and the Kerberos id's for the new officers.

PAYMENT REQUEST FOR GOODS AND SERVICES

The process used to pay invoices for goods and services provided to a student organization. An itemized invoice for goods and services must accompany the request for payment. Submission must be made electronically through SAPWeb AND hardcopies submitted to SAO. Requests may be made for amounts up to \$5,000 with a few exceptions (see below for PO's). Checks are usually mailed or available at SAO within five days of the request approval.

Purchase Orders- PO's

A PO is used for goods and services, excluding travel. PO's are verifications of fair market value of goods and services and used as commitments of payments to vendors. PO's are not requests for a check payments, which must be requested through a separate process. Submission may only be made electronically through SAPWeb. Supporting documentation (written quotes, e-shopping cart images, contracts, etc.) must be attached to the Requisition request. PO's in excess of \$5,000 must also have a Selection of Source form. Requirements for PO's include:

- Individual computer in **excess of \$1000**
- Individual piece of equipment in **excess of \$3,000**
- Total payment in **excess of \$5,000**
- Total calendar year aggregate, in **excess of \$5,000**

In order to request a check for payment of a PO, submission must be made in hard copy submitted to the SAO desk. Complete a PO check request form and attach the invoice requesting payment.

INTERNAL TRANSFERS

This process allows student organizations to transfer revenue or expenses to other student organizations and MIT departments. This process is completed by submitting a Transfer form to SAO and must have an accompanying invoice or other documentation (transaction report). Transfers may be used to pay a bill to another student group, correct an accounting error when allocating expenses to a particular account (main vs. funding), or when sharing revenues and/or expenses while collaborating with another student group.

CONTRACTS AND AGREEMENTS

All student groups planning on utilizing a service of a person or company outside of their group should utilize the MIT Student Group Contract. Contracts are an important way for you to protect yourself, your group, and the Institute from possible liability resulting from an event. Contracts also serve as a standardized method of outlining what services a contract will provide to you or your group and the agreed upon remuneration. Common examples on contracted services include: DJs, dance instructors, performers, musicians, amusements & games, bartending services or caterers, and many more.

THINGS TO REMEMBER:

- **DO NOT SIGN** any contracts on behalf of MIT. Your signature does not represent the Institute and all liability will fall on the unauthorized signatory.
- The MIT Student Group contract is effective immediately upon signature by the contractor. This contract does not require a signature by MIT personnel.
- Independent Contractors are required to provide their Social Security Number, but may provide it confidentially to Catherine Hursh in SAO.
- Should an outside organization require their own outside contract, please allow at least ten business days for an MIT signature. Contracts may require additional time for negotiation, so please begin this process as soon as possible. Examples include hotels, conference sites, and established performers. Contact the SAO for assistance.

REIMBURSEMENTS

This process is used to repay individuals for goods and services purchased on behalf of a student organization. Itemized receipts, with proof of purchase, must accompany the request for reimbursement. Submission must be made electronically through SAPWeb AND hardcopies submitted to SAO. Requests may be made for amounts up to \$5,000 with a few exceptions (See PO's). Direct Deposits and checks are usually processed within five days of the request approval. Reimbursements for travel expenses must be completed through the Concur system.

RFP Process

In order to use the SAPWeb system to process RFP's, review reports on cost objects, and enter requisitions, you have to set yourself up on the system. Follow these steps to complete this process:

1. Log in through a computer with your certificates. Certificates may be obtained from IS&T.
2. Update the ASA database with your Kerberos ID listed as a 'Financial signatory'. Request previous leadership to update the database or request assistance from asa-exec@mit.edu.
3. Email funds@mit.edu requesting access to your group's specific cost objects. Include the group's name in the request.
4. Plan ahead as this process may take several days to complete.

DONATIONS

Donations may be given specifically for a student group and may be considered tax-deductible. All gifts must be officially accepted by MIT through the Recording Secretary's Office, who will provide a tax receipt to the donor. All donations accepted and acknowledged by MIT are for student group events and program expenses and may not be used for donations to outside organizations. For details on making a donation to an outside organization, please contact the SAO.

