

WAYNE STATE UNIVERSITY

STUDENT ORGANIZATIONS INFORMATION MANUAL

This manual has been prepared as a resource guide for all officers, members and advisors of recognized student organizations at Wayne State University. It is intended to assist organizations with the planning of campus programs and activities. All student leaders should keep a copy of this manual for reference. Officers of student organizations should become familiar with the policies and information found in this manual. Student organizations are responsible for carrying on their activities in accordance with the provisions of the manual.

Dean of Students Office
351 Student Center - 577-1010
www.doso.wayne.edu

(Revised 2009)

1. The Dean of Students Office

(DOSO)
351 Student Center
577-1010
www.doso.wayne.edu

Student organizations, governing boards and their committees are assisted by a Dean of Students Office Staff Professional who help plan programs and familiarize student groups with university policies and procedures. The Dean of Students Office Staff Professionals organize and implement workshops for student leaders on a variety of leadership topics. The Dean of Students Office Staff Professionals also guide new student groups through the recognition process of the University.

Every year, the Dean of Students Office (DOSO) is responsible for a number of programs such as Student Organizations Day, Festi-Fall as part of the iStart program, Late Night Breakfast and Homecoming activities.

The Dean of Students Office is also responsible for *The South End*, the official student newspaper of Wayne State University, the Student Council and all campus student governments, the Student Activities Budget Committee, the Student Activities Program Board, student judicial services, community service programs, parent services, leadership development and the yearly recognition of campus student organizations.

The Dean of Students Office is open from 8:30 a.m. to 6:00 p.m. Monday through Thursday and from 8:30 a.m. to 5:00 p.m. on Friday during the entire year. It is suggested that you make an appointment with a Dean of Students Office Staff Professional if you have any further questions.

2. Student Council

395 Student Center
577-3416
www.studentcouncil.wayne.edu

The Student Council is the recognized student government at Wayne State University. Fourteen members are elected at-large in a university-wide election each April and fourteen members are appointed by the Schools, Colleges, Extension Centers and Housing and Residential Life to represent their respective interests. The Student Council has official recommendatory responsibility in matters of policy formulation for the governing of student activities at Wayne State University.

There are many committees sponsored by the Student Council and these committees are composed of Council members and student volunteers from the University. Anyone

interested in membership on a committee should contact the Student Council office at 577-3416 or through their website www.studentcouncil.wayne.edu.

3. Student Activities Budget Committee

The Student Activities Budget Committee (SABC) is responsible for allocation of student activities funds to recognized student organizations. The SABC is comprised of eight students, four of whom are members of the Student Council and four who are selected by the current SABC to serve the following year. The chairperson will be elected from within the committee. This committee will be under the guidance of the Dean of Students Office. The Dean of Students Office reserves the right to alter SABC budget decisions so as to comply with the WSU Administrative Policies and Procedures Manual and any other relevant University policy. A new SABC will be seated annually at their first meeting each June. If the Student Council has not made its member appointments by this time, the Dean of Students will make the appointments to be effective at the next SABC meeting. All events sponsored by SABC funds must be **FREE, OPEN TO THE PUBLIC** and **ON-CAMPUS**; there are no exceptions to these rules.

4. Student Activities Program Board

The Student Activities Program Board (SAPB) is a student led organization whose mission is to present social student activities programming to the University community in support of campus life. The SAPB operates with funds allocated by the omnibus fee. The chairperson is selected each spring through an application and interview process. Subcommittee chairpersons are appointed by the chairperson in consultation with their SAPB advisor, the Coordinator of Student Life, Greek Affairs and Student Activities. The SAPB is under the guidance of the Dean of Students Office. All students are welcome to get involved with the SAPB by contacting them at 577-8054 or visiting the DOSO website at www.doso.wayne.edu.

5. Recognition of Student Organizations

The Dean of Students Office is the official university agent that administers the policies and procedures regarding recognition and operation of student groups on campus. All student organizations seeking official university recognition must initially view and complete the online New Student Organization Workshop at website:

<http://www.doso.wayne.edu/financialforms/index.htm>

A Dean of Students Office Staff Professional will assist the organization in completing the recognition process. After you have completed the Student Group Interest Form and Student Organization Constitution Form, email it to aj2962@wayne.edu. You will be contacted by a Dean of Students Office Staff Professional who will give you further

instructions for becoming a recognized student organization at Wayne State University. After a student group has been granted recognition, any Dean of Students Office Staff member will be available to assist you if you have any further questions regarding your organization and/or its' activities.

All university student organizations recognized by the Dean of Students Office are required to submit organization recognition materials once a year, usually during the early Fall semester. At the beginning of Fall semester, access website

<http://doso.wayne.edu/2009-10recognition.asp>

to complete and submit the yearly recognition form. During the Fall semester recognition period, the recognition application must be filled out completely and authorized by a **currently registered** student who is the President or Chairperson of the organization. Incomplete applications or those authorized by anyone other than the President or Chairperson will not be accepted. Please remember to place a check mark next to those officers on the electronic recognition form who are eligible to approve University forms and/or reserve space on campus.

DOSO will also allow student groups to submit the names of non-officers who may be required to make reservations or complete an Event Planning Form (EPF) for the group. Non-officers will **NOT** be allowed to access funds from their group's student organization accounts; this activity will still require approved officers to complete all financial paperwork.

A. Change of Officers

During the Winter semester, if your organization's officers have remained the same and are still currently registered WSU students, you need do nothing. Your Fall form will continue your recognition. If at any time after the recognition period, your group's officers do change (e.g. an officer resigns, an officer is removed, an officer is not registered for classes that semester, etc.), a Change of Officer Form found at:

<http://www.doso.wayne.edu/financialforms/index.htm>

must be submitted to the DOSO. Please note that any change of officers requires that the organization follow their "election" or "appointment" procedures outlined in their constitution on file in the Dean of Students Office.

B. Grade Point Average Reports

The DOSO will offer student organizations the opportunity to request grade point average reports. To do this, the organization will be required to submit a member roster on a "Dean of Students Office Grade Waiver Form" accessed online at:

<http://www.doso.wayne.edu/financialforms/index.htm>

The Grade Waiver process is optional, but this form must be used if grade reports are requested by the student organization and/or sent to national headquarters or alumni groups.

C. Club Sports

Recognition of "Club Sports" will be granted only after the leadership of the club meets with the Assistant Director of Programs and Club Sports in the Mort Harris Recreation and Fitness Center who will explain the registration process including completing and submitting the special online registration form located at:

http://www.doso.wayne.edu/club_sports_recognition.asp.

Once this form is completed, administration of **ALL** "Club Sports" activities will be coordinated by the Assistant Director of Programs and Club Sports (577-6712) in the Mort Harris Recreation and Fitness Center

Coordination of the activities of the club will be solely administered by the MHRFC according to the policies and procedures outlined in their Wayne State University Club Sports Handbook 2009-2010, located online at website

http://rfc.wayne.edu/pdf/club_sports_handbook-09-10.pdf

developed and implemented by the MHRFC.

DOSO assumes no responsibility for the operation of the club other than the completion of the special online recognition form. For more information on the registration, recognition and operation of Club Sports contact the Assistant Director of Programs and Club Sports in the MHRFC at 577-6712.

D. Withdrawal or Denial of Recognition

No student organization will be officially recognized by the University if the Dean of Students Office determines that the organizational activities are detrimental to the academic and/or co-curricular missions of the institution.

1. If the Dean of Students Office (DOSO) denies the recognition of a new student organization, DOSO will notify the president and advisor of the organization in writing of the decision to deny recognition. The organization denied recognition may appeal in writing to the Dean of Students within five (5) University school days from the date of the denial. The Dean of Students determination is final.
2. The Dean of Students Office reserves the right to withdraw registration of a student organization for (1) failure to comply with regulations governing students and student groups or (2) loss of recognition by or membership in its respective national/international organization or (3) behavior that is detrimental or misrepresents the nature of the organization and its relationship to Wayne State University or (4) violation of the provisions of the Student Code of Conduct.

- a. The Dean of Students Office will notify the president and advisor of the organization in writing about the proposed withdrawal of recognition and the reason(s) for the action.
- b. Within five (5) school days of the date of recognition withdrawal correspondence, the organization may appeal, in writing, to the Dean of Students why recognition should not be withdrawn.
- c. Should the organization choose not to show cause or should the Dean of Students determine justifications for granting or retaining recognition to be inadequate, the Dean of Students will notify the president and advisor of the organization in writing of the actual withdrawal of recognition, the reason(s) for withdrawal of recognition, and the effective date of the withdrawal of recognition. The Dean of Students' determination is final.

6. Advisor Responsibilities

All student organizations who wish to be recognized by the University must have an identifiable faculty, staff or community advisor. The advisor's name, telephone number and email address must be listed on the annual online recognition form in order for the group to be registered with the University.

The Advisor is responsible for:

1. Working with the officers to develop leadership skills;
2. Assisting the organization with planning, implementing and evaluating of their goals;
3. Serving as a resource person for the group if problems should occur;
4. Being familiar with relevant university policies and encouraging the group to follow them;
5. Being aware of the group's financial status for all of the group's accounts and encouraging fiscal responsibility;
6. Assisting in the transition period between officer changes;
7. Encouraging the group to follow their constitution that is on file in the DOSO;
8. Attending student organization meetings on a regular basis;
9. Supporting Special Event Fund requests by the student organization;
10. Countersigning agency account withdrawals of over \$250.00.

