CAMPUS LIFE
Student Organization Guidebook
Dear Student Leaders and Advisors,

Thank you for your continued involvement and contributions to the DePauw University community. In order support your organization and provide you with resources to continue your success on campus, this guide has been developed. Within the guidebook there are helpful resources to help you grow as a leader, coordinate, foster relationships, and successfully implement campus programs.

Campus Life
Memorial Student Union
408 S. Locust Street
Greencastle, Indiana 46135
E: campuslife@depauw.edu
W: http://www.depauw.edu/studentlife/
STUDENT ORGANIZATION RESPONSIBILITY

(From the Student Handbook)

DePauw student organizations/groups are expected to adhere to the Code of Conduct and to other applicable policies. Failure to do so may result in University action being initiated against the group; consequently, policies, procedures and penalties set forth in this section apply to student organizations collectively as well as to individual students.

Officers of student organizations are responsible for assuring compliance with regulations and may be held accountable for failing to do so. They are also responsible for representation of their group when University proceedings are initiated. Group violations of DePauw’s policies and procedures may occur when any one of the following situations exist:

- Members of the group act in concert, or the organization provides the impetus for violation of University policies and procedures.
- A violation arises out of a group-sponsored, financed or endorsed event.
- A group leader(s) has knowledge of the act or incident before or while it occurs and fails to take corrective action.
- The incident occurs on the premises owned or operated by the group.
- The incident occurs at an off-campus facility leased/rented/used by the group for an off-campus event.
- A pattern of individual violations is found to have existed without proper or appropriate group control, remedy or sanction.

Some DePauw student organizations belong to a governing council that adopts policies and procedures applicable to its organizations and their members. For example, fraternities and sororities have organized councils such as National Pan-Hellenic Council (NPHC), Multicultural Greek Council (MGC), Interfraternity Council IFC, and the Panhellenic Association (PHA). DePauw expects that council policies and procedures will be followed and enforced by the student organizations and councils.

STUDENT ORGANIZATION RECOGNITION

“The mission of DePauw Student Government is to act as the chief advocate for the students of DePauw University, to implement any and all things possible to improve the quality of the DePauw University experience, to affect positive change through encouraged involvement and communication with the student body, administration, and faculty.” - DSG Constitution

Any student organization may seek recognition/ re-recognition through DePauw Student Government (DSG). To qualify for application for recognition, a student organization must meet the following criteria:

1. The organization must have a DePauw faculty or full-time staff advisor.
2. The organization must have a written constitution reviewed by the Parliamentarian
3. The organization must fill a currently vacant niche on DePauw’s campus.
4. Application requirements and deadlines will be available from the DSG Vice President of Student Life. The application/voting process will occur at various times throughout the academic year.
LEADERSHIP & EXECUTIVE BOARD

(Officer Information & Roster)

This is the first thing that ALL new Presidents should address, aiming for submitting updates the week they become elected and begin their term. Campus Life aims to maintain an accurate list of organization leaders, officers and advisors each semester. In order for us to communicate effectively with all organizations, we ask that all changes be made immediately through this online form:

https://docs.google.com/a/depauw.edu/forms/d/1-DpH6vG3eshA5lyoX8xj2LBqW5cTAXBLxPL2kN8g2aU/viewform
For more information about this process, contact DePauw Student Government at DSG_president@depauw.edu or visit their website: http://www.depauw.edu/orgs/dsg/.

FINANCES

(From the DePauw Student Government Constitution)

The DePauw University Allocations Board shall be responsible for the disbursal and oversight of the Student Activity Fee, while ensuring all funds are used to further a positive campus community in accordance with the Philosophy of the Student Activity Fee.

Membership of the Allocations Board shall consist of the following:

A. Director of Allocations shall chair Allocations Board.

B. Five (5) students elected by the student body for a year-long term.

C. Two (2) students who have previously served on the Allocations Board shall be appointed by Director of Allocations for a year-long term. If these two positions are not filled via returning Board members, then Assembly will elect students to fill these vacancies, which will be open to all students.

D. Two (2) students shall be elected by the Reps.

E. Dean of Campus Life shall serve as an ex-officio member.

1. No student shall vote on the Allocations Board for any organization requesting money from the Student Activity Fee if he or she serves as President, Vice-President, or Treasurer of that organization.

The DSG Allocations Board accepts formal requests for funding once each semester and also through Event-By-Event. The Event-By-Event form can be found online or questions can be answered by contacting dsg_allocations@depauw.edu with any questions.

Philosophy of Student Activity Fee

The DePauw University Student Activity Fee should be used to create a campus climate, socially and intellectually, comfortable and advantageous to the entire DePauw community.

ARTICLE IV: ALLOCATION OF STUDENT ACTIVITY FEE

Section 1. Philosophy of Student Activity Fee

The DePauw University Student Activity Fee should be used to create a campus climate, socially and intellectually, comfortable and advantageous to the entire DePauw community.

Section 2. Priorities

The following prescribes the priorities, from greatest to least, for the use of the Student Activity Fee:

A. Events open to the entire campus community.

B. Events co-sponsored with a recognized student organized, university office, or academic department.

C. Events exclusive to members of the organization.

D. Events requiring full use of campus advertising.
Section 3. General Operating Funds

The use of General Operating Funds will be explained thus:

A. General Operating Funds are defined as, but are not limited to:
   1. Budget requests for conferences
   2. Advertising
   3. Supplies
   4. Copies
   5. Maintenance issues
   6. Office expenses

B. General Operating Funds shall be included for review during the allocations process.

Section 4. Procedures

The procedure for allocating the Student Activity Fee will be the following:

A. All organizations requesting money shall submit budgets no later than the date set by the Allocations Board.

B. The Allocations Board may personally question representatives from organizations requesting money as deemed necessary for further consultation.

C. Organizations shall receive notification of allocations no later than the final week of classes of each semester.

D. Budgets shall be considered, in no particular order, on the basis of:
   1. Priorities outlined in Article IV: Section 2 of these Bylaws.
   2. Adherence to Philosophy of Student Activity Fee.
   3. Necessity, novelty, and diversity of programming.
   4. Total amount of money available for funding each semester.

E. Organizations requesting money must be recognized.

F. All Student Assembly Organizations that are considered to be Living Units will be limited to Event By Event funding from the Allocations Board.

G. All receipts must be presented at the Budget Proposal meeting from the prior semester.

Section 5. Components of a Budget Proposal

Organizational budgets must contain the following criteria:

A. Cover Sheet

B. Programming and Operations funding requests.

C. Itemized expenditure list from previous semester.

D. List of activities and approximate attendance at each activity from the previous semester.

E. All receipts from the prior semester.
Section 6. Event-By-Event Funding

Event-by-event funding will be constituted by:

A. Event-By-Event funding shall exist to fund unforeseen organizational needs that may not have been present during the regular allocations process.

B. All requests must be in the spirit of the Philosophy of the Student Activity Fee and are subject to the priorities outlined in Article IV; Section 2 of these Bylaws.

C. The Allocations Board shall meet as necessary to hear these funding requests.

D. All organizations shall present requests to the Allocations Board for individual review.

Specific rules regarding the activity fee are as follows: Purchasing alcohol or drugs with activity fee money is not allowed. Purchasing T-shirts with student allocations money is also prohibited by allocations. Sometimes organizations request money for events that, for a variety of good reasons, do not take place. In that case, contact the VP of Finance of any changes. You may be allowed to spend the allocation on another event that is in keeping with the spirit of the one you originally requested funding for. For more information about Allocations please visit the DePauw Student Government website or email dsg_allocations@depauw.edu.

Student Organization Accounts & the Business Office

One of the most important aspects of this process involves the Business Office. Once the money is allocated, The DSG Vice President of Finance transfers it to the Student Organization Accounts. Organizations should contact Campus Life if they do not have an Student Organization Account through the Accounting Office. Officers will need to e-mail Campus Life with the following information, at a minimum of two weeks prior to the allocations process:

- Organization Name
- Treasurer & President Names
- Type of organization (i.e. Dance, Religious, Athletics, etc.)

Once the allocations is transferred into the account, the organization’s treasures can access it by filling out a voucher form and submitting it along with a contract, invoice, or receipt (in the case that you are reimbursing someone).

Advisors are expected to be knowledgeable about the budget the organization submits and only sign off on vouchers that are related to the programs that allocations has approved in the budget. For online budget access via e-service an advisor needs to e-mail Karen Phillips in the Business Office. Student Organizations the President, Treasurer and Advisor can maintain their accounts and reference all expenses by logging onto E-services, on the Budget Activity Reports. Access can be granted by e-mailing Karen Phillips.

IMPORTANT INFORMATION:

- Vouchers need to be completed and submitted to the Business Office by WEDNESDAY in order to process the request by that Friday.

- Advances should not be requested to pay businesses that can be paid via check or direct deposit.

- Advances must be approved by the organization advisor and treasurer.

- All reimbursements should be completed 2 weeks after the event. It is not guaranteed that reimbursements will be processed if they exceed a reasonable period of time.
Advances should be cleared immediately following the event. You cannot request a second advance if you have an outstanding advance.