- **STANDARD GIFTS-** please ask donor to include a MIT Contribution Form with their check. You will be required to provide your main account number to your donors. Groups should advise donors to make their checks payable to "*MIT (student group name)*"
- **CONFERENCE/SPONSORSHIPS-** student groups who are hosting large conferences (where fees are being charged) or accepting sponsorships for events or in general, **MUST** contact Kathy Vitale (8-9693) in the Office of the Recording Secretary for a brief consultation surrounding the solicitation materials used.
- **GOODS/SERVICES-** Contact SAO in advance for equipment or services that may be donated to a student group. Email recse@mit.edu for processing a "Gift in Kind."
- **ALUMNI-** donations of single gifts less than \$2000 from Alumni need to be directed and processed by the Alumni Association. Please contact Kim Balkus (617-253-8272) in the Alumni Association before soliciting donations from alumni. The Recording Secretary processes all gifts greater than \$2000.

TRAVEL

Travel is considered anything that involves traveling outside of New England, and anything that involves any overnight stay.

DOMESTIC TRAVEL

When traveling domestically the following items need to be completed:

- Complete the SAO Student Travel Form
- Have each traveler fill out and sign a [Domestic Travel Liability Waiver](#)
- Review [MIT Travel Risk Policy](#)
- Review Safety Procedures with the Assistant Director for Student Activities and Finance

INTERNATIONAL TRAVEL

When traveling internationally the following items need to be completed:

- Complete the SAO Student Travel Form
- Review [MIT Travel Risk Policy](#)
- Register trip with the [MIT Horizons Database](#)
- Review and complete International Travel Checklist
- Review Safety Procedures with Assistant Director for Student Activities and Finance

For Higher Risk Country Travel ONLY:

- Have each traveler fill out and sign a [International Travel Liability Waiver](#)

PAYING FOR TRAVEL

It is required that students paying for travel use the SAO travel card to book and pay for hotels, airfare, and rental cars. In order to gain access to this card, contact the Assistant Director for Student Activities and Finance (W20-549). To pay for Conference Registrations students should use the RFP-Payment system.

TRAVEL REIMBURSEMENT

In order to be reimbursed for costs related to student organization travels, students should hand in original receipts, invoices, boarding passes, etc to the Student Activities Office upon return from the trip with the appropriate cover page.

All travel reimbursements for MIT Students and Staff should be completed on [Concur](#) and should include the “Detailed Report with Allocation Summary” as a cover sheet.

The following should also be noted:

- Concur submissions are completed by the individual being reimbursed.
- Concur submissions require a note from an authorized signatory approving the expense.

NON-MIT individuals need to complete the paper Travel Expense Voucher and submit it with all receipts and travel documents to SAO. Students submit these

reimbursements through Concur. A student signatory must sign in the Travel Expense Voucher to approve the expense.

SPACE

RESERVING SPACE ON CAMPUS (Indoor and Outdoor Campus Events)

MIT-recognized student organizations may reserve facilities such as classrooms, multipurpose rooms, auditoriums, barbecue pits, and athletic facilities. Many different offices are responsible for scheduling facilities on campus, but most rooms may be reserved through one of three departments: Schedules Office, DAPER (Athletics), and the Campus Activities Complex. All events are reviewed for appropriate use of space.

Campus Scheduling Guidelines:

1. Your organization must have recognition from the ASA.
2. Your organization may authorize up to six members to reserve facilities on behalf of the organization. These members must have an MIT ID. Organizations can change signatories on the ASA Database.
3. ASA recognized student organizations are restricted from holding events once Orientation begins until the Activities Midway (throughout the week of Orientation). Requests for exceptions to this rule must be submitted in writing and approved by the ASA.
4. Student organizations may only request a total of three (3) dates per term in any of the major facilities on a Thursday, Friday, or Saturday night. Requests for consecutive facilities include Main Kresge, Little Theater, Lobdell, Sala de Puerto Rico, Wong Auditorium, and Morss Hall. Multiple locations for the same date may not be requested. This does not apply to theater productions, conference and the like.