7. Responsibility of Student Organizations

Freedom to organize and conduct activities is granted to recognized student organizations, with the responsibility of becoming familiar with, and operating under university regulations. Established regulations are intended to protect all parts of the University program. If there is doubt as to the appropriateness of an activity, student groups are obligated to contact a Dean of Students Office Staff Professional. In

addition, recognition of a group by Wayne State University as a student organization makes the organization eligible for certain benefits regarding the use of university facilities and resources. It does not constitute the organization as a department, agent, affiliate or part of Wayne State University (and therefore cannot claim itself as a tax-exempt entity). Wayne State University assumes no responsibility for the administration of the organization or for any of its activities.

8. Non-Discrimination Statement

Wayne State University is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities. This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, marital status or disability.

All recognized student organizations at Wayne State University must be open on an equal basis to any student willing to subscribe to the goals and purposes of the organization and who agrees to abide by the policy and procedures as set forth in a student group's constitution. Failure of a student organization to follow the University Non-Discrimination policy may result in the suspension or withdrawal of recognition by the University, canceling all rights and privileges granted to recognized student groups.

EXCEPTION: Title IX of the Health, Education, and Welfare Bulletin of the Federal Register permits social fraternities and sororities to be recognized as single sex organizations.

9. Storage Rooms/Lockers for Recognized Student Organizations

In order to accommodate the increased demand for storage space for recognized student organizations, rooms/lockers on both the 3rd and 7th floors of the Student Center are now designated as student organization storage rooms. **An official storage room/locker application form for recognized student organizations can be accessed online later in the semester. Room 351 Student Center, which presently under construction, will contain lockers for group storage. DOSO will notify all groups when applications will be accepted for the Fall/Winter storage lockers.**

Student groups wishing storage space in the Student Center must complete this application and return it to the Dean of Students Office by the deadline stated on the form. The Dean of Students will approve the final student organization storage room/locker allocations. The Dean of Students determination is final.

NOTE: The conference table in Room 317 Student Center is available for all student organizations to hold impromptu meetings or as a work table on a first-come first-served basis. The table is not to be used for studying or for non-student organizational business.

A. Student Organization Storage Room/Locker Guidelines

To ensure the proper use and care of the storage rooms/lockers, please inform your membership of the following guidelines:

1. Please keep your individual storage room/locker door locked at all times.
2. Please keep your storage room/locker complex doors locked (**do not** prop open the complex doors).
3. Do not affix any materials to the portable wall dividers.
4. Do not affix any materials to the windows in your storage room.
5. Do not affix any materials permanently to the walls or doors of your storage room/locker, i.e., stickers, glued items.
6. Do not post any materials in the corridors of your storage room/locker complex.
7. The use of nail or hooks on walls and doors is prohibited.
8. Candles, lighters, matches, and materials used to heat chafing dishes cannot be stored in your room/locker, because they constitute a fire hazard.
9. Please do not keep valuables or items that may have a commemorative significance to your group in the storage rooms/lockers.
10. Storage rooms may be shared with other organizations. Please be considerate and keep your portion of the room neat and clean. Storage rooms may be randomly inspected throughout the year.
11. The Student Center Administration reserves the right to charge a fee for any needed cleaning or repairs to your storage space.
12. Your organization may be held financially responsible for failure to adhere to these guidelines.

Please notify the Student Center Administration (577-4585) and the campus Police (577-2222) if you suspect illegal entry, theft or vandalism.

THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR MISSING OR DAMAGED GOODS STORED IN THESE ROOMS.

B. Student Organization Storage Key Guidelines

Since all rooms/lockers located on the 3rd and 7th floor complexes of the Student Center are for storage purposes only, keys will not be distributed to individual student organizations allocated space in these areas. The following guidelines are to be followed when a student organization requests access their storage room:

1. Only student organization officers authorized on the group's Dean of Students (DOSO) online recognition form may request access to their storage room;
2. During the hours of 8:30 a.m. until 6 p.m. Monday through Thursday and 8:30 a.m. until 5 p.m. on Friday, the Office Manager in the Dean of Students Office will assist the authorized student officer in gaining access to the group's storage room;

3. After-hours and on weekends, an authorized student officer must “check out” keys to the complex/group’s storage room/locker complex by contacting the DOSO Office Manager in room 351 Student Center during normal business hours. PLEASE PLAN AHEAD IF YOU NEED TO ACCESS YOUR STORAGE SPACE DURING THESE TIME PERIODS.

Failure to return “check out” keys may result in the group being charged to replace both the locks of the complex and the individual student organization storage room (at a current cost of \$75.00 per lock) and, if applicable, charges may be filed against the organization under the provisions of the Student Code of Conduct.

10. Funds for Student Organizations

Recognized student organizations wishing to request university funds to supplement programs sponsored by their group may do so through the Student Activities Budget Committee (SABC) under the guidance of the Dean of Students Office. Each organization desiring funds must view a mandatory budget online workshop at website

<http://www.doso.wayne.edu/sabc>

The online workshop will require you to complete a simple quiz at the end of the exercise, the results will be forwarded to a Dean of Students Office Staff Professional to confirm you have reviewed the budget submission policies. After the workshop, you will be given access to a Budget Request Packet located at

<http://www.doso.wayne.edu/sabc>

that must be completed and forwarded to the SABC for review. The forms to be completed and emailed to the SABC for review can be found at:

<http://www.doso.wayne.edu/sabc>

After the SABC decision, the student organization budget is sent to the Dean of Students or his/her designee for final review, approval and processing. In most cases, budgets will be decided upon and announced within **seven (7) business days** of the SABC determination.

A. University Accounts for Student Organizations

The University has a series of accounts that are available to organizations for the maintenance and expenditure of organizational funds. Monies allocated by the Student Council are placed in a General Fund account. **Monies allocated from the General Fund are severely restricted and may be used only for programs and related services that are free, open to the public and held on campus. All expenditures must be completed on University financial forms and be approved and processed**

by the Dean of Students Office prior to the event. An up-to-date audit is maintained for all organizational accounts in the Dean of Students Office. Dean of Students Office Staff Professionals are available to explain the maintenance of these accounts. All expenditures from university accounts are initiated by an authorized officer of the organization through the use of various forms such as an I.R.B. or Internal Requisition and Inter-Account Bills (Form 108), a S.P.A. or Special Payment Authorization (Form 102A), or a Purchase Requisition. Money **may not** be deposited into General Fund accounts.

The University also maintains an Agency Account series for use by groups needing a revenue raising account. Organizations that sponsor fund raising activities on campus **must** use this series of accounts. In the revised, "Policy on Use of the University Facilities," the Board of Governors approved on March 14, 1975, the following statement:

"University facilities may not be used for fund raising unless the University is the beneficiary of such funds and no admission fees, registration fees or voluntary collections are to be charged or received unless approval is given in advance. Such approval will be given in accordance with established university policy."

A student organization may request that an Agency Account be assigned to their organization by contacting a Dean of Students Office Staff Professional. Money can be deposited into Agency Accounts.

The following rules apply for funds requested from an Agency Account:

1. A SPA requesting a check to a vendor (please provide the vendor's entire name, no acronyms) must have a quote or invoice attached to the SPA. If this is a new vendor who has not been registered with the University, a signed W-9 form from the vendor must also be attached. A federal tax ID number must also be provided;
2. A SPA requesting reimbursement to a member of the organization must have original receipts correctly adding up to the dollar amount requested on the SPA. Copies of receipts will only be accepted if the group needs the receipt for warranty or return purposes. Reimbursements require the student who is to be reimbursed to provide their University student identification number typed under the "Payees Social Security Number" on the form;
3. A SPA requesting an advance for a member of the organization must itemize the vendor(s) and amount(s) of funds to be spent. SPA advances of more than \$250.00 must have the form countersigned by the advisor of the organization (not a DOSO Staff Professional) to confirm the legitimacy of the request and assure that the funds received will not be used for personal gain of the recipient. Advances require the student who is to be paid provide their University student identification number typed under the "Payees Social Security Number" on the form;

4. A SPA awarding a student a cash prize must include a W-9 since the University will provide a tax receipt to the payee and notify the federal government that this is taxable income.

As an additional service, the Dean of Students Office will type all General Fund or Agency Account SPAs, after the group provides all the necessary information on the interactive website <http://www.doso.wayne.edu/spa.htm> and submitted to the Office Manager's via email in DOSO. Students will be notified after the form is completed by DOSO so that the authorized officer can visit our office (Room 351 SCB) and sign the form and, if necessary, provide the required receipts, quotes, invoices etc.

PLEASE NOTE THAT AGENCY OR GENERAL FUND ACCOUNTS THAT REMAIN INACTIVE FOR THREE YEARS WILL BE CLOSED.

B. Admission Charges, Donations, Sales, Etc.

For any event where admission or donations (donations are always considered admission charges) are collected in order for a person to gain entrance into a program, university revenue accountability procedures must be followed. Special arrangements must be made with the Dean of Students Office if advance ticket sales are desired. The Receipt, Deposit and Management of University Money - Executive Order 05-07 requires student organizations raising money on campus to deposit **all** monies into their University Agency Account within 48 business hours after the event.