You must provide itemized receipts to document expenditures and return unused cash. If you spend more than your advance, you can submit a voucher to be reimbursed for the difference, unless you have been given a limit.

In the event your function has been canceled, you must return the advance or check. Under no circumstance should it be held and used for a further function.

Payments to vendors require W-9 forms to be submitted, if they are not already on file with the Accounting Office.

If you have any questions or concerns, please contact Amy Cherry (amycherry@depauw.edu) or (765) 658-4121.

Transfers between student organization accounts should include a detailed description and purpose for the transfer.

Attached original, itemized receipt(s) to the voucher.

This is the Student Organization Account Number.

These last 4 digits specify the budget area. They should be included after the Account Number (Example: 7100000.6950)
E-Service Budget Access

Student leaders can have access to the e-service budget for their organization. In order to gain access, your advisor will need to e-mail Karen Phillips requesting access and include the following:

- Full Student Name
- Student ID #
- Access time/length
- Organization Name
- Organization Account #

Cash Advances

Cash advances should be submitted to the Business Office on WEDNESDAY of the week in order to have a check issued that FRIDAY. The member who has been issued the check will be unable to be issued another check, whether for the same or a different organization until all cash advances have been completed. Cash advances should be completed within a 2 week period.

Some businesses will provide an invoice prior to having a check issued (Subway, Pizza Hut, etc.). In speaking with the Business Office and/or Amy Cherry, for information on these companies.

IMPORTANT:

- This Cash Advance Form is available online and at the Business Office.
Contracts

Negotiating contracts for speakers, comedians, musicians or other types of education or entertainment is an important function of DePauw's student organizations. Unfortunately, contract negotiation is also wrapped up in some complex legal and financial issues. As such, Campus Life is happy to consult with student groups and their advisors as they negotiate contracts.

If you are bringing an outside artist that requires a contract, it must be signed by JC Lopez, the Director of Campus Life or Dorian Shager, Dean of Campus Life, if it is over $1,000.00. Those contracts that are under $1,000.00 will require an advisor signature and a copy needs to be provided to Campus Life prior to the event. The Campus Life staff can assist in reviewing any contracts, refer any questions or concerns to our insurance provider to cover aspects of the event.

IMPORTANT CONTRACT INFORMATION:

- Students should be aware that verbal agreements may be legally binding and should use caution when negotiating with booking agents.

- This policy applies only to organizations using University accounts or money for the program. Organizations are required to contact the advisor to obtain his or her signature on any contracts and support in communicating with acts, artists, or groups being brought to campus.

- Artist travel must be coordinated by agency or artist. Student organizations may not pay for travel (flights, train, etc.) and can reimburse the cost of travel. Travel must be reasonable in cost and a limit should be determined with artists prior to completing contract negotiations.

- We ask that insurance be provided by the artist/group by providing a Certificate of Insurance (COI) 30 days prior. Therefore, these should also be submitted and included during contract discussions. Contracts should include General Liability of $1 million and include the institution as a carrier, submitting verification with the contract submission.

- All contracts need to have a W-9 tax form completed to be fully processed, to ensure that payment will be available on time. You can get this hardcopy of this from the Accounting Office in the Administration Building or on the Business Office & Finance website under Vendor Information (sample provided).
This Facilities and Services Agreement is made and entered into between ______________________ [Institution], herein called “Institution” and ______________________, herein called Off-Campus Group (“OCG”).

1. **THE EVENT.** This Agreement is for the use of ______________________. The period of use will begin at ________ AM/PM on ____________ and will end at ________ AM/PM on ____________, including OCG’s set-up and tear down.

2. **PAYMENT.** In consideration for the below-mentioned facilities/services described herein, the OCG agrees to pay [Institution] the sum of $_______ for the room charge; and $_______ per person for food service (based on a minimum of ________ people). All checks should be made payable to: ______________________ and submitted to: ______________________. A deposit in the amount of fifty percent (50%) of the estimated billing total of $_______ is required to confirm this reservation. Only those reservations for which deposits have been received will be guaranteed. Reservation deposits may be refunded in the event of cancellation by an OCG on the following basis:
   - When notice is received earlier than thirty (30) days prior to the reserved date(s), fifty percent (50%) of the deposit will be refunded.
   - When notice is received thirty (30) days or less prior to the reserved date, no refund will be made.
   - Deposits of $_______ or less will not be refunded.

Full Payment is due ten working days before the day of the event. Any charges incurred above the written estimate of costs will be billed immediately following the event, payable within fifteen (15) calendar days.

3. **SERVICES.** Routine services include use of facilities on an “as is” basis (for instance classrooms arranged in their normal manner.) Facility and equipment set-ups and breakdowns varying from these norms will be considered extra services and will be charged as such for the time required to perform them. Tables and chairs required for OCG registration will be furnished at no charge when requested at least ten working days prior to the event. Furnishing of media equipment (projectors, screens microphones and amplifying systems, etc.) is considered extra service and is charged for as arranged with the Institution Audio-Visual Center at least ten working days prior to the event. OCG must obtain Institution’s written permission prior to bringing any furnishings or equipment on campus. The Institution will / will not provide any access to the internet to OCG. OCG may not dig, hammer stakes, etc. without Institution’s written permission. Any damage caused by OCG will be OCG’s responsibility.
4. **FACILITY RULES.** OCG is required to adhere to all Institution policies, regulations, guidelines, and all local, state and federal laws concerning health, safety and public order. A copy of the Institution’s regulations will be provided to the OCG upon request.

If the event has minors as attendees, include the following paragraph:

5. **EVENTS WITH MINORS AS ATTENDEES.** Any OCG having participants or participant dependents under age 21 must provide adequate adult supervision at all times during the OCG scheduled dates on campus. OCG shall present to the Institution upon arrival, a medical release for hospital treatment or treatment by a physician, signed by one or both of the child’s parents, to allow for treatment should injury or accident occur for every minor child unaccompanied by a parent.

If the event involves scheduled physical activities, include the following paragraph:

6. **EVENTS INVOLVING SCHEDULED PHYSICAL ACTIVITY.** OCG shall require all participants and supervisors to sign an assumption and acknowledgement of risk form that includes a detailed description of the event’s risks and potential injuries. OCG shall require all participants and supervisors to sign a waiver form waiving all claims against the “Releases” as described in Section 8. with respect to or arising out of, any death or any injury that may be suffered or sustained by the participant or supervisor as the result of any OCG’s actions or inactions, directly or indirectly, or any loss or damage or injury to or theft or loss of any property belonging to participant or supervisor on [Institution] property including but not limited to any property placed by participant or supervisor in or about Institution buildings, properties or facilities.

7. **NOTICE.** OCG agrees to provide timely notice to Institution of any occurrence of personal injury, death, or property loss, damage or destruction arising from the conduct of the event, and agrees to make reasonable efforts to mitigate same.

8. **WAIVER OF LIABILITY.** The Institution, including its governing board, trustees, directors, officers, employees, and any Participants, agents or volunteers acting at Institution’s direction (collectively referred to as "Releasees") shall not be liable or responsible in any way for, and against the Institution with respect to or arising out of, any death or any injury that may be suffered or sustained by OCG or any employee, invitee, guest, or agent of OCG or any other person as a result of any OCG’s actions or inactions, directly or indirectly, or any loss or damage or injury to or theft or loss of any property belonging to OCG or any employee, invitee, guest, or agent of OCG on Institution property including but not limited to any property placed by OCG in or about Institution buildings,
properties or facilities. The provisions of this paragraph shall survive the termination of this Agreement with respect to any damage, injury, illness, or death occurring prior to such termination of this Agreement.

9. **INDEMNIFICATION.** Each party shall, to the fullest extent permitted by law, defend, hold harmless and indemnify the other party and its affiliates, trustees, directors, officers, members, partners, principals, employees and agents against any and all claims, demands, causes of action or damages, including attorneys’ fees (collectively, “Claims”), arising out of or relating to any of the obligations undertaken in connection with this Agreement, including but not limited to (i) any breach of this Agreement; (ii) any actual or alleged injury or death to a person and/or loss of or damage to property caused directly or indirectly, wholly or in part by a party, its officers, directors, trustees, agents, contractors, employees or representatives; [Add the following wording is Sections 5 and / or 6 apply] and (iii) any Claims arising out of OCG’s failure to comply with Section 5. Or 6. of this Agreement. This indemnity does not apply to any Claims arising from the gross negligence or intentional misconduct of the Indemnified Party. If OCG requires its participants to sign a hold harmless and / or an indemnification agreement, such agreement shall release [Institution] in the same manner as OCG. The provisions of this paragraph shall survive the termination of this Agreement with respect to any indemnifiable actions occurring prior to such termination of this Agreement.

10. **INSURANCE.** OCG shall provide a certificate of insurance for the coverages listed in the paragraph below no less than thirty (30) days before the event. The Institution should appear as an additional insured on all policies of insurance except for any required auto and workers compensation insurance. The certificate of insurance shall also indicate that there is no applicable cross suits liability exclusion (allows an insured to sue another insured). OCG and its insurers agree to waive their right of subrogation against the Institution for any general liability, auto liability and workers compensation claims made against OCG’s policies. All such insurance should not include any restrictions or governmental immunities built into the insurance coverage and policies.