CAC Facility Reservation Steps for Student Organizations:

Most multipurpose and theatrical spaces on campus are scheduled through the Campus Activities Complex. These facilities include the Stratton Student Center (W20), Kresge Auditorium (W16), Walker Memorial (50), the Religious Activities Center (W11), Lobby 13, the MIT Chapel (W15), Lobby 10, Ting Foyer and Wong Auditorium in the Tang Center (E51), the Kresge Barbecue Pits, Kresge Oval and Lawn, Walker Lawn, McDermott Court, and Stata Center (32), Dertouzou's Amphitheater, Forbes Family Café and other Stata Student Street public areas. Below are the steps for reserving CAC space for student organizations:

1. Make sure that your organization has either recognition from the Association of Student Activities (ASA) (W20-401, 253-2696) or special permission from the Student Activities Office (SAO) (W20-549, 253-6777). Refer [here](#) for additional information.
2. A completed Authorized Signature List for your organization must be up to date on the ASA database. The person reserving space on behalf of your group must be one of the six members on the web-based list.
3. Request a CAC-DAPER Virtual Scheduling account if your group does not already have one. If you are unsure, contact CAC.
4. Request space by using the CAC-DAPER Virtual Scheduling system. Access to the system is found on CAC's website [here](#). Please note that submitting a

virtual space request to CAC does not ensure that you have the space. You do not have the space until you have received an email confirmation from CAC.

5. Submit virtual space requests to CAC:
 - At least two (2) working days in advance of your requested date for small events that do not require additional services or do not meet the criteria for Event Registration.
 - At least ten (10) working days in advance of your requested date for major events (parties, performances, lectures, concerts, etc.). This is necessary, as additional time is needed to register your event, arrange technical details, and approve any contracts. See the "Event Registration" chapter for more details.
6. Submit a paper application if the event is within two days (virtual system will not accept requests within this window of time), or you are requesting event support in the Stata Center. Forms are available on-line through the CAC website, web.mit.edu/campus-activities/www, and should be turned into CAC at W20-500.
7. Publicize and begin ticket sales ONLY AFTER you receive an email confirmation from CAC.
8. If an organization cancels an event or chooses not to use a facility after it is reserved, the event organizer should cancel the event using the CAC-DAPER Virtual Scheduling System, unless the event is less than 48 hour away. If the event is less than 48 hours away, the event organizer will need to complete a cancellation form. Failure to cancel a space within the proper time frame as stated on the event confirmation will result in fines (please see the "Cancellation Policy" section on the opposite page).

Athletic Facilities

Student organizations and Institute departments for recreational, athletic, and special events may reserve athletic facilities. Please contact DAPER Reservations Office (W35-297W, 253-4916) for major event planning. For special, non-athletic events, logistics can be sometimes be arranged through the Campus Activities Complex, although DAPER must confirm space reservations.

Classroom Space

Classroom facilities are reserved by the Schedules Office (5-111). For a list of classrooms with descriptions and locations, please visit [here](#).

STUDENT ORGANIZATION OFFICE & STORAGE SPACE

Office and storage spaces (including lockers) are allocated every other year by the ASA. The last cycle of space allocations was completed in December 2011.

- **Office space** is intended as space that is consistently and regularly used by members of a student group. Such activities that could qualify as satisfactory use of office space includes regular group meetings, production for your group, office hours that students hold for other MIT students to attend, etc.

- **Storage Space** is intended as a space to store group property, either temporarily (leading up to or during an event) or permanently (materials for recurring meetings/events)

Student groups interested in acquiring space must complete the ASA Space Allocations Application.

REGISTRATION OF EVENTS

EVENT REGISTRATION

Event Registration is a 7-step process for ensuring that you have a safe and successful event. The information acquired is necessary to ensure appropriate offices are informed about your event. Registration must be completed at least five (5) business days prior to the event. Registration forms are available in the Student Activities Office, the CAC, the MIT Events and Information Center, DAPER, and the Schedules Office.