NO CASH PAYMENT FOR ANY EXPENSE WILL BE ALLOWED TO BE TAKEN FROM THE REVENUE COLLECTED AT THE TIME OF THE EVENT. PLEASE PRE-PLAN YOUR EVENT SO THAT ANY EXPENSES CAN BE PAID IN ADVANCE OF THE ACTIVITY.

C. Revenue Accountability

Organizations that sponsor fund raising activities on campus (i.e., bake sales, literature sales, concerts, speakers and clothing sales) must deposit **all** funds raised into a University Agency Account. Executive Order 05-07 requires all monies raised on campus to be deposited within two business days (48 hours) of the event. A student organization may request that a University Agency Account be assigned to their organization by contacting a Dean of Students Office Staff Professional.

D. Revenue Accountability Procedures **(UNIVERSITY POLICY)**

General Revenue Events

In order to provide security for the people and monies involved in revenue events and to provide required accountability of public monies, the following procedures are to be included in the planning and execution of all revenue producing events utilizing Wayne

State University facilities and/or services (except Bake/Literature sales and SCB Dances).

1. Revenue Accountability will be noted directly on the reservation form furnished by the Reservations Office in Student Center Administration, Room 573, and must be signed by an student with an authorization on record in the Dean of Students Office and subsequently approved by a Dean of Students Office Staff Professional or by a Student Center Administration staff member.
2. During the course of a revenue producing event, it is the responsibility of the ticket seller and ticket taker to track all sales. A Student Center Building Manager will monitor this activity. If deemed necessary, the Student Center reserves the right to assign a ticket seller and ticket taker, at the organization's expense.
3. One-half hour prior to the close of the event, the Student Center Building Manager will appear at the event location. For events held outside the Student Center, a Public Safety officer and/or Student Center Building Manager will escort the event chairperson from the event location to the drop safe in the Campus Information and Service Center (CISC), Room 50 Student Center. The Student Center Building Manager and event chairperson will then seal all unsold tickets and cash in the security bag provided and mark the bag. The bag will be placed in the drop safe in the CISC and a receipt issued to the event chairperson. A Direct Bank Deposit slip (DBD) will be prepared in order for deposit to be made on the next business day.
4. If a deposit is not made immediately after the event, the program's chairperson or designee must return to the CISC, with the receipt, within two business days (48 hours-Executive Order 05-07) of the event, so that a DBD can be completed and the deposit made.

No cash payments will be allowed to be taken from any revenue collected at the time of the event. All payments must be processed through the organization's Agency Account via a SPA form. Please plan in advance if you need to pay for a service on the night of a program.

Organizations in violation of the revenue accountability procedures may be denied future use of university facilities, including reservations already booked and confirmed, until adequate accountability is made.

11. Contract Negotiations and Approval

When using General Fund monies, all contracts must be negotiated by a Dean of Students Office Staff Professional. Students are **NOT** allowed to enter into either verbal or written contracts with talent agencies, individual performers or speakers. A student may make the initial contact with the contractee, inquiring about availability, costs and

any extra requirements associated with the program. After the initial contact, the student group must schedule an appointment with a Dean of Students Office Staff Professional to discuss the contract and the event. The Dean of Students Office Staff Professional will then conduct all of the subsequent negotiations with the contractee. The Dean of Students Office reserves the right to request that the student group or the contracted entity provide "Market Value" documentation to determine whether the prior fees charged by the contractee are acceptable to the University.

12. Approval, Stewardship, and Reporting of Gifts, Grants, and Contracts

According to Executive Order 04-05, gifts or grants solicited either verbally or in writing from corporations, foundations or individuals must receive prior approval from the Office of the Provost or his/her designee and the Vice President for Development and Alumni Affairs. Receipt of a grant or gift check, which must be made out to Wayne State University, should be brought to a Dean of Students Office Staff Professional in the Dean of Students Office. A Dean of Students Office Staff Professional will help you complete a Notification Receipt of Gift or Grant Support Monies (NRGM) form and explain the deposit process in order for the donation to be correctly credited to your Student Organizations Gift account (#222389).

13. Cash Prizes and Awards

Executive Order 01-10 (Administration of Institutional and Departmental Non-Governmental Financial Aid) defines cash awards or prizes given directly to students for any reason as a form of financial aid. These payments must be processed through the Office of Student Financial Aid.

The Executive Order also requires that each college establish a separate scholarship/loan account for the purposes of award or prize payments. The accounts must be non-General Fund, unless there is a specific line item in the approved General Fund budget or the President or his/her designee has made a specific exception.

Since all monies distributed to student organizations by the Student Activities Budget Committee for on campus programs are allocated from the General Fund, cash awards or prizes given directly to students for such things as competitions, contests, raffles, etc. would be in violation of the Executive Order. If you have questions concerning this policy or would like to discuss alternate ways for giving cash awards or prizes, contact a Dean of Students Office Staff Professional in room 351 Student Center.

Cash/Awards distributed via a SPA from an agency account must include the student's social security number, address and a W-9 form as these funds will be received by the University as taxable income.

14. Credit Card Promotions

An approved university credit card company has exclusive marketing rights to provide financial services to the campus community. These rights include, but are not limited to, providing all credit card services on campus. Consequently, recognized student organizations will NOT be allowed to reserve space on campus to solicit students to register for other financial institutions' credit cards. Space includes all university rooms, outdoor venues, literature tables, Student Center showcases etc. intended for the purposes of on-campus tabling, on-campus presentations, on-campus carding events and or any activity promoting the financial services of alternate institutions.

15. Smoke Free Campus

According to Executive Order 00-3, "No smoking is permitted in any building, space within a building, or structure owned, leased, rented or operated by the University..,". This policy also applies to **all** areas of the Student Center including restaurants, lounges, bathrooms, offices, meeting and recreation rooms. Please inform your members and guests attending your events on campus of this policy.

16. Use of University Symbols

According to Executive Order 01-8, university symbols (i.e. the mark or the athletic "W") may be used for decorative purposes, such as on clothing or other paraphernalia, upon the approval of the President or his/her designee and/or the Senior Graphics Designer in Marketing and Communications (577-8155). Written requests indicating the use and purpose of a University symbol must be sent to the appropriate university officer for approval after being reviewed by a Dean of Students Office Staff Professional. To insure compliance with the Executive Order, please consult a Dean of Students Office Staff Professional before you request the use of university symbols for decorative purposes.

17. Raffles, Contests, Casino Nights, Drawings, Etc.

According to the Michigan Lottery's "Charitable Gaming Commission" policy located at website

http://www.michigan.gov/documents/BSL-CG-1824_26045_7.pdf,

all raffles, contests, drawings, casino nights, and gambling events are illegal without the proper state license. It is also illegal to advertise these kinds of events on campus without acquiring a state license. If you plan on using university facilities for such an activity or selling tickets for an off-campus event on University premises, please discuss your plans with a Dean of Students Office Staff Professional.

18. Hazing

Hazing, in any form, by a student organization or members of a student organization is strictly prohibited. Hazing is defined as any planned or spontaneous action or situation, conducted on or off campus that is demeaning to an individual, results in physical abuse or mental duress, or in any way threatens or endangers the health or safety of an individual.

Any student organization or group member found guilty of hazing is subject to appropriate university disciplinary action under the Student Code of Conduct, as well as possible civil and criminal prosecution.

19. Chalking Policy

The use of chalk to create signs is permitted only on sidewalks. Permanent markers, paint or spray chalk are prohibited. Chalking may not be done under entrance canopies or under overpasses where rain cannot naturally wash away the chalk. Chalking is also not allowed on any vertical surfaces found on buildings, columns, outside or inside walls or windows, trees, retaining walls or steps.

20. Spirit Rock

The "Spirit Rock", located across from the Undergraduate Library near the Linsell House, is coordinated by the Dean of Students Office (DOSO). All student organizations and offices of Wayne State University have full access to paint the rock. Although there are no reservations required to decorate the Spirit Rock, as a common courtesy, please allow University units/student organization paintings to remain on the rock for at least one day before repainting.

PLEASE NOTE: The surrounding areas (trees, grass, statues, etc) may **NOT** painted or decorated. If there are any signs of paint damage to these areas, the organization/office may be held financially responsible for the cleanup and repair of the site. Derogatory comments, slang and inappropriate drawings are strictly forbidden. Student organizations/student(s) who do not comply with this directive may be charged judicially under Wayne State University's Student Code of Conduct and/or be held financially responsible for repainting the Spirit Rock.

21. Sound Amplification and Rallies on Gullen Mall

Because of interference with the academic mission of the University including classroom teaching, library usage and studying, amplified music of any kind will not be allowed to be played on Gullen Mall. All amplified music programs must be located on

the Keast Commons. The reservation of Keast Commons requires that the student organization complete an Event Planning Form (EPF) and have it approved by a Dean of Students Office Staff Professional. There are no exceptions to this policy

Rallies may be held on Gullen Mall adhering to the following guidelines:

Gullen Mall and Keast Commons are outdoor campus areas that can be reserved for activities and events. All parties (campus student organizations, university departments, schools, colleges, and non-university entities) must observe the following guidelines in order to reserve this space.

Gullen Mall has three reserveable zones.

They are:

The courtyard area in front of the Undergraduate Library;
The Fountain Court area; and
The Linsell House lawn.

Keast Commons is reserveable only in its' entirety.