Limits of Insurance: OCG shall provide evidence of a) Commercial General Liability (CGL) insurance or OCG’s Liability Insurance (TULIP or Special Events) of an amount of not less than $1 million per occurrence. If the use of facilities includes physical activities, such as sports camps, the CGL limit shall be $2 million per occurrence with no athletics activities exclusion. If the Institution’s pool is used, the CGL per occurrence limit shall be $5 million with no athletics activities exclusion. b) Owned, Non-owned and Hired Auto Liability insurance of an amount of not less than $1 million per occurrence. c) Any OCG with OCG employees on campus shall provide evidence of statutory Workers Compensation insurance and $100,000 of Employers Liability insurance. d) Any OCG with minors on campus shall provide evidence of Sexual Misconduct / Abuse Liability insurance of an amount of not less than $1 million per occurrence. Coverage endorsed onto the General Liability policy is acceptable. e) Any OCG serving liquor on campus shall provide evidence of Liquor Liability insurance of an amount of not less than $2 million per occurrence / $2 million in the aggregate. Coverage endorsed onto the General Liability policy is acceptable. f) Any OCG providing
Athletic Trainers on campus shall provide evidence of Medical Professional Liability insurance of an
amount of not less than $2 million per occurrence / $2 million in the aggregate. Coverage en-
donced onto the General Liability policy is acceptable. If OCG is a wedding or family reunion only
a) and e) are required. NOTE: OCGs unable to provide proper evidence of the required insuranc-
es can be directed to http://www.eiia.org/about.asp to purchase a TULIP policy through the EI:A
Special Events program.

11. **TERMINATION.** If, through any cause, OCG fails to fulfill in a timely and proper manner
any of OCG’s obligations under this agreement, Institution has the unilateral right to terminate this
agreement and not permit OCG to utilize Institution’s premises or services for the reasons described
above by giving written notice to OCG of such termination. In the event of such cancellation, the
contract is null and void and Institution shall be discharged from any obligations to OCG. If Institu-
tion cancels this agreement under the terms of this Section, OCG is obligated to immediately pay
the full amount of this contract to Institution.

Force Majeure – In the event that Institution buildings, property or facilities shall be destroyed or substantially dam-
aged by fire or other casualty, or in the event other circumstances render the fulfillment of this agreement impractical
or impossible, OCG shall be obligated to pay the fees herein above stipulated only for those services, activities and
events which shall have occurred prior to said casualty or circumstances. OCG hereby waives any claim for damages or
compensation resulting from fire, casualty, or other circumstances causing curtailment of this agreement.

12. **ENTIRE AGREEMENT.** This Agreement contains all the terms and conditions agreed upon by
the parties hereto regarding the subject matter of this Agreement. Any prior agreements, promises,
negotiations or representations, either oral or written, relating to the subject matter of this Agree-
ment not expressly set forth in this Agreement are of no force or effect. No changes, amendments,
or alterations shall be effective unless agreed to in writing by both parties. The invalidity or non-
enforceability of any terms or provisions hereof shall in no way affect the validity or enforceability
of any other term or provision.

13. **CHOICE OF LAW.** This Agreement shall be interpreted in accordance with the laws of the
State of [SPECIFY INSTITUTION’s STATE]. Unless waived by both parties, venue for any action to
enforce or interpret the provisions of this Agreement shall be in [INSERT] County, [SPECIFY INSTITU-
TION’s STATE].

____________________________________    ____________________________
Authorized signature                     Chief Financial Officer

____________________________________
Organization name                        [Institution]

____________________________________
Date                                    Date
This document is presented to EIIA members strictly as a guideline. As individual circumstances may vary, the contents and concepts presented should be reviewed and amended as necessary to properly address your institution’s unique exposures. Additionally, it is recommended that the contents and concepts presented be reviewed in the full context of its use with legal counsel prior to implementation.

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## Insurance Guidelines for Contracts

The information included in the chart below is intended as a guideline of the insurance requirements for institutions to include when contracting with third parties. The limits shown may not be appropriate for all situations. Members are encouraged to contact EI/A should you have any questions.

<table>
<thead>
<tr>
<th>COVERAGES</th>
<th>MINIMUM RECOMMENDED LIMITS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amusement Companies (including inflatables)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability (CGL)</td>
<td>$3 Mil Occurrence / $5 Mil Aggregate</td>
<td>No participants exclusion. Institution endorsed as additional insured. Site specific limits.</td>
</tr>
<tr>
<td>Auto Liability</td>
<td>$2 Mil Occurrence / Combined Single Limit</td>
<td>“Any autos” including owned, leased, non-owned, and hired vehicles.</td>
</tr>
<tr>
<td>Workers’ Compensation*</td>
<td>Statutory Benefits</td>
<td>Applicable in state where event takes place.</td>
</tr>
<tr>
<td><strong>Entertainers &amp; Performers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability (CGL)</td>
<td>$1 Mil Occurrence</td>
<td>Institution endorsed as additional insured.</td>
</tr>
<tr>
<td>Auto Liability</td>
<td>Private passenger vehicle parking on campus: $100,000 per Person / $300,000 Occurrence Bus parking on campus: $1 Mil Occurrence / Combined Single Limit</td>
<td>“Any autos” including owned, leased, non-owned, and hired vehicles.</td>
</tr>
<tr>
<td>Workers’ Compensation*</td>
<td>Statutory Benefits</td>
<td>Applicable in state where performance takes place.</td>
</tr>
<tr>
<td><strong>Farmers’ Market Vendors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For risk management guidelines for hosting a farmers’ market: <a href="https://www.eiia.org/assets/memberitem/Farmers-Markets.pdf">https://www.eiia.org/assets/memberitem/Farmers-Markets.pdf</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For an application and release and waiver for vendors participating in institution sponsored farmers’ market template: <a href="https://www.eiia.org/assets/memberitem/Farmers_Market_Application_Template.pdf">https://www.eiia.org/assets/memberitem/Farmers_Market_Application_Template.pdf</a></td>
<td></td>
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<td>Commercial General Liability (CGL)</td>
<td>$1 Mil Occurrence</td>
<td>Institution endorsed as additional insured.</td>
</tr>
<tr>
<td>Auto Liability</td>
<td>$100,000 per Person / $300,000 Occurrence</td>
<td>“Any autos” including owned, leased, non-owned, and hired vehicles.</td>
</tr>
<tr>
<td>Products Liability</td>
<td>$1 Mil Occurrence</td>
<td>Institution endorsed as additional insured.</td>
</tr>
<tr>
<td><strong>Fireworks (Pyrotechnics) Companies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For risk management guidelines for these events: <a href="https://www.eiia.org/assets/memberitem/Fireworks1.pdf">https://www.eiia.org/assets/memberitem/Fireworks1.pdf</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability (CGL)</td>
<td>$5 Mil Occurrence / $5 Mil Aggregate</td>
<td>Institution endorsed as additional insured. Site specific limits.</td>
</tr>
<tr>
<td>Auto Liability</td>
<td>$2 Mil Occurrence / Combined Single Limit</td>
<td>“Any autos” including owned, leased, non-owned, and hired vehicles.</td>
</tr>
<tr>
<td>Workers’ Compensation*</td>
<td>Statutory Benefits</td>
<td>Applicable in state where event takes place.</td>
</tr>
<tr>
<td><strong>Martial Arts, Zumba, Yoga, and Other Fitness Instructors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability (CGL)</td>
<td>$1 Mil Occurrence</td>
<td>Institution endorsed as additional insured.</td>
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<tr>
<td>Auto Liability</td>
<td>$100,000 per Person / $300,000 Occurrence</td>
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# INSURANCE GUIDELINES FOR CONTRACTS

The information included in the chart below is intended as a guideline of the insurance requirements for institutions to include when contracting with third parties. The limits shown may not be appropriate for all situations. Members are encouraged to contact EIIA should you have any questions.