Events must be reviewed and approved by the appropriate registration office for your event:

- If the event is being held in a residence hall- students register with their appropriate Residential Life Area Director (RLAD).
- All other events- students groups register at the Student Activities Office

Events that must be registered:

1. All on campus events where alcohol will be served.
2. All on campus events where money will be collected during the course of the event
3. On campus events in facilities, where attendance will exceed 100 people
4. All events where more than 20% of the audience is (or participants are) expected to be non-MIT community members, including conferences
5. All events that involve working with a non-MIT organization (as co-sponsor or guests)
6. All events that involve working with minors (less than 18 years old)
7. All events when required by appropriate campus department or under special circumstances

The 7 Steps of Event Registration

1. **Event Details:** This is the step where the general information about the event is written out. This section is to be completed by the Event Host. The “Sponsor” must be an ASA recognized student organization, a Living Group, MIT student or department. **The “Event Host” is the MIT Individual from the Sponsor who is responsible for the event and will be present at the event for its duration.** If alcohol will be served, the Event Host MUST be 21 or older and must agree not to drink at the event. Hosts must indicate the amount of alcohol they will purchase. To determine the amount needed for an event, hosts should use the guideline of **one drink per person per hour of an event.**
2. **Space Confirmation:** This step is to be completed by the appropriate scheduling office, such as CAC or Schedules Office. All on-campus events must confirm that the location of the event has been reserved through the appropriate scheduling office or individual. For events in Residence Halls, the House Manager or RLAD is considered the appropriate individual.

3. **Alcohol Approval:** This step is to be completed by appropriate Student Activities Office, Residential Life Programs, or FSILG staff. In order to serve alcohol at an event, a student group must obtain permission.
4. **Event Review and Approval:** This step is to be completed by the appropriate registration office (MIT Events and Information Center, SAO, or RLP).
5. **MIT Police Review and Assignment of Police at MIT Details:** This step is to be completed by Police at MIT. Events must be reviewed by MIT Police Detail Office (W20-020B, 253-9754, Monday-Friday, 8AM to 10:30AM and 12:30PM to 3PM) to evaluate the need for police details and related security requirements. Police hours for registration are 8AM to 10:30AM, 12:30PM to 3PM.
6. **City of Cambridge Licenses:** This step is to be completed by City of Cambridge staff. Licenses may be obtained at 831 Mass. Ave., Cambridge and **must be posted at the event location.** The appropriate office from Step 4 will indicate required licenses for your event.
 - Cambridge License Commission
 - Monday, 8:30AM to 8:00PM
 - Tuesday through Thursday, 8:30AM to 5:00PM
 - Friday, 8:30AM to 12:00 noon.
 - <http://www.cambridgema.gov/License/>
 - 349-6140
7. **Bring Completed Form and Copies of City Licenses to Appropriate Office:** This step is to be completed by the Event Host. The completed copies of the Event Registration form, as well as signed contracts and copies of licenses, must be returned to the appropriate registration and scheduling office. Please post event(s) on the MIT Events Calendar: <http://events.mit.edu>

METAL DETECTORS

The Metal Detector Policy addresses safety concerns on the MIT campus during student social events.

1. The use of metal detectors is required for any on-campus student party/dance event which meets the following three criteria:
 - **Attendance-** The organizers anticipate 250 or more persons will attend or the Police at MIT, in their sole discretion, believe there is substantial likelihood that 250 or more persons will attend; AND
 - **Admission:** Open to non-MIT students
 - Exceptions: a function may not be considered open to non-MIT students merely because MIT students are accompanied by a single non-MIT guest per MIT student and a function with a limited number of non-MIT guests on a guest list
 - **Event Specifics:** Alcohol will be served OR there is a live band or other form of musical entertainment.
2. Student group sponsors are required to meet with staff from SAO, CAC, and Police at MIT **two weeks prior** to the event to discuss safety issues and develop a safety plan. On the night of the event, student sponsors will meet

with the CAC manager and MIT Police officer on duty to implement the plan. For more information contact the Student Activities Office.

3. All metal detector events must use a college id required for admission policy.
4. No more than two events subject to the metal detector policy will be held per night.
5. Student groups will advertise on tickets and other promotional materials: "Student id required< no bags, no cameras" and "Metal detectors in use"
6. Unless restrooms are located outside of venue, no re-admittance is allowed to metal detectors events.