The reservation process is as follows:

All parties interested in reserving any of the above spaces must begin the reservation process by completing a Dean of Students Office Event Planning Form.

Once the form is completed, the reservation will be evaluated for:

1. Space availability
2. Public Safety coverage needs
3. Other costs that may be incurred (e.g. media services, grounds, etc.)

The requesting party will be notified of the above information and informed of the costs involved. The requesting party will need to provide payment before the space is reserved.

Once the above information is provided and payment is made, the Dean of Students or his/her designee will approve the event. The Student Center Administration will then work with the requesting party to assist in the event's presentation.

Failure to utilize this process will result in non-permission of space usage. If an entity uses the space without reservation, it is subject to immediate removal from the space.

B. Mailboxes (Dean of Students Office Policy)

Mailboxes for recognized student organizations are available in the Dean of Students Office, Room 351 Student Center. After the recognition process has been completed, a student group may request a mailbox by contacting the Dean of Students Office. The following rules apply to the use of the mailboxes:

1. Keys (of any kind) may not be left or stored in mailboxes;
2. Money or checks may not be left in mailboxes at any time;
3. Personal items (books, clothing, etc.) may not be stored or left in the box for someone to pick up.

*** PLEASE PICK UP YOUR MAIL ON A WEEKLY BASIS.**

C. Typewriters

Typewriters are available for use by student organizations in the reception area of the Dean of Students Office, Room 351 Student Center. They may be used by groups to type forms or any other organizational paperwork. Typewriter rental for non-organizational use is available for a fee at the Campus Information and Service Center (CISC), Room 50 Student Center.

D. Message Service

Telephone messages relating to organizational business of student groups will be accepted by the Dean of Students Office (DOSO), Room 351 Student Center. The telephone number is 577-1010. Messages will be placed in the organization's mailbox. Please note that since the DOSO is also responsible for assisting customers at the front desk and on the telephone, messages should be kept short.

E. Privileged Mass Mailing for Student Organizations

Recognized student organizations are eligible to use the Privileged Mass Mailing service of the University, subject to the university policy of Confidentiality of Student Records. This service provides the use of labels for addressing envelopes to various segments of the university community. Any group interested in this service should consult with a Dean of Students Office Staff Professional in the Dean of Students Office for the correct procedures to be followed.

F. Ordering Audio-Visual Equipment/ Free Mobile Projector Benefit

Audio-visual equipment orders can be placed with either the Student Center Reservations in Room 573 (577-4585) or with the Technology Resource Center (577-1980) located on the first floor of the Purdy-Kresge Library. Departmental employees

can assist your organization with acquiring audio-visual equipment for your programs and/or provide rental fee quotes charged for the equipment. A Student Center audio visual equipment rental price list is available for download at

www.studentcenter.wayne.edu.

Payment for all audio-visual orders must be made by I.R.B. The reservation, I.R.B. and AV order form will be forwarded to a Dean of Students Office Staff Professional for approval. Your reservation and audio-visual order will not be confirmed until the Technology Resource Center or Student Center Reservations has received the I.R.B. processed and approved by the Dean of Students Office. For Technology Resource Center A-V orders only, the I.R.B must be completed, approved and hand delivered to their office in Purdy-Kresge Library at least two weeks before an event or the order may not be accepted.

As an added benefit to recognized student organizations, the Dean of Students Office provides the free use of a mobile computer projector and screen to enhance the programs of the group. To reserve the projector contact the Office Manager in Room 351 Student Center to complete and sign the Dean of Students Office "Release Form", providing the date and time that the projector will be picked up and returned.

NOTE: Failure to return the projector and/or screen by the time and date stated on the "Release Form" may result in the organization being charged a rental fee of \$75.00, the rate that the Technology Resource Center charges for use of a mobile projector/screen. Failure to return or damaging the projector/screen will result in the group being charged to replace or fix the piece of audio-visual equipment and, if applicable, the student organization may be charged for violating the Student Code of Conduct regarding theft of services.

24. Student Center Administration

573 Student Center

577-3482

www.studentcenter.wayne.edu

The Student Center is a unifying force in the life of the University. This department's mission is to provide a Student Center which will meet the educational, social, recreational, dining, program, and meeting room needs of students, faculty, administration, alumni, and guests.

Student Center Reservations, Graphics and the Campus Information and Service Center are part of Student Center Administration. The Underground, the lower level in the Student Center, is an entertainment zone with activities that may include billiards, ping pong, and video games. Annually, Student Center Administration sponsors student oriented activities such as Bingo, movies, holiday shopping fair and various musical performances.

Hours of operation for all offices and the Student Center building are available online at www.studentcenter.wayne.edu.

25. Reservation Policies and Procedures

STUDENT CENTER RESERVATIONS

573 Student Center

577-4585

screservations@wayne.edu

www.studentcenter.wayne.edu

Student Center Administration is the official reservation agent for all student organizations wishing to reserve space within the Student Center, Community Arts Auditorium, some university lounges, Keast Commons, Gullen/Reuther Malls and certain other campus locations. **All** student organization room reservations for these facilities must be made through the reservationist in Room 573 of the Student Center. Most will require an approved Event Planning Form (EPF) from the Dean of Students Office.

Student organizations may request space online for meeting rooms, literature tables and showcases at www.studentcenter.wayne.edu

1. Log on to Pipeline
2. Click on "Student Center Reservations"

All other campus reservations are made through various university departments (i.e. Matthaei, McGregor/AVI Conference Center, the Mort Harris Recreation and Fitness Center) who are responsible for space other than that reserved through the Student Center. For student organization reservations, other than those acquired through Student Center Administration, contact a Dean of Students Office Staff Professional for more information.

A. *The Event Planning Form*

For all student organization reservations campus wide, including dances, **but not** bake sales, regularly scheduled meetings in the Student Center, standard literature tables and showcase reservations, an authorized student organization **member** may meet with a Dean of Students Office Staff member in room 351 Student Center, to discuss the event and complete an Event Planning Form (EPF).

As an option, the EPF can now be completed at your convenience online and personally submitted to DOSO at website

http://www.doso.wayne.edu/financialforms/reference/EPF_2007.pdf

The EPF serves two purposes:

- 1). It allows a Dean of Students Office Staff Professional to review the program with the student organization, paying special attention to budgeting and promotion of the activity.
- 2). Copies of all EPFs are kept in a binder in the Dean of Students Office for reference information about the program and will serve as the core of a calendar of events that is publicized to the campus community via the DOSO website and Pipeline.

The completed EPF must be signed by both an authorized **member** of the group and a Dean of Students Office Staff Professional and presented to the Student Center Administration reservationist or other reservation agents on campus **before** any space for an event can be reserved. Campus reservation agents will not accept any programmatic reservations without an approved EPF.

Changes (i.e. date, time, location) should be noted on the original EPF. Consult a Dean of Students Office Staff Professional when such changes need to be made to the Event Planning Form.

B. *The Event Planning Workshop*

In order to assist you in successfully planning your events, visit the DOSO Event Planning Workshop at website

<http://www.doso.wayne.edu/student-orgs/index.htm>

or contact a Dean of Students Office Staff Professional.

RESERVATION GUIDELINES (STUDENT CENTER POLICY)

1. Room reservation requests for Student Center facilities, Gullen Mall, Keast Commons, Community Arts Auditorium, university lounges and certain other locations on campus will be granted in the order received in accordance with the guidelines for the "Use of University Facilities", as adopted by the Board of Governors on March 14, 1975.
2. Reservations are confirmed upon the return of the approved reservation form and in some cases the Event Planning Form completed in the Dean of Students Office. An approved reservation form must have all appropriate fields completed properly, be signed by an authorized officer of the student organization requesting space, and counter signed by a Dean of Students Office Staff Professional in the Dean of Students Office or by a Student Center Administration staff member.

3. The group making the reservation will be sent a copy of their room reservation form. This copy will confirm the organization's reservation and should be taken to the event and shown to the specific Building Manager in the facility upon request.
4. The Student Center Administration reserves the right to determine which facilities are open to student use and which facilities will best accommodate an event. In reaching the latter determination, the Student Center Administration will consider the following criteria:
 - audiovisual needs and capabilities;
 - the number of persons expected to attend the event;
 - the physical safety of attendees and others;
 - the timing of the event;
 - the size of the requested venue;
 - the venue that can be provided on the most cost-effective basis;
 - the designated, traditional, and/or historical use of the requested venue; and
 - whether noise, crowds, or other reasonably foreseeable aspects of the proposed use will interfere with the use by others of nearby facilities; and whether the applicant is a registered student group in good standing.

In addition, the Student Center Administration reserves the right to change the room of a confirmed reservation in the event of an emergency, administrative error, or other extenuating circumstance. In such cases, the Student Center Administration will attempt to contact the event chairperson in advance and to take appropriate measures to make the change as smooth as practicable.

All decisions will comply with constitutional requirements of viewpoint neutrality.

5. Event sponsors should be aware of the policy on "no shows" and excessive room cancellations. A copy of this policy is available upon request in Student Center Reservations, Room 573 Student Center or at website:

http://www.studentcenter.wayne.edu/pdfs/cancellation_no_show_policy.doc.

