

MIT

STUDENT ORG HANDBOOK

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Welcome!

At MIT, learning goes far beyond the classroom. Student organizations are a vital part of campus life, offering opportunities to lead, connect, and grow.

Whether you're joining a group or stepping into a leadership role, being a part of a recognized student organization provides opportunities for leadership, community building, and personal growth. In return, student organizations must comply with the law, adhere to MIT policies and guidelines, uphold inclusive and respectful practices, and operate with integrity.

Recognition brings privileges—such as access to funding, space, and resources—and it carries responsibilities for accountability, risk management, upholding Institute standards, and building community. Groups and their individual members hold their own views separate from the Institute, but all of us are members of the MIT community. Our decisions and actions should reflect a shared commitment to MIT's [mission](#) and its [values](#).

In the pages that follow, you'll find key information about the privileges and responsibilities of being part of a student organization, along with the policies and expectations that help keep our community strong, inclusive, and accountable.

Supporting Student Organizations

The [Division of Student Life \(DSL\)](#) supports students in every aspect of their journey: intellectually, physically, personally, and spiritually. One of their guiding philosophies is that being part of a student organization can be a powerful part of the college experience. These groups offer opportunities to grow, connect, and contribute to campus life. They also help students learn, lead, collaborate, and innovate as they develop the skills to make a meaningful impact on the world. DSL helps students create spaces and experiences that promote well-being, independence, and accountability, all while reinforcing MIT's [mission](#) and [values](#).

One of the key offices within DSL is [Student Organizations, Leadership, and Engagement \(SOLE\)](#). SOLE is a central resource for MIT's vibrant student community, supporting more than 350 student organizations. Whether you're leading a club, planning an event, or exploring leadership development, SOLE provides support, training, resources, and development opportunities to students involved in organizations, governing boards, programming boards, and leadership programs across MIT.

SOLE doesn't work alone. It collaborates with offices across campus and works closely with the [Association of Student Activities \(ASA\)](#), a joint committee of both the [Undergraduate Association \(UA\)](#) and the [Graduate Student Council \(GSC\)](#) that governs recognized student organizations at MIT. In collaboration with SOLE, ASA oversees student group activities, advocates for resources, allocates

funding, helps student leaders navigate procedures, and arbitrates disputes to build sustainable student organizations at MIT.

While SOLE provides support to most recognized student organizations at MIT, there are a number of student groups that operate beyond its direct scope. Some teams and clubs receive guidance from the [Edgerton Center](#), others are connected to the [MIT Sloan School of Management](#), and [club sports](#) fall under the [Department of Athletics](#). Additionally, many groups are rooted in academic departments or emerge within MIT's [residential communities](#), [fraternities](#), [sororities](#), and [independent living groups](#) (FSILG).

Privileges and Responsibilities

Being part of a student organization at MIT offers valuable resources like funding, space, advising, and training to help organizations thrive. In return, student leaders must comply with the law and adhere to all existing MIT policies and guidelines while they uphold community standards and foster a culture of accountability and respect. Leaders and members of student organizations who do not meet these expectations may face disciplinary action.

Along with these expectations, every student organization has the privilege and responsibility to build and sustain a sense of community within their group and across MIT.

Privileges—all student organizations are entitled to:

1. [Request funding](#) from the Student Group Funding Council (SGFC).
2. [Reserve spaces](#) on campus to host events and activities.
3. [Leadership development and advising](#) from DSL staff.
4. [Representation on the ASA](#) with regular attendance and voting privileges.
5. [Participation in the ASA Activities Midway](#), held every fall (Orientation) and spring (Campus Preview Weekend).
6. [Use MIT's name](#) and [graphic identity](#) for promotional purposes.
7. [Apply for office or storage space](#).
8. [Advertise via poster](#), in compliance with the [ASA](#) and [Institute](#) poster policies; groups may also apply for a private bulletin board.
9. [Access Engage](#), MIT's online student organization management platform.
10. [Financial advising](#) and support provided by SOLE.
11. [Access to an Athena locker](#), digital storage space provided by MIT IS&T.

Responsibilities—all student organizations are obligated to:

1. Remain in [good standing](#) with the Institute and the ASA.
2. Comply with the law and adhere to all existing MIT policies and guidelines.

3. Ensure all current MIT students are eligible for membership and that participation is not restricted based on the categories in MIT's [nondiscrimination](#) policy.
4. Treat all MIT students, staff, and faculty with respect.
5. [Complete annual re-registration](#) at the appropriate time in the academic year.
6. Manage their group's fiscal activities according to the organization's constitution and budget as approved by the ASA.
7. [Actively participate in ASA General Body Meetings](#).

Members may not always agree with each other or with their group's leadership on how to make the best use of their privileges or meet their responsibilities, and sometimes leaders express collective positions that don't reflect every member's view. It is important that all members feel empowered to share their opinions openly and are consulted before actions, decisions, or collective statements are made.

Formal Student Organizations

MIT student organizations can only be initiated, organized, and led by MIT students. These groups are expected to comply with the law and adhere to all existing MIT policies and guidelines while upholding MIT's mission and values.

All recognized student organizations must complete and sign the Student Organization Leadership Attestation & Responsibility Agreement during their recognition or re-registration period. By agreeing to this attestation, student leaders commit to maintaining MIT's standards and fostering a positive campus community.

New Organizations

The ASA has responsibility and sets the timelines for recognizing new and existing student organizations. Each academic year includes two recognition cycles, one in the fall and one in the spring. Dates and details for each cycle are posted on the [ASA website](#).

Each application is required to identify a president and treasurer—the organization's core executive officers—who are encouraged to collaborate with the other members of their group to complete the following application requirements:

1. **A roster** of at least five current MIT students (graduate or undergraduate), including a president and a treasurer.
2. **A student organization constitution**, including a mission statement that distinguishes the group from [other existing recognized student organizations](#) at MIT.
 - The constitution must include all the [clauses required by the ASA](#).
 - The ASA has also made a [sample constitution](#) available.

3. **A draft budget** that demonstrates how the organization intends to acquire and expend funds annually.

Annual Re-Registration

All student organizations must re-register for formal status every year. Organizations are assigned an annual re-registration deadline that aligns with ASA processes and with organizations' reported annual executive leadership transition timeframes (fall or spring). Organizations may apply for off-cycle re-registrations if there are significant changes to their purpose, leadership, or structure.

The organization's core executive officers are encouraged to collaborate with the other members of their group to complete the following re-registration requirements:

- Note names of student organization core executive officers (president and treasurer), who are required to sign and submit a copy of the Student Organization Leadership Attestation & Responsibility Agreement.
- Confirm distribution of Student Organizations Handbook to organization members.
- Report any changes to:
 - Name (Requires ASA and SOLE approval)
 - Mission (Requires ASA and SOLE approval)
 - Constitution (requires ASA and SOLE approval)
 - Category (requires ASA and SOLE approval)
 - Membership Tags (report)
 - Activity Tags (requires ASA and SOLE approval)
 - Logo (requires MIT Office of Institute Communications approval)
 - Executive Leadership Transitions Timeframe (requires ASA and SOLE approval)
- Report student organization recurring meeting information
- Confirm group officer mailing list on [Engage](#)
- Confirm active members roster on [Engage](#)
- Confirm officer roster on [Engage](#)
- Upload current active participant and advisor roster to [Engage](#)
- Confirm student organization office access tags on [Engage](#) (if applicable)

SOLE staff and the ASA will confirm that these conditions are met before a group is re-registered as a recognized student organization in good standing.

Training for Core Officers

After receiving formal recognition or re-recognition from ASA, core executive officers (president and treasurer) must complete a required training module to gain access to MIT systems and keep their organization in good standing. The training covers leadership, event planning, campus activism,

finances, and Title VI/Title IX policies. It equips leaders to manage their group's activities, membership, and resources while sharing this knowledge with their teams.

Suspension

A temporary status assigned by DSL or the [MIT Committee on Discipline \(COD\)](#), suspension applies to student organizations that have failed to demonstrate consistent, successful management of their group's leadership, membership, operations, and/or activities. Suspended student groups lose access to privileges reserved for recognized student organizations. DSL or the COD determines the terms of suspension and reinstatement conditions for suspended student organizations on a case-by-case basis.

De-recognition

Sometimes the interests or issues leading to the formation of a student organization fade. MIT needs a process for de-recognizing organizations that are no longer active. It also needs a process for managing cases where an organization is not being appropriately led or managed. These processes are identical.

When an organization is not re-registered—for lack of interest or because core executive officers failed to complete the re-registration requirements on behalf of their student organization by the communicated deadline—their student organization will be subject to the following processes:

Frozen Status: Student organizations that do not complete re-registration requirements will be frozen on the working day following the ASA application deadline. To become unfrozen, core executive officers must schedule and attend a meeting with a designated SOLE staff member or submit required corrections within a set grace period. Frozen student organizations will be unable to:

- Reserve MIT campus spaces
- Access their student organization financial accounts or process payments
- Access their Engage group page

De-recognition: Student organizations that become idle or whose core executive officers do not complete the unfreezing process for their organization, will be automatically de-recognized on the working day following the grace period deadline.

Upon de-recognition, an email will be sent to the student organization's group officer mailing list with a formal notice of de-recognition, guidance from the ASA and SOLE regarding the de-recognition process, and information regarding the re-recognition process if the group intends to remain active.

The following conditions will result from a student organization's de-recognition:

- Loss of all student organization privileges.

- Cancellation of all scheduled pending events.
- Resolution and payment of any pending financial commitments; new transactions will not be accepted.
- Frozen financial accounts; any existing funds will be reallocated after three years if the organization is not re-recognized.
- Loss of access to ASA-allocated space.
 - There is a one-month deadline to remove belongings; after one month any remaining items will be donated to other student organizations or disposed of.
 - Student organizations de-recognized during the third week of June as part of the spring re-registration cycle will have until the final week of September of the same year to collect items from their ASA-allocated space.
 - Student organization property purchased with Institute funds is owned by MIT. The ASA executive board is responsible for the distribution of property from de-recognized organizations; strong preference should be given to allowing either the UA or GSC funding boards to allocate the property to other groups.

Student Organization Policies

Good Standing

A recognized student organization remains in good standing as long as it continues to meet all SOLE and ASA requirements. Organizations in good standing maintain access to campus resources, funding, and other privileges that support their mission and activities.