ALCOHOL AT EVENTS

Policy on the Use of Alcohol

Undergraduate student organizations must register events where alcohol will be served with the Student Activities Office; the Fraternities, Sororities, and Independent Living Groups Office; or the Residential Life Programs Office. Graduate student organizations must register events where alcohol will be served with the Graduate Students Office or a designee of the Dean for Graduate Students.

Use of Institute Funds

Student organizations may not use Institute funds, including "house taxes" and student activities fees to purchase alcohol, though such funds may be used to hire bonded bartenders and/or party monitors. However, for events hosted by graduate student dormitory governments or by housemasters in graduate student housing, MIT funds may be used to purchase alcohol where no one under the age of 21 will be present, and provided the event has been appropriately registered.

Student Organizations must complete the Alcohol Proposal Form found in the SAO along with an Event Registration for the event. Student organization must also write up and attach a proposal form to this the Alcohol Proposal form, and then submit to the Student Activities Office in order to obtain approval to serve alcohol. For graduate student organizations, a signature from the Dean for Graduate Education must be provided as well.

Advertising

Advertising for an event where alcohol is served must focus on the event, not the alcohol. Advertising may not offer free alcohol, provide details on the type or brand of alcohol to be served, or include phrases such as "All You Can Drink."

CO-SPONSORING AN EVENT WITH A NON-AFFILIATED GROUP

Student organizations must petition the SAO for permission to co-sponsor an event with a non-affiliated group. Student Organizations that are co-sponsoring an event must work with the CAC as well as the SAO to ensure that the proper event support logistics are arranged. Student organization leaders must be aware of all needs and they must work directly with MIT staff regarding those logistics. Financing for any co-sponsored event must also reside with the MIT student organization. Proceeds from ticket sales, contracts, and other expenses must be routed through the MIT student organization account. Money cannot be collected by the non-MIT organization.

Fronting non-affiliated groups has serious consequences such as loss of reservation privileges. If you have questions or concerns about your event, check with the SAO early in your event planning process to avoid a charge of fronting.

CITY LICENSES

The SAO will assist your group in determining if any licenses are needed for your event. Licenses must be available and posted at the event. The first 5 steps of the Event Registration Form must be completed prior to obtaining a license and licenses must be purchased at least 3 business days before the event. You must take the Event Registration form to the Cambridge Licensing Commission and provide cash or a check payable to the “City of Cambridge”.

Entertainment License **\$40**

Should be obtained if:

- Event will have entertainment rather than academic learning as its main purpose

AND

- Will include an admission fee/mandatory donation or the serving of alcohol.

Liquor License: \$55, \$75, \$100, and \$120

Should be obtained if:

- Alcohol will be sold at the event (i.e. cash bar)

Responsibilities for and of a Liquor License:

- The Event Host must be 21 years of age with a valid form of identification.
- The Event Host must remain present and may not consume alcohol throughout the entire event.
- If alcohol will be sold and served through a third party venter cash bar, the Event Host may be still be responsible for obtaining the liquor license.

Costs for the license are as follows:

- \$55- One Day Beer/Wine License for 100 Persons or Fewer
- \$75- One Day Beer/Wine License for Over 100 Persons
- \$100- One Day All Alcohol License for 100 Persons or Fewer
- \$120- One Day All Alcohol License for Over 100 Persons

Carnival License: \$5

If you are interested in holding a carnival with or without rides and the event is being held on MIT property, you should contact the Executive Officer of the License Commission in writing one month in advance of your proposed event date with all the details of the proposed event. If the proposed event is not being held on MIT property, you must apply to the City of Cambridge Department of Public Works Operations Manager at 617-349-4800 for a meeting in front of the City Special Events Committee. A full listing of the carnival procedure can be found in W20-549. For more

information regarding MIT's carnival procedure and the new amusement policy, see <http://ehs.mit.edu/site/content/event-safety-guidelines>

Raffles and Game Nights: \$10

Any group wishing to hold a raffle in the City of Cambridge must obtain a One Day Raffle License (\$10) from the City of Cambridge Licensing Commission located at 831 Massachusetts (349-6140). You should bring a copy of a flyer of or other information regarding raffle to the Licensing Commission when purchasing the license. The license is required for the day of the drawing, however, it is suggested that the license be purchased before raffle tickets go on sale and that a copy of the license be available wherever the tickets are sold. Please note that events where tickets are given away rather than sold do not constitute a raffle and does not require a raffle permit. Only non-profit Cambridge based organizations are allowed to apply for this license. If a non-profit organization is from another city, then a Cambridge resident must sign the application. The sponsoring group is also required to pay the State Lottery Commission 5% of the raffle proceeds.