6. Requests for Fall/Winter semester reservations of Student Center facilities are accepted beginning the first week in May. An authorized officer must sign the semester reservation at the time the reservation is made. Reservations are considered tentative pending recognition of the organization by the Dean of Students Office.
7. When room and/or service charges are applicable, reservations are confirmed only when payment and approved reservation forms are received. Reservations **will not** be confirmed until all appropriate payments are made.
8. Event sponsors have the primary responsibility to make sure that university policies are followed. At least one group member, who is also a registered student, must be present within the reserved space at all times.

9. Event sponsors are responsible for maintaining the area that they have reserved. Groups will be held financially responsible for any loss, damage or special cleaning needed above and beyond what is considered normal use following their occupancy. In addition, refundable room damage deposits may be required at the time a reservation is made based upon the discretion of the facilities' reservationist.
10. According to Fire Marshall regulations, open flames of any kind (i.e. candles) are not allowed within public buildings. Special arrangements for the ceremonial use of combustible types of materials must be made with a Student Center Administration Professional, Room 573 Student Center.
11. A Building Manager or other Student Center Administration representative will monitor all activities and serve as the immediate, responsible university agent in matters of policy and security.
12. To insure the success of an event, it is the responsibility of the event sponsors to inform the Building Manager of any problems present or pending.
13. Groups are not allowed to reserve university facilities in their name for outside community groups, commercial vendors or other student organizations. This is known as "fronting" and if discovered may result in the cancellation of the activity.
14. Violation of these policies and procedures may result in the suspension of future reservation privileges, imposition of financial penalties and, if applicable, Student Code of Conduct charges filed against the organization.

26. Rental Charges, Building Hours

Some university facilities including, the Student Center have room rental or technician charges. The rental/technician charge depends on the length of the reservation, the time of day and the requirement for a technician to remain on the premises for the entire event. It is suggested that student organizations wishing to reserve space where rental/technician charges may be assessed first discuss their plans with a Dean of Students Office Staff Professional.

Building hours vary for each facility. The Student Center Administration reservationist or a Dean of Students Office Staff Professional will assist you in determining the rental/technician charges and will answer any questions you may have about building hours.

A. Who May Request A Reservation

Reservations for room use by recognized student groups are made through the Student Center reservationist in Room 573 or, in some instances, other facility managers.

Reservations for **all** facilities on campus including, but not limited to the Student Center, AVI-McGregor Conference Center, the Mort Harris Recreation and Fitness Center, Matthaei, Undergraduate Library, lounges and classrooms require an approved Event Planning Form to be completed and submitted to the appropriate university administrator.

B. *Food and Smoking Regulations*

Consumption of food is not permitted in the lecture halls or classrooms of the University. Smoking is prohibited within all facilities of the University.

C. *Tickets and Collection of Funds*

In meetings scheduled in university buildings there will be no selling of tickets for admission nor will there be any collection of funds in the meeting unless such selling of tickets or collection of funds is specifically indicated on the EPF and on the reservation confirmation. Such permission is never given where the collection of such funds can result in profit to an individual or a commercial enterprise. Student Center Administration will provide, upon request and at group expense, a cashier and/or ticket taker for on campus student group events.

D. *Charges for Use*

Meetings held in a university building during its normal operating hours will be scheduled without charge except where special arrangements are required that may add to the University's costs. For meetings held wholly, or partially, outside these operating hours, a charge will be made in accordance with the schedule established by the University. The hours of operation for campus buildings vary and are subject to change.

27. Community Arts Auditorium Policies and Fees for Recognized Student Organizations with an Approved Event Planning Form (Student Center Policy)

1. Reservation requests for Community Arts Auditorium shall be granted in the order received, in accordance with the guidelines for the Use of University Facilities, as adopted by the Board of Governors, March 14, 1975.
2. The Student Center Director reserves the right to change the room of a confirmed reservation in the event of an emergency or extenuating circumstance. In such a case, every effort will be made to contact the event sponsor.
3. Reservations are confirmed only when payment and the approved reservation form are received.
4. Event sponsors have the primary responsibility to see that university policies are followed.

5. Event sponsors are responsible for maintaining the area that they have reserved. They are also responsible for building facilities and equipment damaged as a result of their program event. Sponsoring organizations will be required to pay the cost of the repair and replacement of university property.
6. Program host will monitor all activities, and will serve as the immediate responsible University agent in all matters of policy and security.
7. It is the responsibility of the event sponsors to inform the program host of any problems present or pending to insure the success of the event.
8. Non-university food service is **NOT PERMITTED**.
9. Alcohol may **ONLY** be served at events scheduled by the McGregor Memorial Conference Center.
10. Special events may require additional security personnel as deemed necessary by the Director of the Student Center and/or the campus Police. Costs will be the responsibility of the student organization.
11. Any changes to the event on the day of the event could be subjected to additional fees which are at the discretion of the Student Center.
12. Admission fees, Registration fees, Donations, Sales, etc.: For any campus event where revenue is raised, university revenue accountability procedures must be followed. All revenue raised at a campus event must be deposited into a university account.

Fees:

- \$100 base rate (first 4 hours)
- \$25 per hour (after first 4 hours)
- \$25 per hour prior day rehearsal time
- 100% of the payment must be made by IRB at the time the reservation is made

Fees include:

- Program host will assist with house lights, security and house sound system
 - House lights – basic seating and stage lights
 - Security – lock, unlock, secure program supplies
 - Sound system – public address system with one microphone. Additional microphones may be ordered at a cost of \$5.00 per microphone up to a maximum of six

Additional Services:

The Community Arts Auditorium does not have a technical staff. Student organization events that require additional/extra services may choose to contact the Reservations Office for a list of providers for specialized assistance.

28. Reservations Policy Regarding Room 100 and 150 General Lectures, Upper and Lower DeRoy and Community Arts Auditorium

Before a student organization is allowed to make a tentative reservation of the aforementioned rooms, they may meet first with a Dean of Students Office Staff Professional to complete an Event Planning Form (EPF).. The event will be confirmed by a Student Center reservationist upon submission of an EPF to Reservations in Room 573. Since the use of these facilities may be a costly endeavor, the rooms should be reserved for special events only. A Dean of Students Office Staff Professional will be able to discuss the costs, including the technician, custodial, engineering, police and audio/visual equipment rental fees, with the organization.

Furthermore, to insure the success of the event and to forestall any unforeseen problems, all necessary paperwork, including payment for technical service, must be completed one month in advance of the program date.

Additionally, in order to reserve these facilities and to cover any overrun of expenses incurred by the program, the organization must have a university Agency or General Fund (when applicable) account containing enough monies to cover the cost of the facilities and any additional costs that the program may incur. When completing the Event Planning Form (EPF), a Dean of Students Office Staff Professional may check to determine costs of the program and if the student group has the necessary funding in one of their university accounts to cover the expenses for the event. A Dean of Students Office Staff Professional has the right to deny authorization of an EPF due to insufficient organizational funds.

29. Food Service

Student organizations planning to serve food or beverages at an event on campus must make arrangements through the contracted campus food service vendor; AVI Foodsystems, Inc. Student organizations are responsible for contacting AVI Foodsystems (577-2400), located in the McGregor Memorial Conference Center, to place an order. All food orders should be placed at least two weeks prior to the date of the event. All food order expenses must be paid with an I.R.B form and presented to AVI, in advance, for the order to be completed. The I.R.B. must be processed in the Dean of Students Office and be signed by an authorized student organization officer and a Dean of Students Office Staff Professional.

If a student group wishes to provide their own food or beverages for an event in the Student Center or any other facility on campus, they must first discuss the details with a Reservations supervisor and complete a food waiver form available in Room 573 Student Center or at www.studentcenter.wayne.edu. The Director of Student Center Administration and his/her designee must approve all food waivers. When appropriate, the Director/Designee will initiate requests for food licenses and food permits for these individual events. Food licenses and permits for approved events outside the Student

Center must be obtained through application at the Environmental Health and Safety Office, 5425 Woodward, Suite 300, for a small fee.

Absolutely **no** food may be brought on campus for the purpose of raising funds (other than for authorized bake sales) without an approved waiver.

A deposit may be required for special food-oriented events ordered through AVI Foodsystems, Inc. (i.e. banquets) held within the facility. Student organizations have until three (3) days prior to an event to increase or decrease their food order or cancel the order completely without penalty. **If a group cancels an event or food request after the stated three day deadline, AVI reserves right to charge the student organization up to the full amount of the original food order.**

Requests for any type of food paid for by the General Fund must be purchased either from AVI Foodsystems or an on-campus vendor such as Pizzeria Venti, Subway, Starbucks or La Pita.

30. Alcohol

Alcohol may only be served at events scheduled in the McGregor Conference Center. Student organizations wishing to reserve space at the Conference Center for an event where alcohol will be served must make their reservations with the McGregor reservationist after completing an Event Planning Form with a Dean of Students Office Staff Professional. The University requires that all publicity materials advertising events (either on or off campus) where alcohol will be served must read, "In accordance with state law, no one under the age of 21 will be sold or served alcoholic beverages". This policy covers all flyers, banners, posters distributed on campus and ads placed in the *South End*.

31. Temporary Food Service

The Office of Environmental Health and Safety at Wayne State University has made temporary food service guidelines available for events other than bake sales (i.e. cookouts where charcoal is **NOT** permitted). Complete information is available at www.studentcenter.wayne.edu under the reservations link.