Organizations in good standing demonstrate the following:

- Timely completion of annual registration and officer attestation through appropriate processes.
- Participation in required trainings, including those related to safety, risk management, finances, and event planning.
- Compliance with the law and all existing MIT policies and guidelines, including those governing [nondiscrimination](#), [hazing](#), [freedom of expression](#), and the [use of the Institute's name](#).
- Transparency in financial management and maintenance of accurate officer and account records.
- The responsible use of Institute resources, including funding, space, and equipment.
- Activities and operations that are in alignment with their constitution as approved by the ASA.
- Attendance at both the fall and spring ASA General Body Meetings.

- Timely and respectful communication with SOLE, as well as other Institute offices and governing bodies.

Co-sponsorships and Fronting

MIT supports collaborations between student organizations and external partners. These collaborations must be student-led, comply with Institute policies, and ensure the appropriate use of MIT resources while reinforcing transparency, student autonomy, and responsibility.

To ensure that collaborations with external partners reflect MIT's mission, values, and policies, student organizations are encouraged to reach out to SOLE before entering into any external collaborations.

What is Fronting?

Fronting occurs when a non-MIT individual, group, or organization gains access to MIT resources (such as space, services, or funding) without the full knowledge, consent, or control of a formally recognized student organization. Because student organizations must retain full control and responsibility for their events and activities, fronting is a violation of MIT policy.

Co-Sponsorship Guidelines

To ensure that all events are genuinely student-driven and compliant with MIT policies, co-sponsored events must meet the following criteria:

- **Student Leadership and Oversight**
 - Events must be planned and directed by MIT student leaders.
 - Students must be actively involved in all aspects of the event, including planning, promotion, logistics, and on-site execution.
 - The sponsoring student organization must serve as the primary point of contact for all MIT communications.
 - Student leaders must be present from setup through conclusion and cleanup.
- **Financial Responsibility**
 - All event-related financial transactions (e.g., ticket sales, vendor payments, reimbursements) must be managed through the student organization's MIT account.
 - Non-MIT entities may not collect funds, sign contracts, or make financial commitments on behalf of MIT.
 - All proceeds from events, including online ticket sales, must be processed through the MIT student organization account.
- **Event Logistics**

- Prior to reserving space for an event with an external cosponsor, student leaders must consult with SOLE to discuss the details of their collaboration and to ensure appropriate event-planning support.
- Student leaders must be aware of all event needs and work directly with MIT staff regarding planning and logistics.
- Events must comply with MIT safety, accessibility, and conduct policies.
- **Marketing and Publicity**
 - All promotional materials must clearly identify the MIT student organization as the host or primary sponsor.
 - Event promotions should be posted on the student group's official website or social media platforms.
 - Non-MIT partners may be acknowledged as co-sponsors; they may not be presented as the lead or primary host.
 - All non-MIT partners must comply with MIT's [use of Institute name policy](#).
- **Use of MIT Facilities**
 - Non-MIT groups may only use MIT facilities by partnering with a student organization under the following conditions:
 - The event meets all co-sponsorship criteria listed above.
 - The collaboration receives prior written approval from SOLE and other relevant offices.

Compliance and Enforcement

If a student group is found not to be in control of an event—through lack of planning, inadequate financial or promotional oversight, or some other cause—consequences could include:

- Denial of event registration
- Event cancellation
- Recovery of event-related costs from the student organization and event cosponsors
- Revocation of recognition for the student organization
- Loss of future funding eligibility and space reservation for the student organization
- Referral for disciplinary action

Umbrella Organizations

To maintain transparency, accountability, and organizational clarity, MIT requires all student organizations to operate as separate, independent entities. While we encourage collaboration on shared interests, formal “umbrella organizations” (distinct groups that attempt to coordinate, represent, or support multiple student organizations) are not permitted. This applies regardless of the recognition status of affiliated organizations.

Only student organizations officially recognized by the ASA are authorized to reserve campus space, sponsor events, or access Institute resources. Each recognized student organization must:

- Operate under its own name when reserving space, promoting events, or managing finances.
- Take full responsibility for its activities and operations.
- Not act on behalf of, or under the name of, any other organization or collective body.

Collaborations

Formally recognized student organizations that would like to collaborate or co-sponsor an event or activity should reach out to SOLE early in the planning process. SOLE staff can help determine how different organizations can share costs, effort, logistics, and other planning details. Each participating group will:

- Be clearly identified by name in all promotional materials and event documentation.
- Be individually accountable for its role in the event.

Event Planning at MIT: Five Simple Steps

Planning a successful event requires creativity, coordination, and attention to detail. Starting early is key, and you don't have to do it alone. SOLE is here to help you bring your event ideas to life by following these five steps:

Step 1 – Check It: Choose Your Date Wisely

Timing matters. Choose the date that best suits your event and start outlining details. You'll need to review space-reservation rules, registration requirements, and consider any needed approvals. Depending on size or features, some events will require advance coordination with SOLE and other MIT offices.

Consider:

- Minimum advance notice for space requests and registration
- Campus space availability and participant schedules
- Avoid [religious holidays](#), major Institute-wide events, and peak [academic periods](#) such as midterms and finals—unless your event supports wellness or stress relief
- No events are allowed from the start of [Orientation](#) through [ASA Activities Midway](#) (end of Orientation)

Step 2 – Book It: Secure Your Space

Reserve your event space early and learn the specific requirements, timelines, and procedures for each venue your organization plans to use.

General Guidelines:

- Events should typically run between 7:00 a.m. and 1:00 a.m., respecting venue hours.
- Student groups cannot reserve spaces or services for non-MIT or commercial entities.

Key Roles:

- Space Reservation Signatory: The person authorized to book spaces for your organization.
- Event Host: Leads event planning, serves as the main contact, and is responsible for notifying SOLE and completing event registration.

Key Spaces and Reservation Systems:

| Office | Reservation Systems |
|---|--|
| Campus Activities Complex (CAC) | CAC-DAPER Space Reservation System |
| Department of Athletics, Physical Education, and Recreation (DAPER) | |
| MIT Registrar's Office | MIT Classrooms Reservation System |
| MIT Institute Events | Atlas Event Planning Room Catalog |
| MIT Media Lab | MIT Media Lab Reservation System |
| MIT Open Space Programming | Contact openspace@mit.edu |
| Intercultural Engagement (i.e.) SPXCE | SPXCE Reservation Form |
| Office of Student Wellbeing | Contact wellbeinglab@mit.edu |

Step 3 – Plan It: Organize the Details

Develop a detailed plan for your event. Success depends on clear vision, good organization, and attention to detail. Key tasks include:

- Managing budgets
- Following MIT policies and regulations
- Coordinating logistics and day-of operations early
- Communicating openly with all stakeholders
- Accessibility: Ensure your event is accessible by choosing [appropriate venues](#) and [offering accommodations](#). Creating an inclusive environment helps everyone fully participate.

Step 4 – List It: Register Your Event in [Atlas](#)

Registering your event in [Atlas](#) connects your organization directly to the MIT resources and support you need for a successful event. It notifies key MIT partners and helps them (and you) coordinate essential campus services. If you're unsure whether registration is required, please contact [SOLE](#).

[Atlas](#) event registration is required at least 10 working days in advance if your event includes any of the following:

- Alcohol, money, or ticketing
 - Alcohol will be served
 - Money will be collected during the event

- [adMIT ONE](#) or [Engage](#) will be used for ticketing (free or paid)
- Attendance of 100 or more people
- Event to take place in a residence hall
- Non-MIT Involvement
 - Visitors (non-MIT community members) attending
 - Non-MIT speakers or presenters
 - Co-sponsorship with non-MIT groups
 - Unaccompanied minors under age 18 (not MIT students)
 - Dignitaries, VIPs, or special guests
 - Career fairs
 - Conferences, case competitions, hackathons, or similar large events
- Coordination with other MIT offices
 - Collaboration with MIT service departments such as Police, Dining, or Environmental Health and Safety
 - Exhibits, displays, or special installations
- Contracts and Licensing
 - Contracts, agreements, or payments to outside vendors (including zero-dollar agreements)
 - Special licensing or permits are required (e.g., alcohol, entertainment, film, or City of Cambridge permits)

Resources:

- Watch this tutorial on registering in Atlas: [Atlas Event Registration System Video](#)
- MIT's policy on [use of facilities](#)
- Email sole-events@mit.edu with questions

Step 5 – Share It: Spread the Word, Responsibly

The final step is to spread the word about your event.

General Guidelines:

- Your organization must have a confirmed date and space reservation before any promotional activity.
- Actively engaging group members to make sure promotional materials reflect the organization's collective voice.
- For ordering merchandise using the MIT name, logo, or seal, or Tim the Beaver, contact student-merch@mit.edu.

Key MIT Policies:

- [MIT Statement on Freedom of Expression and Academic Freedom](#)

- [Institute Bulletin Boards, Postering, and Display Spaces Policy](#)
- [Use of MIT Name](#)

Advertising Channels:

- Physical Advertising Spaces
 - [ASA Bulletin Boards](#)
 - [Infinite Corridor Displays](#)
 - [DAPER Digital Displays](#)
 - CAC Promotional Tables
- Event Calendars
 - [Engage Events Calendar](#)
 - [MIT Events Calendar](#)
- Newsletters & Publications
 - [UA Byte](#)
 - [GSC Anno](#)
 - [The Tech Ads](#)

Event Categories

To help guide your planning and registration, events are grouped by size, scope, and complexity. Each category has its own requirements and timelines for consultation and registration.

Category I: Simple Meetings or Small Events

No SOLE consultation or event registration required

- Fewer than 100 attendees
- Limited to student organization members
- No special event features from Categories II or III

Category II: Standard Events

Require SOLE consultation ([email](#) or in-person) and [Atlas](#) registration at least **10 working days** in advance if any of the following conditions apply:

- 100 or more attendees
- Visitors from outside the MIT community
- Held in a residence hall
- Use of [adMIT ONE](#) or [Engage](#) ticketing (free or paid)
- Non-MIT speakers or presenters

- Money collected during the event
- Coordination with MIT service departments (e.g., Police, Dining, Environmental Health & Safety)

Category III: Significant Events

Require **in-person SOLE consultations 1 to 6 months in advance** depending on event complexity, plus registration at least **30 working days** before the event.