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<tr>
<td>Commercial General Liability (CGL)</td>
<td>$2 Mil Occurrence</td>
<td>Institution endorsed as additional insured.</td>
</tr>
<tr>
<td>Auto Liability</td>
<td>$5 Mil Occurrence / Combined Single Limit</td>
<td>Recommended if outfitter provides transportation. Institution endorsed as additional insured.</td>
</tr>
<tr>
<td>Protection and Indemnity</td>
<td>Greater of $1 Mil Occurrence — OR — $100,000 Occurrence per Passenger Seat</td>
<td>Recommended if outfitter provides/uses watercraft. (canoes, kayaks, etc.) If included in CGL: Must be specifically stated on certificate of insurance. Institution endorsed as additional insured.</td>
</tr>
<tr>
<td><strong>Scuba Instruction</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability (CGL)</td>
<td>$2 Mil Occurrence</td>
<td>Institution endorsed as additional insured.</td>
</tr>
<tr>
<td>Sexual Misconduct / Abuse Liability</td>
<td>$1 Mil Occurrence / $5 Mil Aggregate If event specific policy: $1 Mil Occurrence</td>
<td>Recommended if group includes minors. If included in CGL, must be specifically stated on certificate of insurance.</td>
</tr>
<tr>
<td>Auto Liability</td>
<td>Private passenger vehicle parking on campus: $100,000 per Person / $300,000 Occurrence If transporting students: $5 Mil Occurrence / Combined Single Limit</td>
<td>Institution endorsed as additional insured.</td>
</tr>
<tr>
<td>Dive Accident Insurance</td>
<td>$125,000 per accident per participant minimum</td>
<td>Waived if participant evidences personal medical insurance with no scuba exclusion or scuba exclusion that is greater the depth of the planned dive.</td>
</tr>
<tr>
<td>Protection and Indemnity</td>
<td>Greater of $1 Mil Occurrence — OR — $100,000 Occurrence per Passenger Seat</td>
<td>Recommended if instructor / dive school uses watercraft of any kind for instruction on a body of water. If included in CGL, must be specifically stated on certificate of insurance. Institution endorsed as additional insured.</td>
</tr>
<tr>
<td><strong>Speakers</strong> (option to waive the insurance requirements for speakers that earn less than the federal income tax withholding threshold and are not controversial)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability (CGL)</td>
<td>$1 Mil Occurrence</td>
<td>Institution endorsed as additional insured. Includes slander.</td>
</tr>
<tr>
<td>Auto Liability</td>
<td>$100,000 per Person / $300,000 Occurrence</td>
<td>“Any autos” including owned, leased, non-owned, and hired vehicles.</td>
</tr>
<tr>
<td>Workers’ Compensation*</td>
<td>Statutory Benefits</td>
<td>Applicable in state where performance takes place.</td>
</tr>
<tr>
<td><strong>Therapeutic Animals - Vendors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability (CGL)</td>
<td>$1 Mil Occurrence</td>
<td>Institution endorsed as additional insured.</td>
</tr>
<tr>
<td>Auto Liability</td>
<td>$100,000 per Person / $300,000 Occurrence</td>
<td>“Any autos” including owned, leased, non-owned, and hired vehicles.</td>
</tr>
<tr>
<td><strong>Therapeutic Animals - Students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability (CGL)</td>
<td>$100,000 Occurrence</td>
<td>Institution endorsed as additional insured.</td>
</tr>
<tr>
<td><strong>Volunteer Organizations Supervising Institution’s Students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability (CGL)</td>
<td>$1 Mil Occurrence</td>
<td>Institution endorsed as additional insured. No sexual abuse exclusion.</td>
</tr>
</tbody>
</table>

*For independent contractors who do not purchase workers’ compensation insurance, visit the Contracts section in the Risk Management area of the EIIA website for the contract template, AGREEMENT FOR SERVICES PROVIDED BY INDEPENDENT CONTRACTOR.

As of May 22, 2015
EVENT PLANNING

Questions to Consider

· Who is the target audience?

· When is the most appropriate time to hold this event?

· Where is the most appropriate venue to have this event?

· What are the major expenses? What are the minor expenses?

· Who is helping plan? (securing venue, funds, advertising, content of event, etc.)

· What is the timeline from inception to execution?

Choose Event Date & Audience

Finding the right date for your event is crucial to ensure success. It is in your group’s best interest to find a date that does not conflict with other events on campus. Look at the student government planning calendar or the University Calendar to see what dates are available. We also highly encourage you to collaborate with other student organizations in order to maximize your audience.

Inform Your Advisor

Work with your organization’s advisor and the Campus Life office to plan the details of your event. If there are changes with the executive board of your organization or you have a new advisor please inform Campus Life immediately with the update at campuslife@depauw.edu.

Room Reservations

All student organizations are able to work with Conferences & Campus Events by attending the Event Planning Meeting at the start of the year or setting-up a tutorial on using the E-Service room request. Requesting a room is not the same as reserving the room. You must wait for a confirmation e-mail back from Conference and Campus Events to know if you have the room reserved. If you do not already have access through E-Services, contact your advisor to reserve the room for you. Additionally, please have any set-up, table, and electrical requests available for the Conference and Campus Events staff prior to submitting requests. You are encouraged to consult with them to help you with your event planning.

The Conferences & Campus Events staff consists of:

· Coordinator of Conference and Campus Events, Angie Battin (angiebattin@depauw.edu)

· Administrative Assistant, Jamie Sibbitt (jmsibbitt@depauw.edu) or (765) 658-4084

An example of the E-services Room Request form is below and indicates what information needs to be included.

Speakers & Microphones

IMPORTANT: If your event requires: speakers, projectors, and microphones, you must contact the Media Service Staff to make arrangements prior to the event.

If you are having a “party” or event that requires speakers, you should contact Campus Life prior to your event in order to reserve the equipment in advance.
While many spaces can be reserved on E-Service, there are rooms on campus which need to be reserved through specific offices or departments. These are several campus spaces that can also be served by contacting the following:

**Inn At DePauw**
Karen Weaver (kweaver@depauw.edu) or (765) 658-1000
http://www.innatdepauw.com/

**Cultural Resource Center Spaces**
Vivie Nguyen (vivienguyen@depauw.edu)
http://www.depauw.edu/studentlife/diversity-on-campus/cultural-resource-centers/
- Association of African American Students (AAAS): 310 Hanna St.
- Dorothy Brown Cultural Resource Center: 314 Hanna St.

**Women’s Center Space**
Sarah Ryan (sarahryan@depauw.edu)
Women's Center: 306 Hanna St.
http://www.depauw.edu/studentlife/diversity-on-campus/womens-center/

**Janet Prindle Institute for Ethics**
Linda Clute (lclute@depauw.edu) or (765) 658-4075
http://www.depauw.edu/academics/centers/prindle/

**IMPORTANT INFORMATION:**
Major campus events require a completed Event Planning Registration Form. This form will need the signatures of advisors, Greek Life Coordinator and Public Safety, three weeks prior to the event. An example can be found on the following pages. To start the process contact Camps & Conferences at (765) 658-4626 or http://www.depauw.edu/offices/campusevents/

In planning events with large crowds (i.e. concerts and dance/parties), organizations need to work directly with Public Safety to implement event management protocols (765) 658-5555 or http://www.depauw.edu/studentlife/campus-safety/
Events on 7/9/2013
from to

Other Events on 7/9/2013

Create an event

1 Who, What, When, and Where?

- What
- Type Please Select
- When
  - 7/9/2013
  - mm/dd/yyyy
  - From hh:mm am
  - To hh:mm am
- Where

Enter the information in this section to reflect the event that you aim to host, including date and location. You will be prompted to find a new location if there are conflicts between your request and other planned programs.

Sponsor Information

- What Organization is Sponsoring this event?
  - Campus Living + Community Development
- Who is the contact person for this event?
  - Lopez, Juan Carlos

Enter the sponsoring organization/office and the contact person for the event. This is the contact person that will be receive event and date confirmations from Conferences & Campus Events.

2 Describe your event

Creating a hashtag is a simple as adding a hash symbol (#) to the front of any keyword. Adding hashtags to your description allows you to include meta data with your event listing.

This information can be used to create unique calendars for specific types of events. Below are some common hashtags to get you started. To add a tag to your event, just click on the hashtag and the tag will be appended to your current event description.

Please don't forget to mention whether your event is "Free and open to the public."

Common Hashtags:

- #Academic
- #Community
- #Flaming
- #ManagementSpeaker
- #MediaFellowsSpeaker
- #MusicEvents
- #MusicRecitals
- #PeelerArtExhibit
- #PerformingArtsSeries
This information designates how the event will be listed on the University Calendar and E-Service for others reserving spaces.

Enter how many guests are anticipated for the event. For instance, a Executive Board or Organization Meeting may be 20—25. For events that need additional time for set-up and tear down, please indicate this in order to assure that there are no conflicts with events before or after.

Add Audio/Video Needs! Some rooms need additional set-up. Indicate any media needs here:
- Microphones
- Speakers/Sound
- Projector/Screen
- Mac/CP Connectors
- Lights
- Media Staffing (audio/lighting)
DPU-e Event Request

jclopez@depauw.edu <jclopez@depauw.edu>  To: jclopez@depauw.edu

Dear Requester,
Your event has been recorded in the Event Management System. Your room reservation request has been forwarded to the appropriate facility coordinator for confirmation. You will receive an e-mail when the room reservation is confirmed (As Available or Not Available).

Event Information - --------------------------
Entered By: jclopez
Event Id: 244153
Event Date: 03/17/2013
Event Time: 07:30 PM - 11:30 PM
Event Title: Study Tables
Event Description:
Event Location: Julian: 300
Event Sponsor: Lopez, Jean Carlos
Calendar Type:

To edit the item, please go to Event Entry form at http://my.depauw.edu/evt/event_form.asp?i=244153&s=Update

Thank you for your attention,
DePauw e-Services Automated E-mail Notification

Once the event is submitted, the organizer will receive an Event Reservation indicating that your request has been received.
NOTE: This is DIFFERENT than an Event Confirmation E-mail.

DPU-e Event Confirmation: Room is Available

abattin@depauw.edu <abattin@depauw.edu>  To: jclopez@depauw.edu

Dear Requester,
The room is available for your event, included below. If you have additional services required for your event, please confirm with the Service Providers that they are available.