The City of Cambridge does not allow Las Vegas and or Casino nights or similar games of chance **UNLESS:**

- The organization meets the Criteria set by the State Attorney General **AND**
- The event is approved by the License Commission after a public hearing **AND**
- The event is approved by the City of Cambridge Police Commissioner

It takes approximately one month from the date of application until the required hearing date.

EVENT PLANNING

ADMISSION POLICY

Events organized by student groups that meet the requirements for Event Registration are required to utilize one of the following admission policies:

1. Open to only the sponsoring group and it's guests
2. Open to MIT/Wellesley community with MIT/Wellesley ID required
3. College ID required (all metal detector events and student parties)

TICKETS

When charging admission for an event, either in advance or at the door, tickets should be used. By Institute policy, admission tickets are limited to campus sales location and may not be offered for sale at commercial booking offices. Student organizations must use the adMIT ONE Event Ticketing service for online ticket sales. Tickets will be posted for sale at ticket.mit.edu and event organizers may choose general admission or assigned seating ticket sales. See <http://studentlife.mit.edu/admitone> for rates. All ticket revenue must be deposited into an MIT internal account.

CASHBOX RENTALS

Cashboxes must be reserved for all events where money will exchange hands. Money must be deposited into the student group account. Deposits should be made on the day of the program or daily, if the program extends over multiple days. To reserve a cash box, visit the Student Activities Office. Cash boxes must be reserved no later than two days prior to the date of the event.

WRISTBANDS

Wristbands are required for all metal detector events and will be provided to the sponsoring group. Wristbands are also required for all student organization or residence hall events where alcohol will be served to identify of age participants.

Wristbands are free of charge to student groups whose events meet the requirements of Event Registration. The maximum number of patrons expected as stated on the Event Registration by the sponsoring group will determine the number of wristbands provided. Wristbands can be picked up in the SAO Office.

CLOSING TIME FOR EVENTS

Events must end by the stated closing time on the Event Registration time, with no exceptions. All events must end no later than 1am. In some cases the police will contact the event organizer 30 minutes prior to the closing hour to begin the process of ending the event. For events with alcohol, "last call" should be made no later than 12:30 am or half an hour prior to the event closing time. The police detail reserves the right to close an event prior to the stated ending time if, in his or her judgment, MIT students and/or MIT property are being placed in danger.

PROMOTION AND PUBLICITY

ASA Poster Policy

- No posters, flyers, or other announcements shall be placed on any wall, door, window, pillar, floor, chalkboard, ceiling, tree, outside building space or other space at MIT other than a designated bulletin board or official announcement space.
- Bulletin boards are completely cleared twice weekly by Facilities and the Campus Activities Complex: once Thursday and once Monday morning.
- No group or individual shall poster over another poster, which advertises an event or activity yet to happen. Posters may be placed on top of others posters, which are no longer active.
- No group or individual shall remove any poster other than their own while that poster is still active.
- MIT-affiliated parties may post ONE poster per event per bulletin board.
- Non-MIT affiliated parties' posters may be removed by any MIT-affiliated party.
- Use of other campus sources for distribution of information is also to be encouraged.
- Posters must indicate a sponsoring organization and contact information.

Any member of the MIT community may send written complaints about posterings abuses to the ASA Executive Board (asa-exec@mit.edu) Student groups who are shown to have violated this policy are warned of such violations by the ASA Executive Board.

Bulletin Boards Allocations

The ASA administers the bulletin board space in the Infinite corridor (and adjoining areas) that are designated for student group use by the Campus Activities Complex. Some items of note:

- Bulletin board space is re-allocated every other year.
- Student organizations are never guaranteed to keep space during re-allocation.
- Groups can lose their space at any time during the year if space is not being used properly.