1 month in advance if any apply:

- Alcohol service
- Enhanced security and/or metal detectors
- Permits or licenses required (alcohol, entertainment, film, city permits)
- Contracts or vendor payments (including zero-dollar agreements)
- Co-sponsorship with non-MIT groups
- Exhibits, displays, or special installations

3 months in advance if any apply:

- Dignitaries, VIPs, or special guests
- Large annual recurring events (conferences, hackathons, case competitions)
- Unaccompanied minors under 18 (non-MIT students)

6 months in advance if any apply:

- Career-related events or fairs
- First-time large events (conferences, hackathons, case competitions)

Event Policies

General Event timing

- All events must end by the time listed in the space confirmation or [Atlas](#) registration.
- All attendees must vacate the venue by the designated end time.
- Events may not continue past 1:00 AM without prior written approval from SOLE.

Early Closure and Enforcement

MIT reserves the right to end an event early if:

- There are safety concerns or credible risks to attendees or property.
- The event violates MIT policy, city ordinances, or state law.

- Required registration or appropriate MIT Police approvals were not completed.
- The event elicits complaints or significant disruption to the campus community.

Events Involving Alcohol

MIT requires that student organizations comply with the law and adhere to all existing MIT policies and guidelines for safe and responsible alcohol service. To comply, adhere to these deadlines and rules for any event involving alcohol:

Deadlines

- Space reservation confirmed 30 working days before the event
- [Atlas](#) registration submitted with completed Alcohol Proposal Form 10 working days before the event
- [One-Day Alcohol License](#) application to the City of Cambridge 10 working days before the event

Key Guidelines and Policies

- MIT Police Presence, Metal Detectors and Public Safety.
- It is the responsibility of the event host/s to ensure that guests who are intoxicated are not allowed to enter the event and are provided with medical attention.
- For student organization events, MIT students may not distribute alcohol. Only a third-party bartending service may handle and distribute alcohol; they are also required to check IDs.
- Alcohol may not be served to any individual under 21 years of age. Violation of this section may result in a fine of \$1,000, 6 months of imprisonment, or both (M.G.L. c138 s34).
- Proof of age must be checked at all entrances to an event. Guests must wear a wristband or other non-duplicable proof of legal drinking age, and the student organization is responsible for purchasing the wristbands. Proof of age should be checked again by the bartender when alcohol is served. Event hosts are required to make sure attendees wear wristbands confirming their age at all times during the event.
- If admission is charged at the door, alcohol, if provided, must be dispensed from a cash bar. Massachusetts General laws prohibit free drinks at licensed events.
- Alcohol must be attended at all times. Guests must never be able to help themselves to drinks. Servers may not consume alcohol immediately before or during the event.
- A bartender may not serve more than two drinks to one person at one time. Pitchers may not be served. Alcohol may not be served from quantity dispensing sources (e.g. kegs, punch bowls, water coolers, etc.).
- Non-alcoholic beverages and food must be available throughout the event.
- “Last call” must occur no later than 12:30 AM or 30 minutes before the scheduled end time, whichever is earlier.

- Advertising of events involving alcohol must focus on the event, not the alcohol. Phrases such as “Beverages Available” and “Positive ID required” are acceptable, while phrases such as “Wine & Cheese Party” and “Beer Bash” are not. 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.”
- Student organizations may not use Institute funds, including “house taxes” or student activities fees to purchase alcohol, though such funds may be used to hire third-party bartenders.
- Student organizations that wish to use departmental funds for purchasing alcohol must register their program as a “Departmental Event,” not a “Student Org Event” in their [Atlas](#) registration form. The departmental cost object must be entered in the police detail field.
- Per state law and MIT policy, alcohol donations are not allowed, and no donated funds can be used to cover the cost of alcohol purchases. If a sponsor wishes to directly cover the costs of alcohol, please contact SOLE.

Institute Alcohol Policies

- [MIT’s Alcohol and Other Drugs Policies](#)
- [MIT’s Help-Seeking \(Good Samaritan\) Amnesty Policy](#)

Cambridge Alcohol License Requirements

- A [One-Day Alcohol License](#) is required from the City of Cambridge for all events where a cash bar is present (even those operated by MIT Catering) or where there is an admission charge at the door if alcohol is available at the event. The license must be posted in a location visible to all attendees.
- All event hosts must be 21 years of age with a valid form of identification.
- All event hosts must remain present and may not consume alcohol immediately before or during the event.
- All event hosts must confirm the third-party bartending service’s ABC license.
- Criteria for One-Day Alcohol License exceptions:
 - The event involving alcohol is on private property (indoor or outdoor); AND
 - The event involving alcohol is closed to the public and is not advertised on social media; AND
 - The event involving alcohol does not require an admission fee.

MIT Police Presence, Metal Detectors, and Public Safety

MIT is committed to fostering a campus environment where student organizations can safely host meaningful and engaging events. To support this goal, SOLE may require consultation and partnership between student organizations, MIT Police, and other public safety offices at MIT to ensure the safety and well-being of event hosts, attendees, and community members.

Upon review of an event proposal or application, SOLE staff may request input from MIT Police to determine the appropriate level of security support for an event. In some cases, for example, these consultations may result in the need for metal detectors at an event's points of entry (see below).

Once appropriate safety and security recommendations have been made for an event, SOLE and MIT Police work closely with student organizations to ensure smooth implementation.

Criteria for MIT Police Presence

MIT Police presence may be required at an event in, but not limited to, the following scenarios:

- When a sponsoring student organization requests police presence.
- When MIT Police, in collaboration with SOLE and the sponsoring organization, determine that police presence is necessary based on information submitted during an event's proposal and approval process. Events with certain characteristics typically require additional security measures, including:
 - Alcohol service
 - On-site sales and cash handling
 - The use of metal detectors (see below)
 - Attendance by dignitaries, VIPs, or special guests
 - Anticipated attendance of 250 or more attendees, or a significant likelihood of that number
 - Anticipated attendance of significant numbers of people who are not affiliated with MIT
 - Live music, DJs, or other amplified entertainment
 - Other risk factors as determined by MIT Police or SOLE (e.g., VIP guests, prior incidents, or security intelligence)
- MIT Police, as well as other law enforcement and public safety officials, may be required to respond to unplanned incidents such as medical emergencies, disruptions, or potential security threats at any campus event, regardless of any prior planning.

Metal Detectors

The use of metal detectors at student-led, in-person events held on MIT's campus is determined jointly by MIT Police and SOLE staff. When a determination is made that metal detectors are

required, event organizers will be informed directly, and MIT Police will work with them to ensure a safe and respectful screening process.

Criteria for Metal Detector Use

Metal detectors are required for student group events held on campus that meet all of the following criteria:

- Anticipated attendance of 250 or more attendees, or if MIT Police determine there is a significant likelihood of reaching that number
- The event includes non-MIT attendees
- The event features one or more of the following:
 - Alcohol service
 - Live music, a DJ, or other amplified entertainment
 - Other elevated-risk factors as determined by MIT Police (e.g., VIP guests, past incidents, or relevant security intelligence)

Screening Procedures

MIT Police will manage and conduct all screening processes. Procedures include:

- All attendees must pass through a walk-through metal detector upon entry.
- If the detector is triggered, attendees will be asked to remove personal items (e.g., keys, jewelry) and walk through again.
- If the alarm is triggered a second time, MIT Police will screen the individual with a handheld device.
- Guests with medical devices or accessibility needs may request alternate screening, such as a same-gender pat-down or other reasonable accommodations.
- Attendees who are unable or unwilling to complete the screening process may not be permitted to enter.
- If a guest is denied entry and refuses to leave, MIT Police and DSL staff will assist with de-escalation and removal if necessary.

Signage

All events requiring metal detectors require clear signage at each point of entry. Signs must include the following statements:

- “Metal detectors in use for safety”
- “No bags and no cameras”
- Any additional screening expectations or notifications determined by MIT Police, SOLE, CAC, or event organizers

Venue staff (e.g., CAC Manager) will ensure that signage is posted at all entrances and screening areas.

Attendee Communication

For events requiring metal detectors, all promotional materials and tickets must include information for all registered guests and potential attendees notifying them that screening will be occurring, and informing them of screening expectations. This information can be provided via email, social media, RSVP confirmations, or event websites to minimize confusion and delays at entry.

Event Scheduling and Venue Use

Because of the additional burden metal detectors impose on staff and spaces, only one event requiring metal detectors may be scheduled per night in a CAC space. Some venues (e.g., Building 50) may not be suitable due to layout or access concerns. SOLE and CAC staff will work with student organizers during planning to manage scheduling and space concerns.

Accessibility and Special Accommodations

MIT is committed to inclusive and respectful screening practices. Attendees with disabilities or medical conditions that may affect screening are encouraged to notify event staff in advance. MIT Police will provide reasonable accommodations, including handheld screening or same-gender pat-downs.

After Action

After the event, SOLE, CAC, and/or MIT Police may conduct a debrief to evaluate how the screening process was implemented and to identify opportunities for improvement.

Cost

DSL covers all costs associated with metal detector services.

Pre-event Planning for Police Presence and/or Metal Detectors

When MIT Police and SOLE determine there is a need for police presence and/or metal detectors at an event, SOLE coordinates a pre-event planning meeting with key stakeholders. This meeting is typically scheduled at least 10 working days prior to the event. Participants include:

- MIT Police
- Event hosts and/or leaders from student organization/s
- SOLE advisors
- Venue managers (e.g., CAC staff)
- Additional stakeholders as needed (e.g., E33, DSL staff, organization advisors)

Topics covered in the planning meeting will include:

- Rationale for MIT Police presence and/or metal detector use
- Roles and responsibilities of involved parties
- Event timeline and logistics
- Entry, exit, and re-entry procedures
- Emergency planning and EMS coordination
- Communication plans for attendees and staff
- Coordination and preparation of volunteers and staff, ensuring they understand their roles in guest flow, safety, and communication.
- Designation of a primary point of contact for the venue manager and MIT Police before and during the event.
- Scheduling a pre-event huddle to review final logistics and safety procedures.

Events Involving Minors

MIT is committed to providing a safe and supportive environment for all members of its community, including minors—individuals under the age of 18 who are not enrolled at MIT. Student organizations that plan events involving minors must comply with [Institute policies designed to protect minors](#) and ensure a positive experience.

Some events may involve unaccompanied minors (individuals under 18 who will not be accompanied by a parent, guardian, or designated adult chaperone). These events require additional planning and supervision in accordance with MIT's Protection of Minors policies.

Student organizations planning an event involving minors must consult with Student Organizations, Leadership, and Engagement (SOLE) well in advance to discuss the application and approval process.