32. Bake Sales (STUDENT CENTER POLICY)

Recognized student organizations of Wayne State University may sponsor bake sales on campus, as follows:

1. The Student Center Reservations Office reserves two campus bake sale locations (State Hall and General Lectures) on a first come first, first served basis.

2. Bake sale locations may be reserved up to four (4) weeks to the day in advance. Groups may reserve no more than two (2) bake sales per week.
3. After the reservation process is complete, the group will receive a copy of the reservation form. This copy confirms the bake sale reservation and should be taken to the site of the bake sale on the day selected.
4. All monies earned at bake sales must be deposited into the group's Agency Account within forty-eight (48) business hours after the sale. This money may be deposited with the cashier at the Campus Information and Service Center (CISC), Room 50 of the Student Center, or at the Cashier's Office, Room 1100 in the Academic Administrative Building (AAB). Failure to make the proper bake sale deposit will result in loss of future bake sale and reservation privileges. Student groups selling outside of the three Student Center Administration's assigned areas must still deposit money from the sales into an Agency Account assigned by the Dean of Students Office or other department.
5. All student organizations participating in bake sales on campus must have a License to Operate a Bake Sale. The university agent responsible for reserving the bake sale space issues these licenses. Student groups participating in bake sales will be issued licenses during the reservations process. These licenses are valid for the academic year.
6. All student organizations participating in bake sales on campus must also have a Temporary Food Sale Permit. The university agent responsible for reserving the bake sale space issues these permits. Student groups participating in bake sales will be issued a permit for every sale. The permit must be displayed at the sale location and be returned immediately after each sale to the Environmental Health and Safety Office, 5425 Woodward, Suite 300, or to the Student Center Reservation's office in Room 573.
7. The Environmental Health and Safety Office of Wayne State has made printed guidelines available for food selling and handling at campus bake sales. These guidelines must be followed to avoid student organizations being issued citations for violation of the State Health Code. These guidelines are available in Room 573 of the Student Center and are printed in this manual.
8. Store bought items such as doughnuts, bagels, baked goods, coffee, tea and hot chocolate are the only items permissible to be sold at bake sales.
9. Student organizations are responsible for making sure the sales area is clean and all trash has been disposed of properly. Failure to do so may jeopardize a group's ability to reserve future bake sales.

33. Wayne State University Office of Environmental Health and Safety Food Service Sanitation for Student Bake Sales

A. General Safety

Operations requiring electrical outlets shall be set up in a safe manner using only approved equipment. Extension cords or spliced wiring are not permitted.

To prevent accidents, adequate materials must be available to pick up any spoiled foods.

For service of hot beverages, proper equipment must be used. Wipe cloths, aprons or shirttails must not be used to handle hot utensils. Open-toed or canvas shoes are not permitted in areas where hot beverages are sold.

B. Preparation and Service

Preparation or service of food items containing dairy products such as cream cheese and butter are considered potentially hazardous and are not allowed unless approved by the Office of Environmental Health and Safety.

In keeping with university policy, food operation involving on-site preparation of food or requiring maintenance of hot and cold food temperatures, is not allowed.

Coffee or tea brewed or perked in urns is preferred. Individually packaged instant coffee, tea or hot chocolate is also acceptable. Service of coffee, tea or hot chocolate in bags or open containers is not allowed.

Sugar or non-dairy creamer must be individually packaged or made available in a proper food service container.

Only single service plastic or paper utensils, cups, stirrers, etc. can be used. Single service articles shall be neatly arranged to minimize handling and contact with surfaces. Re-use of single service articles is prohibited.

All re-usable serving utensils must be cleaned properly, sanitized and protected during use and storage.

Customers must not handle food unless it is individually wrapped. Food shall be prepared and served in a manner, which minimizes manual contact.

If hand-washing facilities are not available nearby, disposable moist towelettes must be supplied to the individuals serving food.

Food handlers are prohibited from smoking while serving food.

C. Food Protection

Food items containing meat, eggs or dairy products, considered potentially hazardous, are not allowed unless reviewed and approved by the Office of Environmental Health and Safety.

Home prepared or home canned food items are not permitted.

Displayed food items must be protected from contamination.

The items must be individually wrapped, protected by sneeze guards or contained under plastic wrap or plastic dome.

D. Cleanup

Be sure adequate garbage containers are readily available. Police the area for litter at frequent intervals during the event.

Upon termination of the event, cleanup all food spills, sanitize tabletops or retaining counters and dispose of debris generated by the sales event.

E. Inspections

The Office of Environmental Health and Safety will conduct inspections of temporary food service operations on a regular basis. Failure to adhere to these guidelines may result in license revocation.

34. Campus Policy on Distribution and Sales of Literature, Food, Goods, and Services

Executive order 05-06 establishes policy which "seeks to provide the widest possible freedom to distribute and sell literature, food, goods and services balancing that freedom with the need to keep outdoor walkways open, the need to preserve indoor areas for the particular university purposes to which the areas are dedicated and the need to maintain public health and safety." This policy establishes different rules and regulations governing distribution and sales in areas other than the Student Center (see the next section). Please consult a Dean of Students Office Staff Professional if you have questions regarding this policy.

35. Literature Tables in the Student Center (STUDENT CENTER POLICY)

Recognized student organizations of Wayne State University are eligible to reserve space for literature tables. There are three (3) official sites available for student groups to reserve. All three (3) sites are located on the first floor of the Student Center. One is

located at the north end of the Commons area, one at the south end of the Commons area, and one in the south lobby of the building.

A. Literature Table Guidelines

1. Literature tables are reserved at the Student Center Reservation office in Room 573. The tables may be reserved up to four (4) weeks to the day in advance. A student group reserves a literature table by completing a reservation form signed by an authorized officer of the student organization and approved by a Dean of Students Office Staff Professional. The Dean of Students Office or a Student Center Administration Professional reserves the right to make exceptions to this policy for Special Event Fund programs or theme week activities.
2. Groups may reserve one literature table per week. Block bookings of literature tables will not be accepted. However, a group may extend or make another reservation within the same week if the desired table is not reserved by 10:00 a.m. on the day requested.
3. One table will be set up for literature displays.
4. Tables reserved in the two Commons locations must be kept on the carpeted area of the floor. Tables and equipment may not be moved onto the tiled floor since it may obstruct traffic flow and violate fire safety codes. Likewise, business activity must be conducted from the table. Individuals may not pass out literature or printed materials in the foyers or hallways of the Student Center.
5. Groups may display their organizational materials and sell literature items representing their group's goals and purposes as stated in their constitution. All other materials or special promotional items that a group wishes to sell should be cleared by the Director of Student Center Administration or his/her designee in room 573. At least one group member, who is also a registered student, must be present at the table at all times.
6. Absolutely no food items may be sold at literature tables.
7. All monies collected from sales or donations must be deposited into the group's Agency Account following proper Revenue Accountability procedures.
8. Absolutely no display materials such as posters, leaflets, signs etc., may be posted on the walls or pillars near literature table sites. Such literature displays must be hung from the table itself or placed on an easel behind the table.
9. Groups are not allowed to reserve literature tables for outside community groups, commercial vendors, other student organizations or university departments. This is known as "fronting" and if discovered will result, at a minimum, in the immediate cancellation of the reservation. Such groups may rent or reserve literature tables legitimately by contacting Student Center Reservations in Room 573 Student Center.

36. University Showcase Policy Statement

The use of university showcases shall be consistent with the freedom and responsibilities of a university community in a free society. Exhibits may reflect the wide variety of the community's interests and concerns, as well as the open examination and advocacy of ideas. The airing and advocacy of controversial or unpopular causes involves heartfelt commitment. This commitment must be governed by reason and discernment, by personal restraint and mutuality. In keeping with the critical and historical mission of the academic world, it follows that those within it who are engaged in controversy are obligated to employ a style of discourse or a form of statement that does not demean or defame those with whom one is contending. This style or form of discourse not only honors the dignity of another person but also contributes to the humanization of our species.

A. University Showcase Reservation Procedure and Guidelines

1. Showcases may be reserved up to four (4) weeks in advance. The Dean of Students Office reserves the right to make exceptions to this policy for special programs or theme week activities.
2. Showcases are reserved for one (1) week periods from 12:00 p.m. Monday through 10:00 a.m. the following Monday.
3. Showcase reservations for any given group shall be limited to one showcase for any one-week period during the month. However, a group may extend or make another reservation within the same month if the desired showcase is vacant or canceled by a group by 12:00 p.m. Tuesday of the desired week.
4. Student Center first floor showcases will be limited to usage by recognized student organizations, the Dean of Students Office, Division of Business and Auxiliary Operations, Student Center Administration and the Grosberg Religious Center. Student Center second floor showcases will be limited to usage by university departments. Student Center Administration reserves the right to make exceptions to this policy.
5. Showcase displays must be completed by 12:00 p.m. Tuesday of the desired week. If a showcase is not used by this time, the showcase is considered open and any student organization may make a reservation.
6. The Reservations Office will temporarily issue a showcase key to the individual(s) requiring access to the group's reserved showcase. A photo I.D. (not a WSU OneCard) must be submitted and will be returned upon receipt of the showcase key. Showcase keys that are lost or not returned will result in a \$10.00 fee being assessed against the group.