Event Information - --------------------------
Entered By: jclopez
Event Id: 244153
Event Date: 03/17/2013
Event Time: 07:30:00 PM - 03/17/2013 11:30:00 PM
Event Title: Study Tables
Event Description:
Event Location: Julian: 300
Event Sponsor: Lopez, Jean Carlos
Calendar Type: Planning Calendar

Thank you for your attention,
DePauw e-Services Automated E-mail Notification

The Event Confirmation e-mail, displayed here, is the final confirmation that you have secured the space for that day, time and location.
DEPAUW UNIVERSITY

EVENT PLANNING REGISTRATION FORM

ALL STUDENT ORGANIZATIONS/INDIVIDUALS MUST COMPLETE THIS REGISTRATION FORM (BOTH FRONT AND BACK PAGES), OBTAIN THE APPROPRIATE SIGNATURES, AND RETURN IT TO THE OFFICE OF CONFERENCES AND CAMPUS EVENTS AT LEAST THREE WEEKS PRIOR TO THE DATE OF THE PROPOSED EVENT. FAILURE TO DO SO MAY RESULT IN THE CANCELLATION OF THE PROPOSED EVENT.

SECTION I: CONFERENCES AND CAMPUS EVENTS

EVENT TITLE: ____________________________ Sponsoring Organization: ____________________________

EVENT DATE: ____________________________ Contact Person and Phone: ____________________________

EVENT LOCATION: ____________________________ Beginning & Ending Times: ____________________________

CONFIRMATION/EVENT ID #: ____________________________ Description of Event: ____________________________

CONFERENCE STAFF SIGNATURE: ____________________________

*PLEASE NOTE THAT YOUR EVENT ID IS GUARANTEE OF YOUR USE OF THE SPACE ONLY. ANY ADDITIONAL SERVICES THROUGH FACILITIES MANAGEMENT, CATERING, OR MEDIA USER SERVICES MUST BE OBTAINED SEPERATELY. ANY DAMAGE TO UNIVERSITY OWNED SPACES DURING THE DURATION OF YOUR REGISTERED EVENT MAY INCUR CHARGES THAT WILL BE ASSESSED TO YOUR ORGANIZATION AND/OR THE INDIVIDUAL.

SECTION II: RECOGNIZED STUDENT ORGANIZATIONS

As the advisor of the above student organization, I have an awareness of the event being implemented and have provided support and feedback to the student leaders throughout the process. With this, both advisor and student understand and will abide by the university’s Publicity and Display Policy (see attachment).

Advisor signature: ____________________________ Date: ______________

Advisor (printed): ____________________________ Phone: ____________________________

Student (printed): ____________________________ Student signature: ____________________________

Student organizations are required to obtain the signature of the organization’s advisor and have them review your Event Planning Registration Form details prior to the event. In addition, students are NOT authorized to enter into a contract as representatives of DePauw University and individual students may be held financially responsible in the event that a contract is not signed correctly. Therefore, recognized student organization faculty/staff advisors must review and sign contracts under $1,000.00 and must provide a copy to Campus Life for their records. All contracts that are over $1,000.00 must be reviewed and signed by the Campus Life.

*This policy applies only to organizations using University accounts or money for the program. The Organization of Resident Students (ORS) and Union Board are exempted from this policy as they are advised directly by members of the Student Life staff. ORS and Union Board are required to contact the advisor for their organization and obtain the signature of the Vice President of Finance and Administration.
SECTION III: FRATERNITY AND SORORITY LIFE
GLC SIGNATURE: ________________________________

WILL THERE BE OFF CAMPUS GUESTS AttENDING? ___ Y ___ N

Proper university officials/offices must be contacted before signing contracts requiring university services. If the university cannot provide the service, chapters are responsible for any breach of contract fees. Please be aware that your organization is responsible for any off-campus guests and security might need to be retained.

SECTION IV: PUBLIC SAFETY

EVENT DETAILS REVIEWED: ___ Y ___ N

NOISE PERMIT REQUIRED: ___ Y ___ N


(In filling this Staffing Request, you are confirming and commit to hosting the event once coordination with the company begins.)

PUBLIC SAFETY AUTHORIZED SIGNATURE: ________________________________

The Public Safety Office wants to help you have a successful and safe event. To do this, we need your cooperation in providing information so that we can assess the need for security at campus events. Please refer to the University's policy on Event Planning and Noise.

Individuals or Organizations sponsoring “all campus events”, (such as: concerts, music or other open to public or campus at large), on University property and/or any event where anticipated attendance is more than 200 people are required to contact the Director or Captain of the Public Safety Office at least three weeks prior to the event to discuss the need for additional security. The University reserves the right to reject a security plan presented by individuals or organizations. If necessary, additional security shall be the financial responsibility of the sponsoring individual or organization(s).

Individuals or organizations should not sign any contracts committing the University to specific security specifications without consulting with the Public Safety Office, 765-658-4261.
E-SERVICES FACILITIES MANAGEMENT REQUESTS

Step 1: e-Services Link

Facilities Management 1
1. Log onto e-Service and scroll down to the Facilities Management e-Services tab on the left hand side of the screen. You will find a link titled: Submit a Request.

Step 2: Submit New Request

Facilities Management 2
2. To submit a new request, click on the tab at the top of the screen labeled as: Submit a Request.

Step 3: Building & Location

Facilities Management 3
3. Select the building that the event will take place or equipment is needed.

Step 4: Contact Information & Request

Facilities Management 4
4. The contact person should be listed in order to receive confirmation. Lastly, include a detail of the requested needs, such as tables and chairs, or special instructions.
DEPAUW WEEKLY/WEEKENDER

Submission Requirements

• (By Thursday at noon) submit events/announcements that are taking place Monday - Sunday of the upcoming week. This will keep the "weekly" newsletter the most current.

• If you would like a submission to appear more than one week, you must complete this form each week.

• Events should be listed separately under different titles, please complete the form for each event.

• University Offices and recognized DePauw student organizations are eligible to submit items for DePauw Weekly. Submissions will be organized into different categories to give users greater flexibility in viewing events.

• Submissions for RSVP events will be published only in the week including the RSVP deadline. Only submissions with a minimum of a one sentence description will be published. Submissions with incomplete or unclear descriptions will not be published. Submissions for announcements and deadlines will be accepted and published under a separate heading.

The following information should be included in each submission:

  Date of event (Monday, September 24)
  Time of event (8 - 9:30 a.m. or 11 a.m. - 2 p.m.)
  Location of event (Check proper name of location)
  Short summary of event (Include Web address for shorter submission information. The summary should be in paragraph form using complete sentences.)
  Event contact information (if needed)

http://www.depauw.edu/studentlife/campusliving/depauw-weekly-submission/
Noise Policy Information

The university and its recognized organizations have an obligation and a responsibility to themselves and the surrounding community to provide an atmosphere and environment that is conducive to the normal functioning of both. The right to express oneself is limited by its effect on the rights of others. All campus groups, as well as outside agencies that use our facilities, must accept the responsibility of good citizenship.

It is important to establish good mutual relations with residents of your neighborhood the year round. Canvas the neighbors immediately surrounding your living unit prior to any noise-making event. Enable the neighbors to call the living unit representatives directly with any noise concerns. Extend a personal message of apology and a written note to any neighbor complaining about noise following an event.

It is university policy, suggested by students, to strongly discourage weekday events that will create noise issues. The following guidelines are issued to encourage responsible social functions and curb excess noise. These recommendations are solely for university policy. City and state laws also may apply.

Guidelines Regarding Events

All sponsoring groups shall observe the following guidelines:

1. It is expected that out-of-doors events that will create noise situations end at 9 p.m. on weekdays and 11 p.m. on Fridays and Saturdays. Set limits on the time span for all functions and adhere to them.

2. Events likely to create noise-causing situations are not permitted during class hours, except by permission through the Office of the Dean of Students. At other times, such events cannot begin earlier than 11 a.m.

3. Courtesy hours are in effect during class hours. Students and organizations are expected to comply if any noise from an event or non-event has been determined to be disruptive to academic courses during this time period.

4. At no time should speakers or sound systems be in windows or outside living units, unless permission is granted through the Office of the Dean of Students.

5. Living unit president(s) are expected to act promptly and responsibly on all complaints and concerns voiced by an outside agency (campus security, neighbors, Student Life, etc.). The president(s) of all living units participating in noise-creating functions share in the responsibility for any event. In all cases of disputed responsibility, the host living unit shall assume primary responsibility. To help alleviate problems of responsibility it is strongly suggested that the host group allow only a designated person access to the volume controls. Predetermine acceptable levels of sound by checking with your immediate neighbors prior to any event. Then stay within those levels. Devise internal sanctions to discourage others from deviating.

6. Individuals or organizations sponsoring all campus events (such as concerts, music, or other open to all events) on campus may be required to pay for event security. Event security expectations are found on the DePauw Public Safety website at http://www.depauw.edu/student/safety. Event registration requirements are also listed on the Public Safety website.
DEPAUW UNIVERSITY LIABILITY RELEASE AND MEDICAL CONSENT FORM

For participation in events and activities of a Recognized Student Organization of DePauw University.