Step-by-Step Timeline

At least three months before the program:

- Review Guidelines and Requirements: Visit minors.mit.edu for comprehensive guidance on planning in-person programs involving K–12 students and minors at MIT.
- Reserve Program Spaces: Ensure that all spaces needed to run your program (classrooms, event spaces, dining areas, etc.) are reserved in advance through the appropriate channels.
- Submit the SOLE Risk Assessment Form: Complete and submit the [MIT Programs Involving Minors Risk Assessment Form](#).
- Schedule a Meeting with SOLE: To review your program plans, compliance steps, and required documentation, email [SOLE](#) to schedule a meeting.
 - a. Initiate Required Documentation via DocuSign: At your meeting with SOLE, begin the DocuSign workflow to collect required forms, which may include:
 - i. Parent Consent and Liability Waiver – Required for all participating minors.

- ii. Photo/Media Release Form – Required only if photos or videos will be taken during the program.

At least two months before the program:

- Ensure Completion of Required Training: All MIT faculty, staff, and students involved in the program must complete the [Protection of Minors at MIT](#) training.
- Begin Background Check Process:
 - Background checks must be completed for all individuals (MIT and non-MIT) participating in the program, including virtual-only roles.
 - Background checks are required for all individuals, including both MIT and non-MIT participants and those in virtual-only roles, if the program involves unaccompanied minors and is either recurring (occurs on multiple dates) or spans more than one calendar day.

At least one month before the program:

- Volunteer Compliance Forms
 - All MIT volunteers interacting with minors must complete the [Minors Code of Conduct](#).

Mandatory Reporting Responsibilities

Any program participant who knows, suspects, or receives information about abuse or neglect of a minor must:

- Report the concern to their supervisor.
- Email details to minors@mit.edu.
- In an emergency, call 911 or MIT Police at 617-253-1212.

Some individuals may be mandated reporters under Massachusetts law and have additional legal responsibilities. For guidance, contact the SOLE Office or email minors@mit.edu.

Events Eligible for Modified Requirements

Some events may be eligible for modified requirements and may not need to meet the full criteria outlined above. Event hosts must still consult with SOLE in advance to confirm whether their event qualifies.

- Events with Parent/Guardian Attendance: Events where each participating minor is accompanied by their parent or legal guardian for the full duration of the event.
- Events with External Chaperones: Events where external organizations (e.g., schools, camps) bring minors to campus and provide their own adult chaperones. Chaperone ratios can be found at minors.mit.edu.
 - MIT event hosts must still register the event and coordinate with SOLE to ensure appropriate oversight and communication protocols.
- One-Day Events with Supervision by MIT Adults: A single-day event where at least two MIT-affiliated adults are always present with each group of minors. Examples include guest lectures, presentations, or demonstrations; this applies to both in-person and online formats.
 - This exception does not apply to multiple one-day events within the same academic year involving the same adults and minors.
 - All supervising adults must complete [MIT's Protection of Minors](#) training in advance.

International Dignitaries or Domestic VIPs

SOLE requires student organizations to begin planning visits from international dignitaries at least **3 months in advance**. To ensure proper coordination and compliance, students should:

- Review the [Guidelines for Hosting International Dignitaries](#).
- Contact the [Office of the Provost for International Activities](#) (OPIA) at least 30 working days before the event.
- Submit the [International Dignitary or VIP Invitation Request Form](#) at least 30 working days prior to the event.
- Confirm event space reservation at least 30 working days before the event.

Submit [Atlas](#) registration at least 10 working days before the event.

Career-Related Events

Career-related events organized by student groups, such as career fairs, and networking receptions, are a valuable part of MIT's career exploration ecosystem.

To help ensure the success of these events and maintain strong relationships with employers, student organizations must receive written approval from both SOLE and [Career Advising & Professional Development \(CAPD\)](#) at least 6 months before the proposed event date.

Request and Approval Process

Before initiating conversations or entering negotiations with any external employers, student groups must first consult with CAPD and SOLE. These offices can provide early guidance, ensure alignment with Institute policies, and help avoid missteps that could affect MIT's relationships with recruiters.

To formally begin the planning process, a [Career Fair/Career Event Request Form](#) must be submitted to CAPD at least six months in advance. Proposals will be evaluated based on the following criteria:

- How the event addresses a gap in existing career exploration opportunities.
- Clear and specific plans for how sponsorship funds will directly support career-related programming.
- Compliance with all applicable MIT policies, including those from SOLE, CAPD, and the National Association of Colleges and Employers (NACE).
- Opportunities for collaboration with academic departments or other student organizations.

Student organizations must receive final approval from CAPD and SOLE before issuing invitations to employers or confirming event details.

Event Proceeds

Any revenue generated beyond the cost of running the event and meeting sponsors' needs must be used for career exploration and professional development activities. For example:

- Support for experiential learning opportunities
- Funding attendance at professional conferences
- Hosting additional career-related programming

Funds raised from career-related events may not be used to support other, unrelated student group operations or activities.

Admission Fees for Events

Events that charge admission fees must follow MIT policies and guidelines to ensure proper approval, ticketing processes, and handling of the proceeds.

Deadlines

- Event space reservation confirmed at least 10 working days before the event.
- Selection of approved ticketing platform ([adMIT One](#) or [Engage](#)) and completion of ticket sales approval at least 10 working days before the event.
- [Atlas](#) registration must be submitted at least 10 working days before the event.

Policies

- Tickets are required for all events charging admission (in advance or at the door).
- Ticket sales cannot begin until the event is formally approved by SOLE.
- Tickets may only be sold through approved platforms, [adMIT One](#) or [Engage](#); commercial booking offices or unauthorized platforms (e.g., Eventbrite, Venmo, Cash App, Zelle) are prohibited.
- All ticket revenue must be deposited into the student organization's MIT account.

Food Trucks

Only [food trucks](#) that have been approved by the City of Cambridge are permitted to operate on the MIT campus. Event organizers must consult with space owners to confirm the appropriate location for any invited food truck. All events featuring food trucks must be registered in [Atlas](#), and organizers should include the truck's name when registering. For support in handling food truck requests, please contact foodstuff@mit.edu.

Deadlines

- Confirm space owner reservation at least 10 working days before the event.
- Submit [Atlas](#) registration at least 10 working days before the event.

Entertainment Licenses

Events featuring live entertainment that are open to the public must follow licensing requirements to comply with City of Cambridge regulations, including obtaining a [One-Day Entertainment License](#).

Deadlines

- Confirm event space reservation at least 30 working days before the event.
- Submit application for a One-Day Entertainment License from the City of Cambridge at least 10 working days before the event (if applicable).
- Submit [Atlas](#) registration at least 10 working days before the event.

Policies

- A One-Day Entertainment License is required for events open to non-MIT attendees where entertainment (e.g., music, dancing) is the main focus; the license fee is \$50.
- The license must be visibly posted at the event.

Film Screenings and Public Performance Licenses

Screenings of films or TV shows require licensing to comply with laws governing copyright.

Deadlines

- Confirm event space reservation at least 30 working days before the event.
- Submit [Atlas](#) registration at least 10 working days before the event.
- Send proof of Public Performance License to sole-events@mit.edu at least 5 working days before the event (if applicable).

Policies

- Public Performance Licenses are required for all film and TV screenings.
- Commercial content is copyright-protected and cannot be shown publicly without a license.
- Licenses are required even for restricted screenings within student groups.
- Violations may lead to disciplinary and legal action.

Preferred Vendors

- [Kanopy](#): Access films with Public Performance Rights (PPR)—no additional license needed.
- [Swank Motion Pictures](#) and [Criterion Motion Pictures](#) provide Public Performance Licenses for screenings of films and television programs. If the copyright owner of the requested film or program grants your request for a screening, there is generally a fee of \$300-\$1,000 to obtain the Public Performance License required to screen the film. If the copyright owner denies your request, you will not be able to screen the film.

Conferences, Case Competitions, and Hackathons

Large-scale conferences, case competitions, hackathons, and other student events require advance planning and coordination.

Deadlines

- Schedule a funding confirmation meeting with SOLE at least 3 months prior.
- Confirm event space reservation at least 30 working days before the event.
- Submit [Atlas](#) registration at least 10 working days before the event.

Policies

- Classified as Category III events regardless of size.
- Approved events may use MIT facilities and branding for sponsorship/marketing.
- Faculty or staff advising is strongly recommended.
- Contact MIT IS&T for wifi or other IT needs at least 20 working days before the event.
- Request additional AV support or equipment from [MIT AV Services](#) at least 20 working days before the event.

Raffles

Raffles require official permits, and this section outlines the deadlines and policies for hosting them.

Deadlines

- Confirm event space reservation at least 30 working days before the event.
Submit application for a [One-Day Raffle Bazaar Permit](#) at least 10 working days before the event.
- Submit [Atlas](#) registration at least 10 working days before the event.

Policies

- Raffle permits must be visibly posted at the event.

Campus Spaces and Equipment

MIT's main campus only occupies about 166 acres in Cambridge, and it is densely packed with academic, research, athletic, residential, performance, and administrative spaces, along with other kinds of facilities. DSL—especially the CAC—works with student organizations to help them navigate the complicated world of spaces, reservations, and policies. DSL—in collaboration with the ASA—also helps qualifying student organizations manage the allocation of spaces dedicated to their groups.

Event Spaces

Classrooms

MIT classrooms are designed for and dedicated to the Institute's educational mission and objectives. While they are available for use by student organizations, these uses are limited and all users must abide by all Registrar's policies when using classrooms.

Student organizations can reserve MIT classrooms through the Registrar's office on an ad-hoc basis throughout the academic year using [Classrooms@MIT](#). You can use [QuickRoom](#) to find open classrooms around campus when you need to hold an impromptu meeting or study session.

The Registrar's classroom-use policies are recorded on their [website](#) and copied below for reference.

What you need to know

By requesting access to an MIT classroom, you agree to abide by the following rules. Failure to comply may jeopardize your ability to reserve space in the future.

- Food and beverages are not permitted in MIT classroom space.
- MIT classrooms may not be used for religious ceremonies, dramatic performances, or anything that requires the use of platforms, scenery, and/or stage and additional lighting.
- You may not hold public showings of movies and other copyrighted material without permission from the copyright holder. (See [Film Screenings and Public Performances](#) for more information)
- You are responsible for all logistical arrangements including audio-visual, facilities, and other services.
- You must adhere to our equipment policies and clean up after your event.

What you need to do

Arriving for your event—

- Bring a copy of your reservation confirmation or access it at [Classrooms@MIT](#) under “My Requests.”