7. Each group is responsible for removing its own materials from the showcase by 10:00 a.m. Monday. Materials not removed from the showcase by 12 p.m. Monday will require that the Student Center clean the showcase and a labor fee of \$30.00 be assessed against the group.
8. The Student Center Administration is not responsible for items/materials displayed in a showcase and not removed by the deadlines established in this policy. Items not retrieved within one week (5 business days) will be discarded.
9. The name of the sponsoring group or organization must appear clearly in all displays.
10. All publicity materials in a foreign language must have a coextensive and accurate rendition of the communication printed in English. The English rendition must be as prominent as its foreign language counterpart.
11. Showcase dimensions are available for download at:
www.studentcenter.wayne.edu
12. **ANY VIOLATION OF THESE GUIDELINES MAY RESULT IN THE IMMEDIATE REMOVAL OF A DISPLAY BY BUILDING STAFF AT THE GROUP'S EXPENSE.**

37. Banner Policy

In order to ensure that all student organizations are given equal opportunity to display banners in the Commons area of the Student Center, the following guidelines have been enacted:

1. Only recognized student organizations of Wayne State University, certain University programs and services, the Dean of Students Office and the Student Center Administration may hang banners in the Student Center Commons area. **Please note: the Dean of Students Office has the right to review and approve all student organization banners hung in the Student Center Commons based on this policy.**
2. Banners may be no wider than **eight (8)** feet across and no longer than **seven (7)** feet, top to bottom. Please measure!
3. All banners must display the name of the organization it represents.
4. An organization may display only one banner at a time.
5. Only banners that promote an event or promote the joining of an organization will be permitted to be hung. All banners advertising events must show the

date of the event and may be displayed for no longer than two weeks (10 school days) prior to that event.

6. All general banners with non-dated events must also display a date (the date the banner goes up) and adhere to the two week (10 school days) deadline.
7. Any banner printed in a foreign language must provide the English rendition as prominent as its foreign language counterpart on the same banner.
8. If alcohol is to be served at an advertised event, the banner **MUST** include the statement, "In accordance with state law, no one under the age of 21 will be sold or served alcohol" in **PROMINENT PRINT**.
9. Any banner violating any one of these guidelines will be removed and taken to the Dean of Students Office and held for five school days after which it will be destroyed.
10. **Student organizations will be responsible for taking down banners that they intend to save before the end of the two-week deadline. Student Center staff will remove and destroy outdated banners after the expiration dates.**
11. Any harassment of University personnel for enforcing these guidelines or the unauthorized removal or defacing of another group's banner may be cause for disciplinary action under the provisions of the Student Code of Conduct.
12. Student organizations may create their own banners, adhering to the guidelines listed above, or employ the services of the Student Center Graphics office located in the Campus Information and Service Center, Room 50 SCB or by contacting them via telephone at 577-3730. Graphics can be emailed at scgraphics@wayne.edu. Complete information on how to order, prices, etc. is available at www.studentcenter.wayne.edu.

38. Wayne State University Student Center Special Events and After Hours Policy (STUDENT CENTER POLICY)

The intent of this policy is to cover after hours facility usage and events that intend to attract the general public beyond the campus community. The first section of this policy covers the general programs and activities. The second section is specifically established for student sponsored dance events. (For the purpose of terms used hereafter the term "campus community" will refer to the categories of students; faculty; staff and special invited guest of the university).

A. University Reservations

University department and recognized student organizations must make arrangements for their events with the Reservations Office in Room 573 Student Center. Student organizations must first complete an Event Planning Form in the Dean of Students Office or online and have the form approved by a Dean of Students Office Staff Professional. Requests for early openings or extended evening hours of the Student Center are based on the following policies and procedures and on the approval of Student Center Administration.

B. Policy Orientation and Planning

All student groups that wish to sponsor an event that extends invitation beyond the "campus community" must attend a pre-event orientation and planning meeting with a Student Center Administration Professional. Any event planned for the Community Arts Auditorium is also included in this policy.

39. Special Events

Program and social events that extend the normal operating hours of the Student Center are governed by the procedures below.

- 1.) In order to schedule adequate security, part-time staff, audio/visual equipment and insurance coverage, reservations must be scheduled at least four (4) weeks in advance. Events may not be scheduled more than (3) months in advance of the date of your event. Exceptions may be accommodated based on space and staffing availability.
- 2.) The Student Center reservationists will discuss the cost of extended building hours with the organization.

Note: Student Center Administration reserves the right to disallow any event based on the nature of the activity. If it is determined that an event is defaming, demeaning or otherwise inflammatory to any person, groups of people or organizations, the event reservation may be denied. If deemed necessary, presentation of a valid Wayne State University ID will be necessary for entrance to an event.

A. Cash Handling-Revenue Events

1. Two members of the Student Center staff will be designated as ticket taker and cashier who are responsible for collecting **all** monies raised at the event. After the doors to the event close, the Student Center Building Manager will escort the ticket taker, cashier and a group representative to the Campus Information and

Service Center in Room 50 Student Center where the money will be counted, sealed in a security bag and dropped in a safe. The group representative will be given a receipt for the money dropped in the safe. Within two business days after the event, the group's chairperson or designee should return to the Campus Information and Service Center with the receipt. The organization's representative and a cashier will recount the money in order to deposit funds into the group's Agency Account. As an alternative, money can be reconciled and deposited the same night of the event with the Building Manager or his/her designee.

2. Cash from sales at the event must be deposited and cannot be used at that time to pay for services provided at the event. All payments must be processed through the group's Agency Account. If expenses (i.e., D.J., food, equipment fee) need to be paid on the day of the event, please process your financial paperwork at least two weeks prior to the event, in order to assure that a check is available.
3. At the time that the reservation is made, the group will be required to submit all pre-payments for University services and equipment requested for their event.

B. *Staffing/Security*

1. Student Center Administration reserves the right to assign more staff than normally required, or request additional Public Safety assistance at organizational expense, if the anticipated attendance is large and security of the facility mandates the need for these extra precautions. In such cases, every effort will be made to discuss these concerns with the sponsoring group as far in advance as possible.

C. *Alcohol/ Behavioral Problems*

The consumption of alcohol and/or any illegal substances on the premises/campus is strictly prohibited. Disorderly behavior on the premises or campus will not be tolerated. The consumption of alcohol and/or illegal substances and disorderly conduct on the premises shall result in immediate expulsion from the event and the premises. Infractions of this policy, in any way, may result in the immediate cancellation of the event. Student violators of the aforementioned policies may be charged under the Student Code of Conduct, and also be subject to legal prosecution.

D. *Disciplinary Measures*

1. Event sponsors are responsible for maintaining the areas that they have reserved. They are also responsible for building facilities and equipment damaged as a result of their program. Sponsoring organizations will be required to pay for the repair and replacement of University property. A pre/post checklist will be available for your organization to approve and sign for your event.
2. The Director of the Student Center reserves the right to determine which facilities will best accommodate an event and may deny the request for a specific facility based on suitability.
3. Student(s) and/or student organizations that violate University, State or Federal policy/laws at an event may be subject to disciplinary action under the Student Code of Conduct and/or prosecution in a court of law.
4. Non-students who violate University, State or Federal policy may be subject to City, State and/or Federal civil or criminal prosecution.

E. *Liability Insurance*

Proof of insurance totaling \$1,000,000 that holds harmless Wayne State University must be presented no later than 2 weeks prior to the dance/event.

F. *Student Center Fees*

Extended Facility Hours*

The Student Center reservationist will discuss the cost of extending the building hours with the organization for all events including student dances.

*Fees are based on building coverage by part-time staff, operating engineers and required custodial support. Student organizations sponsoring free and open campus events may request financial assistance from the Student Activities Program Board (SAPB) to cover program costs.

40. Student Dances

Student Dance events that extend the normal operating hours of the Student Center must have additional supervision. Dance events will be held on Friday or Saturday nights in the Ballroom of the Student Center. All late night dance events

must conform to the procedures listed below. **In order to reserve a campus dance, the organization must attend an orientation provided by a Student Center Administration Professional.**

A. Dance Fees

A room facility fee of \$175.00 will be charged in addition to the fees for extended building hours. The Wayne State Police, if required, will set their own fees based upon the union scale at the time of the event.

B. Security

1. A Student Center Administration Professional and student staff are assigned to supervise the dance and are provided at no cost to the student organization.
2. The student organization must provide at least three (3) members who are specifically charged with the responsibility of security. The three must check with the Student Center Administration Professional before the doors open for the program.
3. The WSU Police will determine the cost of security, if necessary, for dances reserved four (4) or more weeks in advance. Dances on campus will not be allowed unless they are reserved four (4) weeks in advance.
4. Uniformed officers of the Police Department will make periodic checks of the event.
5. The sponsoring organization is advised to have a group/chapter advisor present at their dance. The advisor and the event coordinator will conduct pre-event and post event tours of the building. The presence of the group/chapter advisor is to assist with crowd control at the event entrance and to assist with the overall conduct of the student group during the dance.

If there is a need to call in the Wayne State Police Department to resolve any disturbances during your event, the cost of their intervention will be passed on to the sponsoring organization.

C. Admission

1. To be admitted into a dance, patrons must be a currently registered Wayne State University student and present a university OneCard. A WSU student will be allowed one guest who must be 18 years of age or older. (Special entrance for 17 year old registered Wayne State Students will be granted. The 17 year old will not be permitted to bring in a 17 year old guest). The guest must enter at the same time as the WSU student sponsor. All attendees may be required to

sign in with a valid government issued ID. The guest sponsor is responsible for the conduct of themselves and their guest. Guests who attend that are current or former members of the sponsoring group, must have proof of their membership.