ASA has put together responsibilities of being allocated a bulletin board. The responsibilities are outline here:

- Keep your board filled- if it is not a covered case, you must use background paper or larger poster(s) to cover the entire space.
- Include your group name and contact information
- Include information about your group's activities or issues
- Keep your board updated
- Maintain the condition of your poster materials
- Remove other posters from your space. Facilities has been instructed not to de-poster private boards even if they look like they have public posterings on

them. You must remove and save the offending posters and then notify the ASA Executive Board.

- Notify the ASA Executive Board of any vandalism
- Get permission from the ASA Executive Board if you intend to permanently modify your space (e.g. putting up display cases or Plexiglas).

The next complete reallocation is expected to be fall 2012- IAP 2013

Athena Cluster Postering

Groups are permitted to place posters on the bulletin boards provided:

- Groups remove their own posters after events
- No official IS&T posters are covered
- All the above rules for postering are followed.

Infinite Display- Digital Advertising on flat screens, as seen in the Student Center, Stata, East Campus, and the Infinite. All ASA recognized groups can receive 3 free days of posting per semester upon request (infinitedisplay@mit.edu). For additional information: <http://studentlife.mit.edu/infinitedisplay>.

Chalking -Groups may use chalk to advertise events on sidewalks provided:

- All chalking is done only on walkways and paths around campus, NOT on vertical surfaces such as sides of buildings
- Chalking may only be done with washable chalk

Lobby 7 Kiosk Display Spaces- Six kiosk spaces are available for the display of information for the promotion of MIT sponsored events taking place on campus. This space may be reserved for up to seven (7) days, starting on a Monday through end of the day on Sunday. For additional guidelines: web.mit.edu/infocenter/lobby7.html. Request a reservation from the staff of the Information Center: 617-253-4795.

LED Display Bosworth's Café- Request a reservation from the staff of the Information Center: 617-253-4795.

The Tech, MIT's student-run newspaper, prints on tabloid-size paper, with a 10-inch wide by 16-inch tall area available for advertising on each page. There is a charge for this service. Guidelines concerning payment and ad submission can be found under the link "Advertising Information and Rates" at <http://www-tech.mit.edu/Business>.

The Lecture Series Committee (LSC) at MIT shows slides as previews to movies played every Friday, Saturday, and Sunday night in 26-100 (one of MIT's largest lecture halls). There is a charge for this service. Guidelines concerning payment and ad submission can be found at lsc.mit.edu/info/slides.shtml

EVENT PLANNING CHECKLIST

The checklist below will help you navigate the event planning process at MIT. To facilitate a communication among various campus offices that will work to make your event a success and avoid duplication of efforts, we encourage student organizations to incorporate the checklist into their planning. Please feel free to contact the people listed at any time for assistance.

Space Reservations

- Contact the appropriate scheduling office:
 - Classrooms: Schedules Office
 - Multipurpose and Promotional: Campus Activities Complex
 - Athletic: DAPER
 - MIT uses Virtual EMS online reservation system for CAC and Athletic spaces
- Check the availability of the space
- Complete space application process and make sure to get confirmation of space.
- NOTE: Reserving space does not mean the event is approved. Do not advertise or sell tickets until you have registered your event.

Event Registration

Register your event if it meets one or more of the following criteria:

- Events serving alcohol-
 - NOTE- if you plan to serve alcohol at the event, you must obtain approval to do so.
- Events where money will be collected during the event.
- Events where the attendance will exceed 100.
- Events where more than 20% of the audience is expected to be non-MIT.
- Events that involve working with a non-MIT organization (as co-sponsor or guests).
- Events working with minor (see Minors Policy section).
- The Event Host should obtain an Event Registration form from the Student Activities Office (W20-549), and the appropriate signatures from the specified campus department (see Event Registration).

Budget

- Secure funding from funding sources (see Finances and Funding Section)

Set-up

- Arrange for event support services, discuss the set up and the logistical needs for your event, and determine cleanup requirements at least two weeks in advance.
- Contact Campus Activities Complex to organize services in all CAC facilities, and non-athletic events in athletic facilities.
- For events in Residence Halls, check with the House Manager or Residential Life Associate in the reserved Residence Hall.