- If the classroom is locked:
 - During normal working hours — Monday through Friday, 9:00 AM to 5:00 PM — call (617) 253-4788 or email schedules@mit.edu.
 - After 5 PM or on weekends or holidays — contact the Department of Facilities at (617) 253-1500.

When your event is over—

- Return the furnishings to their original setup. Chairs should be arranged in rows, facing the front.
- Return any borrowed chairs or other furniture to their original location/s.
- Erase the whiteboards.
- Put all trash in the appropriate receptacles.
- Leave the classroom unlocked.
- The Registrar reserves the right to charge a fee for cleanup after an event.

Campus Activities Complex

The CAC provides safe, accessible, and versatile meeting, event, lounge, and office spaces that support gatherings for students, faculty, staff, and alumni. CAC staff provide logistical and production support, including scheduling and on-site management, during lectures, performances, social events, and other gatherings.

The CAC manages many spaces on campus, including Lobby 13, Kresge Auditorium, MIT Chapel, and rooms in Walker Memorial and the Stratton Student Center, among others. CAC also manages the outdoor spaces such as the Dertouzos Amphitheater, Kresge Barbecue Pits, Kresge Oval, Kresge Lawn, the Stratton Student Center Plaza, and the Stratton Student Center Steps. CAC staff also help support requests for space requests in the [Department of Athletics, Physical Education, and Recreation](#) (DAPER).

The [CAC Website](#) is a comprehensive guide to making reservations and managing events and provides other helpful guidance.

MIT Institute Events

Institute Events [maintains a list](#) of recommended independently managed, large-event, and conference spaces, both on and off campus. In addition, Institute Events schedules the Samberg Conference Center and the Bush Room, and is responsible for a number of community spaces, including:

- **Lobby 7 (77 Massachusetts Ave.)** – The main entrance to MIT and the gateway to the Infinite Corridor. Lobby 7 is generally not reservable; rare uses are subject to special guidelines.

- **Killian Court** – The historic green between the Great Dome and the Charles River. Reserved primarily for Institute-level ceremonies and large-scale events, its use is restricted and requires special approval.

For more information about Lobby 7 and Killian Court, or details on other spaces managed by Institute Events, please visit [their website](#).

ASA-Allocated Spaces

The ASA is responsible for allocating dedicated spaces for student organizations. They make a good faith effort to allocate space fairly and to ensure that the most active organizations and those with the highest demonstrated need receive space.

The ASA's space allocation cycle is generally every two years. Application deadlines are set before the end of the fall semester, and decisions are announced within six weeks of the application deadline. During their deliberations, the ASA considers a number of factors: whether an organization already has space and/or adjustments to the amount of requested space, and an organization's needs (group activities, administration, storage, etc.). Appeals to assignments are handled on a case-by-case basis. New space assignments take effect during IAP.

Applications

Applications for space allocation must include the following:

1. Whether a student organization currently has allocated space.
2. An individual contact for the organization.
3. Organization membership numbers.
4. Descriptions of the organization's space needs (e.g., size, for only one group or shared, storage or locker space, etc.), how the space will be used, and why it is needed.
5. Type, number, size, and intended audience/s of sponsored activities for each year.
6. Anticipated frequency of usage of the space.
7. The names of potential collaborating organizations with which the group would be willing to share space.
8. Organizations seeking a renewal should include what they have done in the space since their prior application and if they are interested in a voluntary space change.

The ASA does not allocate office space outside of its official allocations period, but organizations may request an out-of-cycle storage space allocation. The ASA can revoke an organization's room allocation if their activity violates any of the provisions outlined in their operating guidelines or as a disciplinary measure.

For detailed information about allocations, the application process, and the terms of ASA-controlled spaces, please see the [ASA Operating Guidelines](#).

Campus Space and Equipment Policies

Use of Classroom Equipment

MIT classrooms are designed for and dedicated to the Institute's educational mission and objectives. While they are available for use by student organizations, these uses are limited and all users must abide by all Registrar's Office equipment policies when using classrooms.

Sound

- Contact [MIT AV Services](#) to use the classroom's sound system.
- Submit a plan for approval to the Schedules Office at schedules@mit.edu if you will be recording the program or using sound equipment including, but not limited to, main speaker arrays, monitor speakers, mixing consoles, and/or snakes for connecting the system.
- If you intend to use a mixing console in the seating area, you must protect the seats with quilted material, moving pads, or similar.
- You may not hang microphones from pipes or ceiling fixtures, and you may not secure microphone stands by attaching cables to adjacent chairs.
- Secure all cables using nonstick gaffer's tape to ensure safety of participants and to avoid damaging surfaces or leaving residue.

Lighting

- Only the classroom lighting is allowed. You may not use additional lighting, including trees, spotlights, hanging lights, or similar.
- If your program requires a lighting scheme, please contact the CAC for a more appropriate venue.

Staging

- Staging (e.g. platforms, risers, flats) and hanging materials are not allowed.
- You may use easels or a freestanding poster system to display information inside the room or at the entrance.

Exhibits and Displays

Exhibits and displays are temporary installations designed to engage the MIT community, spark conversation, raise awareness, or showcase creative expression. These may take many forms, including art installations, banners, murals, posters, or interactive exhibits.

Staff in SOLE are available to support recognized student organizations throughout the planning process for exhibits and displays. This includes guidance on reservations, proposals, safety reviews, timelines, application requirements, and available resources.

Key Requirements Before You Begin

All exhibits and displays must:

- Be approved in advance by SOLE.
- Be clearly labeled with the sponsoring organization's name.
- Not obstruct pathways, exits, or accessibility routes, and must comply with all fire and safety regulations.
- Be installed, managed, and removed on dates coordinated with SOLE.
- Remain unchanged during the approved period unless written approval is granted.
- Be inspected daily by the sponsoring organization.
- Be removed at the end of each day, unless overnight installation is explicitly approved.
- Have installation and removal occur during daylight hours.
- Coordinate with SOLE if temporary storage is needed (limited availability).

Exhibits and displays generally can be approved for up to a maximum of 5 consecutive days, including time for setup and breakdown. SOLE does not guarantee approval for overnight, evening, weekend, or holiday installations. Displays may need to be removed or paused during these times.

SOLE reserves the right to remove or modify any exhibit or display that violates these guidelines or presents a safety or community concern.

Prohibited Activities

To maintain a safe, respectful, and accessible campus environment, the following activities are not permitted as part of any exhibit or display:

- Use of amplified sound without prior written approval and in accordance with the sound amplification policy.
- Obstruction of walkways, emergency exits, or accessibility routes.
- Attaching materials to buildings, trees, or permanent infrastructure.
- Use of open flames or hazardous materials, or equipment not reviewed by MIT Environmental Health and Safety.
- Displaying content that violates policies on harassment, discrimination, retaliation, invasion of personal privacy, defamation, threats or violence, targeting of groups or individuals, infringing the intellectual property rights of others, or violations of law or other MIT policies.

Related Events

- Any events or gatherings associated with an exhibit or display must be separately registered and approved by SOLE.

Step-by-Step Process

Step 1: Space Reservation

The [Kresge Triangle](#) is the preferred location for exhibits and displays on the MIT campus. Other locations may be considered on a case-by-case basis. Sponsoring organizations should ensure that exhibits and displays are designed to withstand weather conditions, including wind, rain, sun exposure, and, during colder months, challenges such as frozen ground that may affect setup and stability. Exhibits and displays may remain in place for a maximum of 5 consecutive days.

Space can be requested through the [CAC-DAPER Space Reservation System](#). Each sponsoring organization may request one exhibit or display per academic semester. Requests remain pending until approved. Reservations may only be made for the current semester. Availability may be affected by scheduling conflicts, nearby events, construction, or weather. Sponsoring organizations are encouraged to propose alternate dates.

Step 2: Proposal Planning and Submission

To mount an exhibit or display, sponsoring organizations must submit a written proposal to [SOLE](#) at least 10 working days prior to the intended installation date. For exhibits or displays involving the erection of structures, electricity, or the use of specialized equipment or machinery, applications must include a safety review (see below) and be made at least 30 days in advance to allow sufficient time for review and approval. SOLE staff will consult with the CAC to review all proposals.

Proposals should include:

- A description of the exhibit or display, including its purpose and content.
- A daily setup and breakdown plan, unless the exhibit or display is approved for overnight installation.
- If appropriate: a separate request and justification for overnight installation.
- Images or renderings of the exhibit or display. If these are not available at the time of submission, they must be submitted at least 3 working days before installation is scheduled.
- A plan to prevent damage to the lawn, irrigation systems, or other infrastructure.
- Staffing plan for monitoring and maintenance of the exhibit or display.
- When appropriate, a safety plan based on guidance provided by MIT Environmental Health and Safety (EHS) (see below).

Note: Proposals may be shared with MIT Facilities to evaluate potential impacts on campus grounds.

Step 3: Safety Review

Exhibits or displays involving safety risks (e.g., structures, electricity, or specialized equipment or machinery) require a written safety plan reviewed by EHS, the Insurance Office, MIT Police, and other relevant departments. SOLE can help you determine if a safety review is necessary.

To obtain a safety plan, organizations should start by completing EHS's [project/exhibit review form](#) at least 30 days in advance of their projected installation date. EHS will provide guidance and recommended safety measures. Sponsoring organizations, which are responsible for implementing all EHS recommendations, can then incorporate them into their final proposal to SOLE.

If an exhibit or display changes before or during installation in such a way as to introduce new safety risks, the form must be resubmitted. Refer to the "[EHS projects in public spaces](#)" section for more details.

Step 4: Confirmation and Registration

After the proposal and (when appropriate) safety review processes are complete, SOLE will confirm final approval of the exhibit or display. Approval is contingent on compliance with MIT policies, safety standards, and community expectations.

SOLE will provide the sponsoring organization with:

- Approved dates (setup, exhibition, breakdown)
- Location and logistical needs (e.g., electrical access)
- Notices regarding:
 - Inclement weather and high winds
 - Sound amplification
 - Posting of "officially reserved and approved" signage from CAC

Upon receipt of confirmation, sponsoring organizations must register their event in [Atlas](#). Once registered, the organization may proceed as outlined in the approval email. SOLE will maintain communication throughout the installation period.

Once approval is granted, no changes may be made to the exhibit or display without prior written consent from SOLE. Any modifications must be reported immediately, as they may require additional safety review by EHS.