I, __________________________, the undersigned release and hold harmless DePauw University, its employees, Student Organizations, Officers of the University and Board of Trustees from all financial responsibilities and/or personal injuries that might occur to me during my participation in these activities. I DO HEREBY VOLUNTARILY ASSUME ALL RISKS, DANGERS, AND HAZARDS which I may encounter during my participation in/at __________________________.

I have entered into this agreement on the basis of my own information and not in reliance upon any representation of DePauw University or the other released parties. I understand that while at this event I must comply with all provisions of the Student Handbook. Further, I understand that I must comply with the directions of the University’s appointed designee.

In the event of illness or accident, I authorize the designated representative of DePauw University to secure necessary medical treatment and authorize physicians, dentists, and other licensed health care providers to perform any necessary diagnostic, treatment, or operative procedures.

By my signature, I represent that I have knowingly and voluntarily signed this Liability Release and Medical Consent Form with the intent that it be a legally binding document designed to protect DePauw University and other released parties from all claims which could be brought by me or anyone else on account of any injury, or my death, regardless of cause of fault.

Signature: __________________________ Date: __________________________
Printed Name: __________________________
School Address: __________________________
Permanent Address: __________________________
Home Phone #: __________________________
Cell Phone #: __________________________
Event Name: __________________________
Event Date: __________________________

IN CASE OF EMERGENCY, PLEASE CALL THE FOLLOWING:

Name of Parent/Guardian: __________________________
Relationship: __________________________
Phone #: __________________________

OFFICE/ORGANIZATION USE:
☐ Copies made and taken to Public Safety Office for Emergency Purposes.
☐ Copies for Staff/Student Leaders Overseeing Event for Emergency Purposes.
☐ Copies filed with Sponsoring Office/Student Organization for reference (hold for 1 year).


The forms can be printed off from the Campus Life Resource Page.

Student organizations hosting events with physical components should work with Public Safety.

Safety measure could include Liability waivers that are signed and collected for each participant. If your organization is connected to an inter/national organization/headquarters, check your Risk Management and Insurance coverage, as requirements vary per organization and event type.

When traveling, student organizations should complete a forms per each student/participant and provide a copy to DePauw University.
DEPAUW UNIVERSITY LIABILITY RELEASE AND MEDICAL CONSENT FORM

For participation in events and activities of a Recognized Student Organization of DePauw University

I, _______ , the undersigned release and hold harmless DePauw University, its employees, Student Organizations, Officers of the University and Board of Trustees from all financial responsibilities and/or personal injuries that might occur to me during my participation in these activities. I DO HEREBY VOLUNTARILY ASSUME ALL RISKS, DANGERS, AND HAZARDS which I may encounter during my participation in/at ________________________________.

I have entered into this agreement on the basis of my own information and not in reliance upon any representation of DePauw University or the other released parties. I understand that while at this event I must comply with all provisions of the Student Handbook. Further, I understand that I must comply with the directions of the University’s appointed designee.

In the event of illness or accident, I authorize the designated representative of DePauw University to secure necessary medical treatment and authorize physicians, dentists, and other licensed health care providers to perform any necessary diagnostic, treatment, or operative procedures.

By my signature, I represent that I have knowingly and voluntarily signed this Liability Release and Medical Consent Form with the intent that it be a legally binding document designed to protect DePauw University and other released parties from all claims which could be brought by me or anyone else on account of any injury, or my death, regardless of cause of fault.

Signature: ______________________ Date: ____________________
Printed Name: ______________________
School Address: ______________________
Permanent Address: ______________________
Home Phone #: ______________________
Cell Phone #: ______________________
Event Name: ______________________
Event Date: ______________________

IN CASE OF EMERGENCY, PLEASE CALL THE FOLLOWING:

Name of Parent/Guardian: ______________________
Relationship: ______________________
Phone #: ______________________

OFFICE/ORGANIZATION USE:

☐ Copies made and taken to Public Safety Office for Emergency Purposes.
☐ Copies for Staff/Student Leaders Overseeing Event for Emergency Purposes.
☐ Copies filed with Sponsoring Office/Student Organization for reference (hold for 1 year).
Information Regarding City of Greencastle Requirements

The Greencastle Common Council meets the second Tuesday of each month at 7 p.m.

Any request for street closings, exception to Noise Ordinance, etc., to be approved by the Greencastle Common Council must be submitted on the appropriate forms to the Clerk-Treasurer, City Hall, 1 North Locust Street, Greencastle, IN 46135, at least 14 days prior to the meeting.

Permission must be granted by DePauw Public Safety prior to the request being submitted to the Clerk-Treasurer. Please be sure to have a representative available for the meeting at which the request will be discussed to answer any questions the Council may have.

If you have any questions, please feel free to contact Greencastle Clerk-Treasurer at (765) 653-9211 between 8 a.m. and 5 p.m. or DePauw Public Safety at (765) 658-5555.

Additional information is available on the Public Safety Web site at http://www.depauw.edu/student/safety.

Publicity

Finally, you will need to publicize your event. You have many options. Sheet signs, flyers, social media, WGRE, D3tv, DePauw Weekly, DePauw Weekender, University Calendar and The DePauw to name a few. Be creative! All sheet signs must be approved by Campus Life.

Campus Publicity Policies

1. All posted advertising, promotional, or informational materials should include the recognized student organization, agency, department, or individual sponsoring the event/program or responsible for the message. Publicity materials that do not reflect this information will be removed.

2. All printed or painted materials designed for display on any surface are restricted to designated permanent bulletin boards or poster kiosks inside or outside University buildings unless there is prior approval from Campus Life. Yard signs will not be permitted to be displayed without the prior approval of the Dean of Campus Life. Yard sign locations on the campus grounds must be approved by Facilities Management staff following the Dean’s approval of the material.

3. Sponsors shall limit postings to one (1) copy of each flyer per bulletin board. Multiple postings will be immediately removed.

4. Flyers are not to be placed or affixed in any way to sidewalks, lampposts, trashcans, benches, or other surfaces.

5. Any publicity affixed to glass surfaces or doors and walls will be removed.

6. Sponsors are responsible for the removal of all flyers after the event.

7. All sidewalk chalking must be water-based white or colored chalk and on horizontal surfaces only. Chalking must be clear of any overhang or awning so that it can be washed away by rain. Violations may result in charges assessed by Physical Plant to the sponsor.

8. Tree banner/sheet signs at the academic quad, Hub, Bowman Park, or near residence halls should be legible and should not obstruct walkways. These signs should be taken down promptly after completion of the event. Sheet signs to be hung in the Union Building must be approved by a staff member in Campus Life. The sheet sign must include name of the sponsor, event, date, time, location. Sheets signs must be hung in the designated areas and/or the main stairwell to the Hub. They must not cover existing poster or sheet signs. If this happens, your sheet sign will be removed. Please take down your sheet sign following the event.

9. For DePauw Residence Halls and University-Owned Apartments and Houses: All signs and flyers should be attached to the designated campus bulletin board on the main floor of the residence halls. Floor bulletin boards are
for the use of each floor community and are under the supervision of the RAs and residents of the floor. No flyers of any kind should be distributed to student rooms. Postings are not to be affixed to glass, walls, doors, or bulletin boards not designated for postings. Additionally, postings should be affixed with thumbtacks or staples rather than tape.

10. Only organizations recognized by Campus Life may post in the residence halls. All postings should include the name of the sponsoring organization. Sponsors shall limit postings to one copy of each flyer per bulletin board. Any item not adhering to these guidelines will be removed. Damage resulting from hanging posters, signs, etc., may result in charges being assessed to the group or organization that sponsored the advertising.

11. All signs, banners, or posters which are visible from the outside of University-owned living units must be approved by the Campus Living and Community Development Office prior to being displayed. All unapproved signs, banners, or posters will be removed.

12. Non-DePauw University sponsors may display publicity materials on the Community Board, located directly across from the Campus Life office in the Memorial Student Union Building. Posted materials must have sponsor information and expiration date clearly marked. Advertisements for alcoholic beverages will not be accepted. DePauw student organizations are asked not to post on this board.

13. The DePauw Weekly and DePauw Weekender are the e-mail venues by which events can be sent to students. Please fill out the form at the following web site to include your events: http://www.depauw.edu/student/depauweekly/

14. Additional mass e-mail publicity to students is not provided.

15. In support of DePauw's sustainability initiative, the utilization of student mailboxes in the Memorial Student Union for publicizing events is no longer available.
RENTAL VEHICLES

The Vehicle Reservation system is in e-Services under the Business e-Services section. Choose the option Vehicle Rental Request. Please use this link to make any vehicle reservations. Questions regarding the process should be directed to David Little (765)658-4907 or davidlittle@depauw.edu

Travel liability forms are available through Campus Life. When filling out this form, please leave a copy with us and then keep a copy with a designated person on your trip. Instructions can be found on page 20 of this booklet.

Rented Vehicles

1. Rented vehicles are reserved through the office of the Director of Business Services. Reservations must be made by the faculty or staff sponsor – not a student.

2. Twenty-four (24) hour notice is to be given when requesting a rented vehicle. Notify the office of the Director of Business Services of any cancellations as soon as possible.