Speaker/Performer

- All student groups planning on utilizing a service of a person or company outside their groups should utilize an MIT Student Contract.
- Do not sign contracts on behalf of MIT. Should an outside organization require their own outside contract contact the Program Coordinator for Student Activities for assistance.

Tickets

- MIT offers a number of services for the successful collection of revenue
 - Copy Tech, adMIT One online ticketing
 - Card Services, TechCash- pick up necessary form at the SAO
 - SAO's cash box rentals and night deposit bags.

SUCCESSFUL STEPS FOR EVENT PLANNING

Step 1- Assess resources

Know what you have to work with before planning. Faculty and staff, members, are all resources.

Step 2- Assess needs and interests

Who will attend? What are their interests? What are your goals? What needs are you trying to meet?

Step 3- Brainstorm Ideas

Think of every type of event that might fulfill the goals. Don't evaluate ideas at this point, just list all suggestions. Once this is done, review each idea and assess it for feasibility.

Step 4- Develop a time line

Make a list of everything that needs to be done for the event. Sometimes it is easier to work backward from the date of the event to the present. Make a schedule that shows when each task needs to be completed.

Step 5- Reserve space

Reserve your space as early as possible!

Step 6- Develop a budget

List all the associated costs and allocate the available funds. You may have to contact various departments for cost estimates associated with their services, including MIT Police.

Step 7- Paperwork

Complete all of the necessary paperwork including event registration forms, licenses, etc.

Step 8- Details

Complete and confirm all details pertaining to the event.

Step 9- The Event

HAVE FUN!

Step 10- Evaluate

Reflect on the event including participant and planner comments, attendance, suggestions for future events, and final costs.

Minors Policy

All events, programs, or other activities where minors (those 17 years of age or younger) will be present must be registered with the Student Activities Office. This excludes minors who are currently registered and enrolled MIT students.

Students are required to pick up or print out the Events with Minors packet, and complete the **Risk Assessment Form at least two months prior** to the planned activity. Once the form has been completed, students should submit it to the SAO and make an appointment with one of the SAO staff. The student planner(s) will meet with the SAO staff for clarification of policies, review of best practices, and approval of the activity.

Once the Risk Assessment Form has been signed off on by the SAO, the student planner(s) will still need to complete an Event Registration Form (see *Event Registration* section).

UNIVERSITY POLICIES

USE OF MIT BRAND

The use of the Institute's name, logo, seal, and photographs in the advertising and other promotional material and activities of outside organizations is prohibited when such use is likely to be understood as an endorsement, even if such an endorsement is not the intention of the person or organization seeking to use MIT's name. All proposals, therefore, for the use of MIT's name or other identification in advertising, sales literature and videos, and commercial publicity must be submitted for approval.

Contact the Student Activities Office at sao-staff@mit.edu to submit all artwork and mock-ups for approval. For clarification of this policy: <http://web.mit.edu/graphicidentity/>.

Use of MIT seal is strictly prohibited.

PUBLIC VIEWING

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials including films and musical works can be used and shown. The showing or viewing of the film, movie, music, or any other copyrighted work in a tavern; restaurant, private clubs or any other place not considered a home requires the permission of the copyright owner.

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be. Most licensing fees are based on particular performance or set of performers for specified films. The major firms that handle these licenses include:

Films, Inc: 800-323-422

Swank Motion Pictures: 800-876-5577

Motion Picture Licensing Corp: 800-338-3870

RESOURCES

Student Activities Office	http://studentlife.mit.edu/sao
Campus Activities Complex	http://studentlife.mit.edu/cac
Association of Student Activities	http://web.mit.edu/asa/
Undergraduate Association	http://ua.mit.edu/
CopyTech	http://web.mit.edu/ctc/www/
Residential Life and Dining	http://studentlife.mit.edu/reslifeanddining/rlp
Schedules Office	http://web.mit.edu/registrar/classrooms/index.html
MIT Police	http://web.mit.edu/cp/www/