Step 5: Installation Period, Wrap-Up, and Space Restoration

For exhibits or displays in CAC-managed spaces, the CAC will confirm the installation time and be present on both the installation and wrap-up days to coordinate setup and breakdown. During the display period, representatives must respond promptly to inquiries and ensure the display remains

safe and secure. At the conclusion of the reservation, all materials must be removed and the space fully restored to its original condition.

Promotional Booths and Tables

Promotional tables and booths are available for use by formally recognized student organizations and other MIT departments and administrative offices at MIT to share information, engage the community, and promote activities. “Tabling” is ideal for recruiting new members, showcasing ongoing projects, fundraising, or promoting an event. All table activities should reflect MIT’s mission and values.

CAC staff are available to support groups through the planning and reservation process, including requirements, timelines, and available resources.

Eligibility

Tabling is permitted for formally recognized student organizations and other MIT departments and administrative offices.

Approved Locations

Tabling is permitted in the following locations:

- Memorial Lobby (Building 10). (As a War Memorial, this space requires respect and decorum.)
- Stata Center (Building 32), Charles Vest Student Street.
- Other locations as approved by CAC on a case-by-case basis.

Tabling Expectations

- **Representative Presence:** Reservations are non-transferable and the table must be staffed at all times by a member of the sponsoring organization. Those staffing the table are responsible for managing the table’s operations and ensuring compliance with all applicable policies.
- **Conduct and Engagement:** Representatives must conduct themselves in a manner consistent with MIT’s mission, values, and culture. Specifically:
 - Interactions must be courteous and non-disruptive.
 - Representatives must be prepared to respond to all inquiries in a civil and respectful manner.
 - The table must be maintained in an orderly and inviting condition.
- **Setup and Safety Guidelines:** Tables and booths must remain in their approved locations and may not obstruct walkways, doorways, or emergency exits. They must not be moved without prior approval from CAC. If using electrical outlets, all cords must be securely taped down to prevent tripping hazards.

- **Group Identification:** Signage at tables must be clear and legible, and the name of the sponsoring organization must be prominently displayed at all times.

Display Guidelines

Groups may display materials on or directly behind their assigned tables, provided the materials:

- Promote MIT-affiliated events or opportunities
- Clearly show the sponsoring group's name and contact information
- Use non-damaging adhesives (e.g., painter's tape)
- Avoid prohibited content (e.g., harassment, defamation, targeted messaging)
- Are within size limits:
 - Posters, banners, flags, or images of flags larger than 18" × 24" require prior approval from the CAC.
 - All large-format materials must be reviewed and approved in advance to ensure compliance with Institute guidelines and space-use policies.

All display materials must be removed by the sponsoring group at the end of their reservation period.

Sound and Solicitation Restrictions

To maintain a respectful and accessible environment:

- Amplified sound, music, and shouting are prohibited during tabling activities. This includes the use of electronic instruments, portable speakers, or other battery-powered sound amplification devices.
- Active solicitation is not allowed, including:
 - Calling out to or vocally engaging passersby
 - Leaving the table to approach individuals
 - Distributing materials to individuals who have not voluntarily approached the table

Clean-Up and Area Maintenance

Sponsoring groups are responsible for maintaining the cleanliness and condition of their assigned tabling area. Reserved spaces must be returned to their original condition. At the conclusion of the reservation:

- All materials, signage, and personal items associated with the display must be removed.
- Trash and debris must be properly disposed of.

Food Sales

Food may be sold or distributed only under the following conditions:

- Only shelf-stable, pre-packaged items may be distributed (refrigeration is not available).
- All food must be clearly labeled with ingredients.
- Perishable foods must be carefully handled to prevent spoilage and contamination.

Failure to Comply

Failure to follow these policies may result in immediate removal, suspension of future tabling privileges, and/or disciplinary action. The CAC reserves the right to cancel any reservation at any time.

Reservation Process

- Reservation requests must be made through the [CAC-DAPER Space Reservation System](#) at least 4 working days prior to the planned activity.
- Tables/booths may be reserved for use between 9:00 AM and 5:00 PM Monday through Friday.
- A space confirmation from CAC is required before tabling.
- Each group may reserve a table for a maximum of 10 days per semester, per location.
- Only one location and one table/booth may be reserved at a time.

Amplified Sound

Amplified sound may only be used at approved events with prior approval from the CAC or, in the case of student organizations, the CAC and SOLE.

CAC and SOLE staff are available to discuss where and when amplified sound is appropriate, how to manage events featuring amplified sounds, and how to ensure events remain considerate of others on campus.

This policy does not apply to official Institute Events (e.g., community events organized by Institute Events, graduation).

Expectations and Restrictions

To maintain a respectful and inclusive campus environment:

- Sound must not disrupt the ability of others to hear, study, work, or engage in their activities, or interfere with other Institute functions.
- CAC, SOLE, or other Institute staff may request volume adjustments at any time.
- Repeated or ignored requests for adjustment may result in the shutdown of sound or the event.

- Amplified sound is not permitted at indoor or outdoor dining facilities.

Specific levels and decibel limits will vary by location. Organizers are encouraged to test sound levels in advance and adjust based on feedback from CAC, SOLE, or nearby community members.

Outdoor Sound Amplification

Amplified sound may be permitted in the following outdoor locations as part of a reserved and approved event coordinated with the CAC and SOLE:

- Stratton Student Center Steps
- Kresge Oval
- Kresge Lawn
- McDermott Court
- Student Center Plaza
- Walker Lawn
- Kresge Barbecue Pits
- Stata Center Dertouzos Amphitheater

To balance the desire for public events featuring amplified sound with the academic and residential needs of the MIT campus, outdoor amplified sound is generally permitted only between 11:00 AM and sunset.

Sound must be reduced or discontinued immediately upon request.

Indoor Sound Amplification

Amplified sound may be allowed indoors in designated areas with prior written approval from SOLE and the CAC.

Sound levels must be appropriate for the building's use and must not interfere with nearby academic, research, and administrative activities, or other activities in adjacent areas. Sound must be reduced or discontinued immediately upon request.

Large-Scale and Weekend Events

Events involving continuous or higher-volume sound, such as performances, fairs, or festivals, should be scheduled on Fridays or weekends to minimize disruption. These events will require:

- Detailed event and sound management plans reviewed and approved by the CAC and SOLE.
- Coordination with MIT Police, Facilities, and other campus departments.

ASA-Allocated Spaces

These policy terms are recorded in the [ASA Operating Guidelines](#), Article VII, §7. The appropriate section is copied below for reference.

1. No activity assigned to a space is authorized to grant permission for another activity not assigned to that space to have extended use of the space.
2. Improvements or renovations made to a room at the expense of the activity occupying the room do not guarantee that the group will continue to have that room allocated to them. Such improvements may be presented in the group's application under Section 3 for consideration of the Board.
3. The Association of Student Activities is not responsible for providing, maintaining, or financing any equipment contained in any room allocation under this policy. If financial support and/or furniture is needed, it is recommended that groups contact the Campus Activities Complex and Student Organizations, Leadership and Engagement Office to submit an official request, as there are often relevant EHS guidelines on what is appropriate for campus spaces. There is also often surplus furniture available at the Institute that can be acquired for student group needs.
4. Groups must receive permission from the Board, the Campus Activities Complex, Environmental Health and Safety and the Student Organizations, Leadership and Engagement Office before making major modifications to their space.
5. Groups sharing office space are required to submit a shared space agreement as requested by the Board. Such agreements shall outline the terms of use of the shared space.
6. At least once per year, every student group office space shall receive an inspection by a representative from each of the ASA Board, the Campus Activities Complex, Environmental Health and Safety, and the Student Organizations, Leadership and Engagement Office to monitor the cleanliness and safety of these spaces. Groups will be notified of any EHS violations or other misuses of the space (ex. unsanitary or excessively cluttered spaces) and given no less than two weeks to address these violations, after which a group may have their space allocation revoked if any EHS violations are not corrected.
7. Groups that fail to maintain a clean and EHS compliant space are liable to have that space deallocated and given to another group.
8. Spaces allocated to groups remain ASA spaces. ASA reserves the right of entry to any space. Groups with storage space shall either use the lock provided by ASA if one is available or shall provide ASA with a key to their storage space if they choose to use their own lock. Whenever an entry is necessary, ASA shall notify the occupants and other relevant parties at least 24 hours in advance, and shall always notify the group after the entry. There shall be at least two ASA Board members, or one ASA member and one MIT staff member, present when ASA enters a space.

9. Department of Facilities, Campus Activities Complex, Environmental Health and Safety, Student Organizations, Leadership and Engagement Office, and other MIT units, may enter a space at any time to carry out inspections, cleaning, repairs, and other activities to maintain the space. ASA will request these units to notify the occupants.

Promotion and Publicity

Student organizations seeking to recruit new members, run successful events, make connections to other groups, or otherwise contribute to the MIT community will be faced with the task of promoting or publicizing content or ideas.

In all promotional and publicity activities, student organization leaders and members should strive to represent the collective voice of their group with integrity and respect. It is also their responsibility to make sure that their organization's advertising materials and methods are in compliance with Institute policies.

Advertising events

Organizations must have a confirmed space reservation before advertising any event with a specific date or location. The principle methods to advertise on-campus events include:

- Advertising spaces:
 - [ASA Bulletin Boards](#)
 - [Infinite Corridor Displays](#)
 - [DAPER Digital Displays](#)
 - [CAC Promotional Tables](#)
- Events calendars:
 - [Engage Events Calendar](#)
 - [MIT Events Calendar](#)
- Newsletters and publications:
 - [UA Byte](#)
 - [GSC Anno](#)
 - [The Tech Ads](#)

Using Social Media

When using social media on behalf of a student organization, we recommend that you follow these best practices (adapted from [Social Media Best Practices](#) from the Institute Office of Communications):

- **Be transparent.** Don't post anonymously or use pseudonyms or false screen names when posting or creating content on behalf of your organization.
- **Think carefully when you "friend," "like," or "follow."** Is it an appropriate relationship? Is there a chance for misinterpretation by your audience?
- **Slow down—think before you post.** Consider the content carefully and be cautious about disclosing personal details or making statements that you may regret later.
- **Respect the privacy of others.** It is not okay to disclose personal, confidential, or proprietary information concerning the Institute, or that of students, faculty, or staff in any form of media.
- **Respect the intellectual property of others.** Remember that the patent, copyright, trademark, and fair use laws of the physical world still apply to the electronic world, as do MIT's policies regarding the use and ownership of intellectual property.
- **Respect your audience and the MIT community.** MIT reflects a diverse range of customs, values. When speaking on behalf of your organization, be yourself, but respectfully and with good judgment.
- **Be the first to respond to your own mistakes.** If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so.
- **Use discretion when deleting comments.** MIT's policy for its main social media accounts is to only delete comments if they are off topic and include marketing spam or hate speech, or if they're obscene, profane, or contain someone's personal or private information. Feel free to adopt the same principles.
- **Comply with the terms of service of third-party entities.** Most social networking sites have their own rules, policies, and procedures, and you will likely be required to accept their terms of service before you can begin to use them.