3. DePauw’s contracted rental agency is Enterprise Rent-A-Car/National Car Rental. To reserve a rental vehicle, please use the e-Services link Vehicle Rental Request. The quoted daily rate begins at the designated pick up time. Twenty-four hours constitutes (1) day's rental. Vehicles that are not picked up after being reserved will still be billed to the office/department, or student organization as originally rented UNLESS 24-hours notice of cancellation is provided. Vehicles are to be picked up and returned to the University Service Center, and you may park your personal vehicle on the Service Center lot. (Be sure your vehicle is locked.) Commercial cards for auto services are available upon request and at the time you pick up the keys and the paperwork for your business trip. Any excess charges incurred by the University during the use of a rental vehicle will become the financial responsibility of the driver, and charged to him/her personally.

4. Rental vehicles are charged per day, based on the type of vehicle reserved. The following Base Rental Charges will be in effect for DePauw University (Customer # XZ08127). Please see base rental rate schedule.

Payment, Purchasing and Fees

- For DePauw rental vehicles and reservations on e-Services, the students or a university office will need to have an account line in order to submit their request. This account number will be needed when coordinating the online reservation on e-Services.

- For students coordinating the Safe Ride Van use, they will be billed by Public Safety for the travel mileage of the trip. This bill will be sent to the students directly and can be paid through the Business Office. Offices who need to submit payment for these charges can do so through a Check Requisition on e-Services.

- For certain student groups that are sponsored by university office grants, their funding should not be used towards travel costs. There are few circumstances in this category and Campus Life staff can help guide those organizations that have questions.
STUDENT TRAVEL POLICY

(From the DePauw University Motor Vehicle Use Policy)

The goals and objectives of DePauw University's transportation program are based upon, and supportive of, the academic, cultural and social events both on and off campus and designed to assist the offices and educational departments in the performance of their University responsibilities.

The University provides vehicles for OFFICIAL UNIVERSITY BUSINESS and/or CLASSROOM-RELATED ACTIVITIES to transport academic teams, athletic teams, student organizations, individual students and employees traveling to sanctioned events. The vehicles are not provided to anyone for personal trips of any type. Please see DEPAUW UNIVERSITY MOTOR VEHICLE USE POLICY for policies and more information http://www.depauw.edu/offices/finance-administration/faculty-and-staff-information/vehicle-use-policy/

FREQUENTLY ASKED QUESTIONS:

Rental Vehicles & Travel

- The DSG recognized student organization intends of traveling out of state, what is needed?
  - Student groups that are traveling out of state in a rented vehicle, they are required to have someone that is considered a professional staff member, graduate student, or a university recognized faculty or staff attend and oversee the trip and student’s safety.
  - If the student group has hired a driver through our certified drivers, chartered a bus, or purchased flights through a commercial airline company to travel out of state, an advisor will not be required. Student groups who are attending events out of state should inform Campus Life of their intended travel location in order to have the names and location available in case of an emergency.

- The DSG recognized student organization intends of driving their own vehicles, what is needed?
  - Student groups and leaders should NOT drive their personal vehicles to events that are considered or connected to the university. In other words, when traveling to/from events that are related to student groups, it is expected that all groups follow the stated travel policies and processes.

- The DSG recognized student organization intends on renting a vehicle and having a student driver, what is needed?
  - Student groups that are traveling in state may rent and travel without an advisor. The student driver MUST meet with the Service Center Office prior to the event in order to become a DePauw Certified Driver. In order to quality as a DePauw Certified Driver and be eligible to use rental vehicles, the student MUST be at least 18 years of age to drive a vehicle smaller than a 12 Passenger Van.
  - The recognized student organization MUST have their professional staff member, graduate student, or a university recognized faculty or staff make the vehicle reservation through e-Services. In the next pages, you will find the detailed process for making reservations at DePauw.
  - Important things to consider when coordinating a vehicle rental:
    - A twelve passenger van may be driven by a student who is at least 21 years of age.
    - A vehicle smaller than a 12 Passenger may be driven by a student 18 years of age.

- The DSG recognized student organization, student leader or student, that intends on renting a vehicle while they are at an out of state, need the following;
  - The students who are traveling and intending on renting a vehicle while on a university/student group event/program need to have an advisor with them.


E-SERVICES VEHICLE REQUEST PROCESS

Step 1: e-Services Link

1. Log onto e-Service and scroll down to the Business e-Services tab on the left hand side of the screen. You will find a link titled: Vehicle Rental Request. This must be done by a university advisor or faculty/staff member.

Step 2: Submit New Request

2. You will be able to see all the requests that you have submitted. To submit a new request, click on the tab at the top of the screen labeled as: Submit New Request.

Step 3: Complete Request

3. Enter all the required information on the request form. The driver’s license should be available in order to complete some of the required information. As an advisor, you will also need to make a copy of the driver license in order to complete the request and it should be provided to the Service Center staff to review and share with the university insurance provider.

The account number that will be charged should also be available in order to submit the form. Check with your office or student organization to ensure that they have been allocated this funding through DePauw Student Government.
Rented Vehicles

1. Rented vehicles are reserved through the office of the Director of Business Services. Reservations must be made by the faculty or staff sponsor—not a student.

2. Twenty-four (24) hour notice is to be given when requesting a rented vehicle. Notify the office of the Director of Business Services of any cancellations as soon as possible.

3. DePauw’s contracted rental agency is Enterprise Rent-A-Car/National Car Rental. To reserve a rental vehicle, please use the e-Services link Vehicle Rental Request. The quoted daily rate begins at the designated pick up time. Twenty-four hours constitutes (1) day’s rental. Vehicles that are not picked up after being reserved will still be billed to the office/department, or student organization as originally rented UNLESS 24-hours notice of cancellation is provided. Vehicles are to be picked up and returned to the University Service Center, and you may park your personal vehicle on the Service Center lot. (Be sure your vehicle is locked.) Commercial cards for auto services are available upon request and at the time you pick up the keys and the paperwork for your business trip. Any excess charges incurred by the University during the use of a rental vehicle will become the financial responsibility of the driver, and charged to him/her personally.

4. Rental vehicles are charged per day, based on the type of vehicle reserved. The following Base Rental Charges will be in effect for DePauw University (Customer # XZ08127). Please see base rental rate schedule below.
Air Travel and Flights

- The DSG recognized student organization whose members intend on flying out of state/internationally:
  - Student groups and leaders that are scheduling large group travel should work with the Director of the Business Office in order to purchase flights. The group should have travel information available, including the student's names and contact information.
  - Within the Student Handbook (Pg. 42), a Air Travel Waiver is requested:

  
  *It is the policy of DePauw University to require that all employees or students who use air travel in connection with official University business use only established commercial airlines. In the event such person, out of personal preference, elects to use private or chartered aircraft for official University business, he or she must sign a waiver.*

  

Fraternity & Sorority Travel Guidelines

Many (Inter) National Organizations have regional, local and national conferences and educational workshops that strongly encourage our student members to be in attendance. Additionally, chapters hosts various philanthropic, service and social events within the state and neighboring states. In order to provide a positive experience and assist in ensuring the safety of our members, Campus Life encourages student leaders to follow the processes listed below:

**In-State Conference, Retreat or Workshop**

- Chapters should communicate with the Fraternity & Sorority Life staff (GLC) regarding the conference schedule.

**Out-of-State Conference, Retreat or Workshop**

- Chapters should communicate with the Fraternity & Sorority Life staff (GLC) regarding the conference schedule.

**In-State Informal or Formal**

- Chapters should communicate with the Fraternity & Sorority Life staff (GLC) regarding their event schedule.
- Chapters should work on group transportation (charter/bus) to and from the informal and formal location.
- Chapters should register their event with the Fraternity & Sorority Life staff through the registration form.
- Chapters should communicate with Public Safety needs for safety or security needs.

**Out-of-State Informal or Formal**

- Chapters should communicate with the Fraternity & Sorority Life staff (GLC) regarding their event schedule.
- Chapters should work on group transportation (charter/bus) to and from the informal and formal location.
- Chapters should register their event with the Fraternity & Sorority Life staff through the registration form.
Vehicle Rental: Student, Faculty and Staff

DePauw is also connected with the WE CAR through Enterprise, which allows drivers an opportunity to rent a car for a period of time. This is a great option for quick airport trips or heading to Indianapolis for the day. More information can be found at the Service Center website:

http://www.depauw.edu/offices/finance-administration/faculty-and-staff-information/we-car-program/
STUDENT ORGANIZATION HOUSING

Campus Living and Community Development offers student organizations the opportunity to apply to live together in housing which serve to support and encourage student organizations based on their shared interests, common goals and organizational mission. Student Organization housing allows groups to continue to develop their organization through a common living space in hopes to assist in connecting their organization further with the campus community. All students living in Student Organization housing choose to do so intentionally, to take their living environment and make it into a shared living and learning experience.

Definition and Purpose for Student Organization Housing

Student Organization Housing (SOH) is a housing option available to viable student organizations that have a shared mission, an organizational structure, and a desire to live together in campus housing to assist in the continued growth and development of their group. SOH is designed to increase the range of housing options available to all students. This option allows students to experience the benefits and rewards of small group living while allowing student organizations space to work together, ideally to enhance their organization’s mission. Student organizations are eligible for group housing if they meet identified criteria including the presence of a functioning governance structure, the involvement of a faculty or staff advisor, and a commitment to the DePauw community. Student organization housing is available for our NPHC, MGC and local Greek Organizations as well. **Student organization housing is not available to members of chapters with existing chapter houses on campus** although students in these organizations are free to apply as a group through the Upperclass Housing Application Process.