Student groups will not be allowed to change the nature or schedule of their events without the approval of the Dean of Students Office

Note: Dance capacity will be limited to the first 400 patrons who enter before 12:30 a.m. Patrons leaving the building will not be re-admitted. Dance sponsors will be permitted to leave and re-enter only to conduct dance related business. After 12:30 a.m., the doors are permanently closed and no further admittance will be allowed.

2. Potentially dangerous items (i.e., guns, canes, pocketknives, etc.) are prohibited. Persons caught with such items will be denied admission or removed from the dance and could be subject to arrest, prosecution and/or the disciplinary action as provided for in the Student Code of Conduct.

D. Guest List

The sponsoring group will be allowed to submit a guest list for their special guests. The list must be submitted to the Student Center Administration office 24 hours prior to your event. The total number of guest on the list will be accounted for as part of the limit of 400 people maximum.

The guest list must be controlled by the event coordinator and the group advisor only. No other group members will be allowed to gain admission from the guest list. Two pieces of ID, one of which must be a government -issued picture identification, must be presented.

At 11:30 p.m. the guest list will become automatically void and no one on the list will have any special entrance privileges. It is the responsibility of the group to inform their guests of this policy.

E. Location

Organizations reserving the Student Center Ballroom must make provisions to rent a portable dance floor from the Student Center at the group's expense.

F. Publication for Your Event

All publicity must state that admission to their event will cease at 12:30 a.m. and no one under 18 years of age unless they are a registered

Wayne State student, will be admitted. Publications must also state that a current university ID must be presented at the door. All proposed publicity must be approved by the Student Center Administration at least 10 days prior to its distribution. Any attempt to purposely mislead potential guests through your advertisements will result in the loss of future event sponsorship by the sponsoring group.

G. Hours

1. Dances begin at 9:00 p.m.
2. Music must end by 1:30 a.m. and the premises totally vacated by 2:00 a.m.

41. Leaflet and Poster Placement Service and Policy
(UNIVERSITY/STUDENT CENTER POLICY)

Student organizations may request to have flyers posted on the enclosed Bulletin Boards located throughout campus. Bring sixteen (16) copies of the flyer you wish to have posted to the Campus Information and Service Center/Post Office, Room 50 Student Center. Complete a Flyer Posting Service Request form indicating the posting options you require. The flyers are posted twice a week during the Fall and Winter semesters and once a week during the Spring/Summer semester. Flyers may stay posted for a maximum of two weeks, after which they will be taken down and discarded. There is no charge for this service.

Media materials posted by student organizations must be confined to University designated areas.

Certain buildings on campus have specific areas for the display of leaflets and posters or other publicity material. Posting material on a university door, window, inside wall or any building exterior surface, will be in violation of this policy and the reported violators may be subject to disciplinary action through the proper university channels. Furthermore, any student organization or student found defacing university property will be subject to charges and sanctions under the Student Code of Conduct. Likewise, individual persons found despoiling the campus may be subject to disciplinary/legal action.

A student organization charged with a violation under this policy may be referred to the Student Conduct Officer in the Dean of Students Office, Room 351 Student Center. If it is determined that the group has violated the policy, disciplinary action up to and including withdrawal of recognition and, if applicable, the notification of the appropriate national organization will be enforced.

Other penalties that may be imposed include, but are not limited to:

1. Correct or remove violation;
2. Issue payment to correct violation, if applicable;
3. Temporary suspension of recognition

42. Open Bulletin Boards

The Student Center has a number of open posting areas for students to publicize events, post classified and personal ads. They are located in the lower level, first floor hallway, south stairwells, and second floor hallway. Most campus classrooms also contain small open bulletin boards that may be used for posting materials.

43. The Use of Foreign Language

The University has a legitimate interest in assuring the broadest possible access to information among members of the university community. Therefore, to make public communication by student organizations more understandable for the largest audience possible, all publicity materials printed in a foreign language must have a coextensive and accurate rendition of the communication in English. In such instances, the English rendition must be as prominent as its foreign language counterpart, in terms of print, type size and display.

This policy applies particularly to: printed publicity materials that are posted in university controlled areas; advertisements that appear in university publications; banners hung in the Student Center; displays appearing in university showcases; printed newsletters and publicity materials funded by the Student Council and advertising in the *South End* newspaper.

44. University Services for Publicizing Events

STUDENT CENTER RESERVATIONS

573 Student Center

577-4585

Email: screservations@wayne.edu

Web: www.studentcenter.wayne.edu

Student organizations may reserve a showcase and literature tables in the Student Center for display purposes. There is also a showcase available in State Hall. All events in the Student Center are posted to the Student Center web calendar unless otherwise requested.

THE SOUTH END
101 Student Center
577-7878

<http://www.thesouthendnews.com>.

The *South End* is the official university student newspaper. The student newspaper is published once a week during the entire academic year with daily updates and breaking news posted to their website at <http://www.thesouthendnews.com>.

Student organizations are eligible to purchase advertising space at a reduced rate. For more information on advertising rates contact a *South End* advertising representative at 577-3494 and located in the Dean of Students Office, Room 351 Student Center.

PUBLIC RELATIONS

3100 Academic/Administration Building
577-2150

This office should be contacted for publicity of campus activities of interest to the metropolitan Detroit area including radio, television, and newspaper.

LIFE@WAYNE

Marketing and Communications
3100 Academic/Administration Building
577-8155

<http://life.wayne.edu>

This web publication is updated daily during the academic year with special focus on academic activities and university-wide events.

CAMPUS INFORMATION AND SERVICE CENTER (CISC)/POST OFFICE

50 Student Center (lower level)
577-3568 or 577-3484

This unit is the information and referral center on campus as well as the University's Post Office. Student groups wishing to publicize their events may leave flyers and leaflets at the CISC/Post Office for students to view.

45. Duplicating

Student organizations planning to use Fed Ex Kinko's, the University's duplicating service, located at 5266 Anthony Wayne Drive in the Tower's Residential Suites and Room 2276 Scott Hall on the Medical School campus, should first contact a Dean of Students Office Staff professional for assistance in completing the an Event Planning Form (EPF) that will be scanned and sent via email to Fed Ex Kinko's. You can either take your copy of the EPF and/or use the scanned copy that Fed Ex Kinko's has

received to acquire a quote for your print job. The quote should be attached to an IRB that you've completed and returned to the Dean of Students Office. You and Fed Ex Kinko's will receive a scanned copy of the approved IRB via email. Fed Ex Kinko's will complete your order and you need only to pick up your printing request from Fed Ex Kinko's when it is finished.

If an organization has had duplicating services completed by Fed Ex Kinko's using an I.R.B. form with a General Fund/Agency/Gift account number without obtaining prior approval from a Dean of Students Office Staff member and having the form processed by the Dean of Students Office, the organization may be held liable for any expenses incurred. The group or individual may be required to pay restitution from their Agency Account and/or through private funds to cover the unauthorized expense and, in addition, may be charged judicially under the Student Code of Conduct.

If campus-duplicating services are not adequate for special projects, student groups may seek the service of private vendors after they have discussed the specifics with a Dean of Students Office Staff Professional. A Dean of Students Office Staff Professional will be able to assist you with determining the proper payment method.

The Dean of Students Office discourages any member of a student group from spending their own funds for duplicating with plans of being reimbursed at a later date.

Limited copying services are available at the Campus Information and Service Center/Post Office in Room 50 Student Center for a small fee.

University duplicating centers (Fed Ex Kinko's) are located:

1. Towers Residential Suites, 5266 Anthony Wayne Drive, (313) 833-3876
2. Scott Hall, Room 2276, (313) 577-1031

46. Supplies

Student organizations planning to purchase office supplies and/or bulk paper and other duplicating supplies for Student Activities Budget Committee (SABC) approved programs should contact a Dean of Students Office Staff Professional. The Dean of Students Office Staff Professional will provide assistance in selecting and purchasing supplies. A supply catalog is available for use by student organizations in the Dean of Students Office or at the University Bookstore Service Desk.

Student organizations with a university Agency Account may purchase their supplies by completing an I.R.B. and a Requisition for Stock Office Supplies form and having it approved by a Dean of Students Office Staff Professional. Office Supplies are **not** available using General Fund monies except for SABC approved programs.

PLEASE DISCOURAGE YOUR MEMBERS FROM SPENDING THEIR MONEY FOR SUPPLIES UNLESS YOU HAVE RECEIVED PRIOR APPROVAL FOR REIMBURSEMENT FROM A DEAN OF STUDENTS OFFICE STAFF MEMBER.

After your I.R.B. has been approved, an organizational representative may carry it to the Bookstore to purchase supplies.

Supplies may also be purchased from an off-campus vendor, please contact a Dean of Students Office Staff Professional to determine the proper payment method **before** purchasing supplies from a non-university vendor.

Bulk paper (one carton minimum) and other duplicating supplies may also be purchased, from Office Max, the University's approved online vendor. All online orders must be processed through the Office Manager in the Dean of Students Office, Room 351 SCB, before supplies may be acquired. Contact a Dean of Students Office Staff Professional for proper procedures to secure office supplies.