Promotion and Publicity Policies

MIT Statement on Freedom of Expression and Academic Freedom

MIT has a long tradition of celebrating provocative thinking and nonconformity. As noted in the 1949 [Lewis Report](#), the Institute's mission is to "encourage initiative, to promote the spirit of free and objective inquiry, to recognize and provide opportunities for unusual interests and aptitudes... to develop individuals who will contribute creatively to our society."

In this spirit, we celebrate the open exploration of scientific, social, and ethical truths that advance human understanding. We believe that a commitment to freedom of expression is integral to our mission and community. At the same time, we deeply value a culture of civility, mutual respect, and compassion alongside the robust exchange of views.

MIT has [a website dedicated to helping the community](#) understand what freedom of expression means for the Institute. We recommend starting by reading the [MIT Statement on Freedom of Expression and Academic Freedom](#), which was adopted by the faculty in December 2022. For more detail, the [Report of the MIT Ad Hoc Working Group on Free Expression](#) is also a useful resource.

Posting

There are various ways for groups to advertise themselves and their events at MIT. These include posting on bulletin boards, digital signage around the Institute, and advertising in some newsletters and calendars.

Public Posting Boards

The ASA manages a number of posting boards around campus, including in the Infinite Corridor, Stata Center, and other buildings. Student organizations may poster on these boards to publicize their events. When posting, student organizations must follow the [MIT bulletin boards, posting, and display spaces policy](#) and the [ASA posting policy](#), the key points of which are:

- One poster per group per board.
- Up to 22" x 17" poster area per group per board.
- Poster only in designated spaces.
- You must include the sponsoring party and an MIT email address as contact information.
- You must date your posters:
 - If you are posting for an event, use the data of the event.
 - If you are providing general information about your group, use the date 2 weeks after you put up the poster.
- Facilities reserves the right to take down posters, especially if they have been up for multiple weeks.

Private Posting Boards

The ASA also manages posting boards that it allocates to individual organizations to use as a dedicated advertisement space. Applications for a private posting board are open annually.

Student organizations who are allocated a private posting board are responsible for the upkeep of that space. Their responsibilities are outlined here:

- Keep your board filled – if it is not in a covered case, you must use background paper or large 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 deposter private boards even if they look like they have public posting on them. However, if the ASA bulletin boards become too cluttered, sometimes they are cleared by Facilities. You must remove and save the offending posters and then notify the ASA Executive Board.
- Posting on a group's reserved space is considered a sanctionable offense as detailed on the Public Advertising Space page.
- Maintain your board when items fall off or are inadvertently removed.
- 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 plexiglass) or if you want to put up anything that will protrude from your board more than paper and poster boards.

Use of MIT Name and Brand

Any use of MIT's name logos, and seal in advertising and other promotional material must be approved by the Institute Office of Communications in accordance with MIT's [use of name guidelines](#) and the Institute's [use of name policy](#).

MIT has posted guidelines on how the community can use the [MIT logo](#), including specific guidance for student organizations. In particular, the MIT logo can't be altered or combined with other graphics or text, nor can it be used as your student organization's social media icon.

- Contact mit-brand@mit.edu if you have questions about whether your student organization's logo needs to be modified and/or to submit proposed updates for review and approval.
- Contact student-merch@mit.edu for questions on how to order merchandise for your student organization. This includes new or reordered items that will use the MIT logo, MIT seal, Tim the Beaver, or MIT acronym.

Travel

Student organization travel includes travel to an off-campus event, where MIT resources, financial or other, may be used to represent a recognized student organization, or the event would otherwise qualify as furthering the purpose of a recognized student organization.

Travel Policies

- Recognized student organizations traveling on behalf of MIT must follow all MIT policies, including those outlined in the [Mind and Hand Book](#).
- Failure to register your trip with SOLE/MIT could result in loss of group privileges and/or reimbursements for group travel.
- For all domestic travel:
 - Domestic travel is defined as any student organization travel that is more than 25 miles from the greater Cambridge/Boston area and/or inside of the Interstate 95 Corridor (within the Boston and surrounding area).
 - Trips within 25 miles of the greater Cambridge/Boston area and/or inside of the Interstate 95 Corridor (within the Boston and surrounding area) do not need to be reported.

Car Travel

- Drivers must have a valid driver's license and proof of comprehensive automobile insurance.
- Drivers must comply with all traffic and safety laws.
- In case of a car accident:
 - Contact the [Dean on Call](#) and local authorities as needed.
 - Review the [MIT Office of Insurance](#) coverage policies.
- For car rentals:
 - Complete the [Car Rental Form](#) 5 working days prior to departure.
 - Renting 12-passenger vans and/or moving trucks for student organization travel is prohibited.

Domestic Travel

Deadlines:

- Trip leader/s must submit the [Domestic Travel Form](#) at least 10 working days prior to departure.

Policies:

- Trip leader/s must have a list of all trip participants traveling with them, as well as all driver names, phone numbers, and any other car occupants.
- Trip leader/s must have a general trip itinerary while traveling.
- Trip leader/s must have contact information for the [Dean on Call](#) and MIT Police while traveling.

International Travel

Deadlines:

- Trip leader/s must submit an [International Travel Form](#) at least 2 months prior to the trip departure date.
- Trip leader/s must meet with SOLE at least 1 month prior to the trip departure date.
- Trip leader/s must ensure each trip participant registers via the MIT Travel Registry. SOLE will work with the trip leaders to determine an appropriate deadline.
- Trip leader/s must ensure all trip participants review the [International Travel Risk Policy](#) and [Steps for Safe Travel](#) prior to trip departure.

Policies:

- Trip leader/s must have a list of all trip participants while traveling.
- Trip leader/s must have a general trip itinerary while traveling.
- Trip leader/s must have contact information for the [Dean on Call](#) and MIT Police while traveling.
- Trip leader/s must have contact information for authorities local to the trip location while traveling.
- Trip leader/s must have access to the [International Travel Risk Policy](#) and [Steps for Safe Travel](#) while traveling.

Paying for Travel

- **Payment for Hotels, Airfare, and Rental Cars:** Student organizations are encouraged to use the SOLE travel card to book and pay for hotels, airfare, and rental cars. To gain access to this card, contact SOLE. Additionally, students may pay for travel and be reimbursed following the completion of the trip.
- **Payment for Conference Registrations:** To pay for Conference Registrations students should use the RFP payment system that can be found on the Atlas portal.
- **Travel Reimbursement:** To be reimbursed for costs related to student organization travels, submit a travel report in [Concur](#). Travel report submissions must be completed by the

individual being reimbursed. Upload all receipts, invoices, and boarding passes in your travel report. Ensure your travel report submissions are approved by the group's financial signatory.

- For MIT Travelers: Complete the [Travel Signatory Authorization Form](#) and upload it in your travel report.
- For Non-MIT Travelers: Complete the [Travel Voucher Form](#) and upload it in your travel report.

Finances and Funding

Financial Stewardship

Student organizations that are recognized by MIT are given the autonomy and responsibility to spend their funds as they see fit, providing they comply with the law and adhere to all existing MIT policies and guidelines. 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 alignment with the organization's mission.

All funds associated with student organizations are considered Institute funds, including those raised through fundraising efforts, membership fees, or event revenues. These funds must remain within MIT's financial system and are subject to internal and external audits. Funds cannot be deposited into non-MIT accounts, ensuring they are backed by the Institute.

General reminders:

- Do not sign contracts on behalf of your student organization or MIT. Your signature does not represent the Institute and all liability will fall on the unauthorized signatory.
- The use of unauthorized financial platforms like Venmo, Cash App, or GoFundMe for collecting funds is prohibited.
- Purchasing gift cards or reimbursing a member for the purchase of gift cards is prohibited.
- Designs for branded merchandise using MIT trademarks must be approved by student-merch@mit.edu before the merchandise can be purchased.

Financial Access & Signatories

A student organization's Financial Signatories are students who are authorized to access their student organization's financial accounts and process financial transactions on behalf of their student organization. For financial access students will need to complete the [Financial Access Form](#) annually.

To become a Financial Signatory for a student organization, a student must be listed as an officer for that organization on [Engage](#) and earn a score of 100% on the Student Organization Finance Manager Quiz during the registration or re-registration process. SOLE staff will assign the Financial Signatory tag on [Engage](#) after the quiz has been reviewed and approved.

Funding Sources

Student Group Funding Council (SGFC)

The Student Group Funding Council (SGFC) oversees the distribution of financial support to all ASA-recognized student organizations, as well as to club sports, FSILGs, and residence hall student governments. The SGFC is responsible for:

- In collaboration with SOLE, establishing funding guidelines and priorities that ensure equitable distribution of resources.
- Reviewing applications from ASA-recognized student organizations, club sports, FSILGs, and residence hall student governments for funding for events and programs\
- Determining appropriate allocations of funding.

While the Institute retains ultimate authority over student organizations' financial and space resources, the allocation and management of these resources is a collaborative process involving student organizations, their governing boards, and Institute staff.

For additional information, please email sgfc-exec@mit.edu.

Donations

Donations to student organizations are tax-deductible and must be processed through MIT's Office of the Recording Secretary (RSO), which provides receipts to donors. All donations accepted and acknowledged by MIT are for student organization events and program expenses and may not be used for donations to external organizations.

Donations to student groups can be made three ways:

1. Online, using giving.mit.edu.
 - Organizations that wish to receive gifts via the [Giving@MIT portal](#) must complete the [Giving Page Setup Request Form](#).
2. With a physical check.
 - If the donor is writing a check, students should instruct the donor to make their checks payable to "MIT <student group name>" and include an [MIT Contribution Form](#) with their check.
 - Students will be required to provide their student organization's main account number to the donors.
3. Through the MIT Alumni Association.
 - Donations of single gifts less than \$2,000 from MIT alumni should be directed to and processed by the MIT Alumni Association. The RSO processes all gifts greater than \$2,000.