Guidelines for Student Organization Housing for recognized student organizations

In order for an organization to be eligible for SOH, they should demonstrate the following criteria:

- Have maintained status as a recognized Student Organization for at least 3 semesters prior to application
- Be in good standing with the University
- Must be willing to share common space and bedroom with roommates
- The group must have a faculty or staff advisor sign off on the application.
- Membership of the group must be at least one and one-half times the size of the smallest housing unit to be considered for SOH (i.e., since the smallest UOAH available for SOH is 6-person, a group would need to have maintained a membership of 9 for the previous two years in order to be eligible).
- There must be a demonstrated history of active membership and responsible leadership. The groups must have proven leadership within a governance structure consisting of more than one student over two academic years.
- The group must have a clearly articulated mission statement that is consistent with the goals and purposes of DePauw University. The group must address how communal living arrangements within Student Organization Housing will enhance the group’s ability to carry out its mission.
- There must be an organizational and governance structure through which the responsibilities of maintaining the residence, coordinating outreach/service activities, educating the members about appropriate behavior, and organizing and managing group activities can be fulfilled. Included in the structure should be a plan for recruitment of new members and leadership succession.
- At the time of application, the student organization must submit a housing roster showing every bed filled for both the upcoming fall and spring semesters. Residents can include sophomores, juniors, and seniors; first year students are not allowed to live in SOH.
- Only group members may reside in the unit. If the number of residents in the unit falls below the facility’s capacity during the course of the academic year, the members of the group are responsible for filling the vacancies from among their membership. If during the course of the academic year group membership drops and a student organization is not able to fill every bed for both the fall and spring semester, the student organization may be moved to a smaller facility if one becomes available or Campus Living and Community Development may assign someone to those spaces if there is a need. However, Campus Living and Community Development’s goal is to assist the student organization in filling and maintaining the occupancy of their unit.
STUDENT ORGANIZATION HOUSING

In order to be considered for SOH, the NPHC/MGC/Local Greek-Letter Organization should demonstrate viability by meeting the following criteria:

- All chapters selecting and living in a University housing unit must adhere to the Residential Standards Implementation Guide for NPHC, NALFO, MGC and Local Greek-Lettered Chapters.
- At least two chapter members must live in the facility to request a UOAH unit unless the membership of the organization is less than two. These members should be a part of the organization before housing selection takes place. Minimum occupancy must be maintained at all times.
- Organizations must fill the living unit with its own members until it reaches capacity, however NPHC/MGC/Local Greek-Letter organizations may request a unit one under capacity. This is allowed so that the organization may have space that functions as a chapter room. After this, members have the option to live outside of the facility.
- Due to the fluctuating numbers of members in chapters, the same facility can be requested each year, but will not necessarily be granted to the chapter. Campus Living and Community Development will work with the chapter if they are required to move to a different location.
- Campus Living and Community Development will communicate with Facilities Management regarding each chapter that wishes to have exterior signage so that the broader campus community recognizes and understands where these chapter houses are located.

This is an example of the 2015/2016 Student Organization Housing Application. Organizations should contact housing@depauw.edu with questions about the placement and application process.
ADVISORS

Purpose of Advisors

Student involvement in campus organizations/groups allows the student the opportunity to develop organizational and leadership skills. Students can complement their educational objectives through important out-of-class activities that allow them the chance to exercise basic freedoms, and learn about human behavior. In support of these objectives, it is important that persons with experience in organizations be available to assist students in their organizational endeavors. While the range of student activities and group purposes are diverse, advisors can be a valuable resource to the organization in terms of help with procedural matters, University regulations and policies, and financial concerns. Attaining an advisor that is committed to student learning through out-of-class activities is crucial.

IMPORTANT:

Recognized Student Organizations are required to have an advisor who must be DePauw faculty member or staff member. This advisor should be active and must be contacted each semester to ensure that they will continue to serve in this capacity for the student organization. Students should not be assume that you will carry over as their advisors each year. It is encouraged to discuss with student leaders your ability to serve as their advisor semesterly/yearly.

Advisor Responsibilities

It is important that advisors understand the responsibilities involved before making a commitment to a student organization. Those responsibilities include:

1. Assist officers in understanding their duties, administering programs and plans, organizing projects and making appropriate transitions.
2. See that continuity of the organization is preserved through a constitution, minutes, files, and traditions.
3. Encourage use of parliamentary procedures and that meetings are run in an orderly, efficient manner.
4. Encourage students to understand and apply democratic principles, including recognition of minority opinions and rights.
5. Attend as many organization meetings and events as possible.
6. Articulate campus policies and procedures and help cut through the red tape when necessary. Be aware of liability issues (i.e. hazing, alcohol, travel, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
7. Students should not attend conferences without an advisor or other University representative.
8. Know the organization's budget and be aware of their expenditure. It is an advisor’s responsibility, when co-signing a Student Organization Voucher form to know how the money is being used and to ensure that students comply with rules and the expectations of the student activity fee Allocation Committee.
9. Assist your organization in planning and requesting Activity Fee Allocations from the Allocations Committee.
10. Students are authorized to negotiate contracts; however the Dean of Campus Life, Dorian Shager and Director of Campus Life, JC Lopez, are authorized to sign contracts over $1,000.00.
11. All contracts must have accompanying W-9 form. Please contact Campus Life if you would like a copy of this form.
12. Assist your organization in using e-services to reserve facilities (e.g. Union Building, Social Center, GCPA) for programs/events.
13. Be a sounding board, especially for officers, and be supportive of all members.
14. Be a facilitator both among officers and between officers and members.

15. Be familiar with national structure and services, if relevant.

16. Be a resource for the students especially in regard to understanding University policies, regulations and services.

17. Consult on programs.

18. Consult with individual students, when necessary.

19. Be generally available to assist the organization.

20. Consult with other University departments when problems arise with the student organization.

**Note: Advisors are not allowed to hold office or vote.**

**The Organization’s Responsibility to the Advisor**

1. Notify the advisor of all meetings and events.

2. Consult him/her in the planning of projects and events.

3. Consult him/her before any changes in the structure of the organization, or in the policies of the organization are made, and before major projects are undertaken.

4. Understand that although the advisor has no vote that he/she should have speaking privileges.

5. Remember that the responsibility and/or the success or failure of an organization’s event rest ultimately with the organization, not the advisor.

6. Talk over any problems or concerns with the advisor.

7. Acknowledge the advisor’s time and energy is donated and express appreciation.

8. Be clear and open about your expectations for your advisor’s role.

9. Periodically, evaluate your advisor and give appropriate feedback.

**Suggestions for Effective Advising**

1. The maturity/skill of the organization and its leadership should dictate your style of advising. If the leaders have low skill levels, you may need to be more actively involved with the group members. As the leaders’ skill level matures, you can then decrease the amount of direction you need to provide the group.

2. Express sincere enthusiasm and interest in the group and its activities.

3. Be open to feedback from the group members. Talk with them regarding your role as advisor. Be willing to admit mistakes.

4. Give the group and the leaders’ feedback regarding their performance. Raise questions with them regarding their goals.

5. Be aware of University policies and procedures so that you can be a knowledgeable resource for the organization. The Campus Life Office is happy to assist you!

6. Get to know members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.

7. Meet with the officers before group meetings. Assist them in setting an agenda.

8. Following group meetings, discuss with officers any problems encountered during the meeting. Offer suggestions/feedback for how meetings can be improved.

9. Be careful of becoming too involved with the student organization, you are not a member. Advise, assist, facilitate; not lead, or do.
Liaison & Organization Agreement

In completing this form and submitting this document, I indicate that I have read thoroughly and acknowledge that:

I understand all expectations and responsibility of during First-Year Move-in and as a Student Org Move Crew volunteer and will serve as liaison in facilitating the communication between Campus Living and Community Development and your organization's volunteers.

If applicable, you have communicated with your Greek facility corps and gained permission for your volunteers to move into the chapter house on August 22nd (if other arrangements are being made, please notify CLCD).

By submitting this form, I am indicating my organization's desire to serve as an Organization Liaison for the Student Org Move Crew at DePauw University.

**Organization** *
Organizations' names will appear on the back of the t-shirt.

**Organization Liaison Name** *
Will serve as the lead member who will receive communication from Campus Life & Campus Living and Community Development throughout the summer.

**Organization Liaison Email** *
This is a required question

**Organization Liaison Phone Number** *
This is a required question

Student Org Move Crew

Every spring, student organizations will receive and invitation to participate in welcoming our newest first-year class. Officers will need to submit the form with the organization:

1. Name (needs to be listed as it will be featured on the t-shirt)
2. Contact person information
3. Members participating (name, t-shirt size, email, etc.)
4. Understanding of expectations prior to arriving on campus.
5. Understanding that members NEED to attend the overview meeting the night before Move-In Day.
6. Have fun!