- Students should contact the MIT Alumni Association at aa-students-services@mit.edu before soliciting donations from alumni.

If a student anticipates receiving a “gift-in-kind” from a donor for their student organization, they must notify [SOLE by email](#). Gifts-in-kind are donations of goods, including equipment, art, or historical items. Gifts of services do not count as gifts to MIT for tax purposes. Upon receiving notice, SOLE staff will provide additional instructions for reporting a “gift-in-kind.”

Dues

Student organizations may charge membership dues. However, they must waive dues for members who cannot afford them (in order to comply with the inclusivity requirements for being a student organization).

Fundraising Events

Student organizations may hold fundraising events for their organizations. Fundraising events must comply with all event planning policies and an [Atlas](#) registration must be submitted at least 10 working days prior to the event.

Student organizations are prohibited from donating funds received in any form, unless:

1. The funds are raised independently by the student organization.
2. The student organization clearly communicated the intent of the fundraising event to all participating and donating parties.

If the officers of a student organization are interested in hosting a fundraising event for and/or making a donation to an external organization, they should [email SOLE](#) and complete the [Donations to Charity Form](#).

Sponsorships

Student organizations are eligible to enter into financial sponsorship agreements, or engage in non-financial sponsorships, by submitting a [Sponsorship Packet Approval Form](#) at least 30 working days prior to the event. Alcohol-related sponsorships are prohibited. All sponsorship agreements need to be formally reviewed and approved by SOLE before funds can be accepted. Sponsorship approval authority rests with the Institute, and not all sponsorships will be approved.

If your organization is planning to host an event involving sponsors, [email SOLE](#) prior to finalizing your solicitation materials and sponsorship levels. Events involving sponsorships must comply with all event planning policies. Events involving sponsorships are classified as Complex Events, requiring an [Atlas](#) registration to be submitted at least 10 working days prior to the event.

Ticketed Events

Student organizations may charge admission fees for their events. Any events with an admission fee must be ticketed, and organizations must only use [AdMIT One](#) or [Engage](#). For more information regarding the policies for such events, see [Admission Fees for Events](#).

Making Deposits

Students can deposit money from ticketed events, the collection of dues, donations, and any other source of student organization revenue. To make a deposit for their student organization, students can pick-up a Bank of America deposit slip from SOLE (W20-500). All checks and cash should be deposited immediately upon receipt. Deposits can be made at any Bank of America branch or ATM. Deposited funds will show up in the student organization's account within two working days. Students must return to SOLE the yellow copy of the deposit slip and the white deposit transaction confirmation issued by Bank of America staff or an ATM immediately after completing the deposit.

Spending Student Organization Funds

Requests for Payment (RFPs)

RFP reimbursements allow organization members to recover personal funds used for organization expenses. All RFPs must be submitted within 60 working days of purchase. Late submissions may result in delays or denial of reimbursement. RFPs are not used for travel expenses, which are instead handled using [Concur](#).

Note regarding sales tax: MIT does not reimburse sales tax in states where tax exemption is recognized. Inform vendors of MIT's tax-exempt status before purchases. Access MIT's tax exemption forms ([ST-2](#) and [ST-5](#)) on the [VPF website](#).

Buy-to-Pay (B2P) and Purchase Orders

The B2P platform is used for purchasing goods or services via purchase orders (POs). Submit requisitions through B2P, which are reviewed by SOLE and VPF before generating a PO for the vendor. Depending on the level of complexity in the PO, it could take anywhere from 15 working days to more than 45 working days for it to be processed and approved. Students are required to meet with SOLE if a PO involves contracts, liability forms, or other specialized paperwork.

Purchase orders are used when any of the following conditions apply:

- The total payment exceeds \$5,000
- Purchasing a computer in excess of \$1,000
- Purchasing equipment in excess of \$3,000

- Contracts need to be reviewed

Required documents:

- [Selection of Source Form](#) and competitive bids, if payment is greater than \$10,000
- A formal invoice (not a quote/estimate)
- Contracts or statements of work, if applicable

Contracts

Please email sole@mit.edu before initiating any contracts. Contracts protect organizations and MIT from liability and clarify expectations for services. The contracts team in the Office of the Vice President for Finance advises, reviews, drafts, negotiates, and executes commercial agreements for the procurement of goods and services at the Institute. Student organizations should use the [MIT Student Group Contract](#) for external services.

Guidelines:

- Only [authorized personnel](#) may sign contracts
- Contracts involving payments must go through B2P
- Non-payment contracts must be reviewed by SOLE
- Allow at least 30 working days for review of external contracts

Controlled Value Cards (CVCs)

A CVC functions like a debit card for purchases of up to \$3,000, excluding travel and vendor services. Each student organization may apply for one CVC through the [Control Value Card Form](#). If your application for a CVC is approved, you will be required to complete additional training as having a CVC necessitates additional financial responsibilities.

Internal Transfers

The internal transfer process allows student organizations to transfer money to other student organizations and other MIT departments for specific expenses. Transfers may be used to correct an accounting error when allocating expenses to a particular account, or when sharing revenues and/or expenses when collaborating with another student group. This process is facilitated by completing an [Internal Transfer Form](#). Student organizations can only transfer funds into their main cost objects. Student organizations cannot transfer funds into funding cost objects, as those will reset at the end of the semester.

Employment

Student organizations can hire both student and non-student employees to provide services for the organization.

To employ students:

1. Student employees being hired must complete the [MIT I-9 process](#).
2. Financial Signatories are responsible for hiring student employees on behalf of the student organization and must complete the [Student Employment Form](#) prior to the employee's start date.

To employ non-students:

1. Financial Signatories are responsible for hiring student employees on behalf of the student organization. They must confirm:
 - a. That the individual is not a student.
 - b. The details of the position description
 - c. The desired rate of pay (include the amount in the "total financial commitment" field)

The financial signatory must submit an [Employment Agreement Form](#).

2. Once the forms have been approved by SOLE, they are sent to DSL for review and approval.
3. Once the forms have been approved by DSL, the non-student individual being hired must then complete the [MIT I-9 process](#) and provide background information, if they have not done so before, then payment can begin. This process can take up to 1 month.

Individual suppliers:

Sometimes student organizations need to pay a non-student individual for a service provided, such as being a DJ or performing. This type of non-student individual is considered an individual supplier, not a non-student employee, and payment for their services must be processed through the B2P system.

Appendices

Appendix A: MIT policies

1. [Nondiscrimination](#)
2. [Hazing](#)
3. [Freedom of Expression](#)
4. [Use of Institute Name](#)
5. [Protests and Demonstrations](#)
6. [Use of Facilities](#)
7. [Bulletin Boards, Postering, and Display Spaces](#)

Appendix B: Important Definitions

To ensure clarity and understanding across the MIT community, definitions are provided below for specific student organization terms.

Individual Status

- **Student:** An individual with [regular student status](#) at MIT. During the fall and spring terms, undergraduate and graduate students must be properly registered with no registration holds. Undergraduate students are not required to register for the Independent Activities Period (IAP) or summer term. Graduate students are not required to register for IAP, but those engaged in research or thesis work during the summer must register for the summer session, per [Graduate Policies and Procedures](#).
- **Non-Student Individual:** Any person who is not an MIT student. Examples include [students on leave](#), non-student Institute employees, alumni, donors, guests, collaborators, K-12 groups, cross-registered students from other institutions, performers, event attendees, and contractors. Non-student individuals are not eligible for privileges reserved for MIT students and student organizations. All non-student individuals, with the exception of non-student Institute employees, are considered “visitors” of the Institute and must abide by the [MIT Campus Visitor Guidelines](#).

Student Organization Roles

- **Core Executive Officer:** An MIT student that serves in either the president role or the treasurer role in a student organization. These roles must be held by separate individuals for the same organization.
- **Officer:** An MIT student that serves in a leadership role in a student organization.

- **Member:** An MIT student involved in a student organization who regularly participates in meetings or organizational operations.
- **Advisor:** A non-student individual that provides guidance and support to a student organization, often with special responsibilities. Advisors provide guidance and support to the student organization as a supplement to the guidance and support the group receives from the staff advisors of SOLE.
- **Participant:** A non-student individual involved in a student organization who regularly participates in meetings or organizational operations.
- **Attendee:** Any individual, MIT student or non-student, who attends organization events or activities but is not otherwise involved in the student organization.

Student Organization Processes

- **Recognition:** The process by which a student group gains status as a recognized student organization, granting access to special Institute privileges. Recognized status is maintained through completion of the annual re-registration process and by remaining in good standing with the ASA and SOLE.
- **Re-Registration:** The annual process by which all recognized student organizations submit updated information and complete required training to maintain their recognized status.
- **Temporary Recognition:** A short-term status granted to a student group by the Institute in exceptional circumstances, providing access to certain student organization privileges. Groups with this status must complete the full recognition process for long-term access to all student organization privileges.
- **Re-Registration Review:** A designated four-to-six-week period after the re-registration deadline during which ASA officers and SOLE Office staff review re-registration submissions for accuracy and completeness.

Student Organization Statuses

- **Recognized:** A group, directed and controlled by MIT students, that has been granted access to special Institute privileges by the ASA and SOLE.
- **Good Standing:** A student organization has met the Institute's requirements to stay active and recognized.
- **Frozen:** A temporary status for recognized student organizations, assigned by the ASA and SOLE, that includes the removal of certain student organization privileges (e.g., reserving space, accessing funding) due to incomplete or late re-registration.
- **Suspended:** A temporary status assigned by DSL or the [MIT Committee on Discipline \(COD\)](#), removing all student organization privileges. DSL or the COD determines the specifics of this status, including onset, duration, reasons, and required steps for reinstatement.

- **De-recognized:** A student organization that has lost its recognized status and associated privileges, typically due to failure to complete annual re-registration or maintain good standing with the ASA, SOLE, or the Institute.

Appendix C: MIT Systems, Online Resources, and Forms

Online systems used by student organizations:

- [AdMIT ONE](#): event ticketing service
- [Atlas](#): An online platform, managed by the Institute, where student organization event planners can register their upcoming events.
- [Concur](#): where student organization leaders can report and get reimbursed for student organization travel.
- [Engage](#): managed by SOLE and the ASA, where student organization core executive officers can add and update important information about their student organization.
- [Mazevo](#): managed by the Campus Activities Complex (CAC) and the Department of Athletics, Physical Education, and Recreation (DAPER), where student organization space reservation signatories can request to reserve select campus spaces.