



STUDENT CLUB & ORGANIZATION

**ON-CAMPUS EVENT  
POLICIES & PROCEDURES  
MANUAL**

**GET  
INVOLVED  
STAY  
ENGAGED**  
AT THE 'VILLE

2024-2025



Millersville University

CAMPUS LIFE

*Division of Student Affairs*

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## ON-CAMPUS EVENTS

An on-campus student organization event (hereafter referred to as the “event”) is a program, activity, or gathering sponsored and/or organized by a Millersville University Student Government Association (SGA) recognized student club/organization and occurring on/in the grounds/buildings of Millersville University. Events include, but are not limited to:

- Movies
- Live performances (e.g., concerts, spoken word, recitals)
- Lectures or Speakers
- Competitions
- Socials
- Conferences
- Workshops
- Fundraisers (including tabling)
- Meetings (e.g., general, membership, recruitment)
- Rehearsals
- Practices.

Any event must be registered and approved through the Get Involved website. It is the responsibility of the sponsoring student organization(s) to review and adhere to the [Millersville University Student Code of Conduct](#), all local, state, and federal laws in addition to all student organization event policies and procedures as outlined below.

## ON-CAMPUS EVENT POLICIES & PROCEDURES

### **Event Planning:**

- **Event Safety:** The sponsoring student organization(s) should refer to the Event Staffing Chart to determine whether Millersville University Police Department (MUPD) staff are required to be present at the event. If MUPD staff is required, the sponsoring student organization must abide by all on-campus event policies and procedures outlined in this document as well as the additional policies and procedures for events requiring MUPD found later in this document.
- **Space Reservations:** Space reservations are still done through Ad Astra. During the Activate Your Org process every student organization listed the name of two students who they want to reserve space on behalf of the org. Those two names are entered into Ad Astra and serve as the only two students who can reserve space on behalf of the student organization.
- **Fronting:** Student organizations are only permitted to reserve space for their organization’s use and cannot reserve on-campus space for individual students, another organization, or non-university groups. This practice is referred to as fronting and is strictly prohibited.
- **Advanced Registration:** For adequate planning, all competitions, socials, performances, and events that require a signed contract and/or MUPD staff require advanced registration in Get Involved at least 4 weeks in advance of the event date. See the Event Registration Timeline for more details. Hours: Events are not permitted between the hours of 2:00AM and 7:00AM regardless of the day of the week unless an exception has been requested through the Event Registration Form in Get Involved and approved by Campus Life. Exceptions will only be considered based upon best practices and/or industry standards for the event.
- **Hours:** Events are not permitted between the hours of 2:00AM and 7:00AM regardless of the day of the week unless an exception has been requested through the Event Registration Form in Get Involved and approved by Campus Life. Exceptions will only be considered based upon best practices and/or industry standards for the event. Events given and granted exceptions will require an advisor present; no exceptions.

- **Approval:** All Student Organizations are required to register their meetings and events into the university's engagement platform, Get Involved, and receive proper approval from the Department of Campus Life. Events are not officially approved by the Department of Campus Life, until the student organization(s) has registered their event in Get Involved and receives an Event Approval notification email. Depending upon the nature of the event, event approval may take up to 10 business days after the event has been submitted through Get Involved, so please register an event as soon as possible. Depending upon the complexity of the event, events with multiple reviewers (e.g., Dining, Tech Ops, Reservationists, etc.) may take longer than 10 days for approval, so please register events asap.
- **Marketing:** Event promotional materials cannot be distributed until an event has been registered and approved in Get Involved. Once approved, the student organization(s) must take printed promotional materials (flyers, posters, etc.) to Campus Life to be stamped for approval. All promotional materials must accurately reflect the event information approved through Get Involved, and abide by the [Posting and Chalking Policy](#).
- **Pre-Planning Meeting:** Depending upon the nature of the event, members of the sponsoring student organization(s) may be required to attend an in-person Event Planning Meeting with campus partners that will be coordinated by Campus Life. Failure to attend a required meeting may result in the event being postponed and/or cancelled.
- **First/Last Day for Programming:** The first day in the academic term to sponsor an event is the first day of fall/spring classes. The last day in the academic term to sponsor an event is the Saturday before finals week begins. Student orgs are not permitted to sponsor events during the summer/winter terms. The only time exceptions are made to these programming dates is when the event is a collaboration with a University department and approved by Campus Life.
- **Revenue:** All proceeds generated from admission fees, donations, or any other means must be deposited into the student organization's Student Services Inc. Banking Center Bank Account.
- **Alcohol:** Millersville University is a "responsible use" campus which means that alcohol is not permitted on campus or any affiliated campus property or event without the express written permission of the Vice President of Student Affairs. Please refer to the Student Code of Conduct (Section B, V: 2. Alcohol) for a comprehensive review of Millersville University's Alcohol Policy.
- **Food: Food and beverages served at any on-campus event must be catered by Millersville University Dining & Catering Services.** This includes any food/beverages used for grilling, utilizing off-campus caterers/restaurants, and serving/selling food that has been prepared at home, in a residence hall, or off-campus.
  - **Exceptions:** An exception to the Dining policy may be considered for food that enhances the authenticity, uniqueness, and overall experience of the event (e.g., Multicultural Showcase serving food from diverse cultures), or if Dining & Catering Services is unable to accommodate the catering request. An exception may be requested by completing the **Waiver of Catering Policy Approval Form** found on Dining and Catering's [website](#) and also on the Event Submission Form. Events **will not be approved** until the Waiver of Catering Policy Approval Form has been submitted and approved. *(If applicable)*
  - **Permissible Items:** Baked goods that are served at room temperature (e.g., cookies, brownies, etc.) and food that has been pre-packaged by the distributor (e.g., candy, chocolate bars, bags of chips, etc.) do not require a waiver to be served/sold.
- **Security:** For large-scale events such as but not limited to, concerts, formals and various social gatherings, security must be provided by MUPD. If MUPD is not required as stated in the in the Event Staffing Pattern Chart later in this document security may still be requested and paid for by the student organization if approved by MUPD.
- **Deny Services List:** Student organizations with outstanding balances with any University department or Student Services Inc. may be added to the University Denied Services List at any point throughout the semester, which prohibits organizations from utilizing University resources and services including Ad

Astra, Get Involved, Dining, Banking Center Bank Account, etc. An organization is removed from the Deny Services List once all outstanding balances have been paid.

## Event Registration Timeline

Depending on the nature of the event, the timeline for when an Event Submission Form should be submitted to Get Involved varies. Follow the chart below or consult with Campus Life if you have any questions.

| Event Registration Timeline   | 4 Weeks | 3 Weeks | 2 Weeks | 1 Week | Registration Not Required | Additional Requirements  |
|---|---------|---------|---------|--------|---------------------------|--|
| Concerts/Performances (Open to Public)  | X       |         |         |        |                           | May require a pre-planning meeting with Campus Life.   |
| Concerts/Performances (MU only)   |         | X       |         |        |                           |  |
| Events w/ Contracts   | X       |         |         |        |                           | Contracts may NOT be signed by student until the event has been registered and approved in Get Involved.   |
| Socials   | X       |         |         |        |                           | Requires pre-planning meeting with Campus Life   |
| Organization/ Club Meetings   |         |         |         | X      |                           |  |
| Tabling (Information Only)  |         |         |         | X      |                           |  |
| Movies  |         |         |         | X      |                           | Movie screening license required   |
| Fundraisers   |         |         |         | X      |                           |  |
| Health/ Wellbeing Programs  |         |         | X       |        |                           | Requirements review by relevant department on Get Involved   |
| Recreation  |         |         |         | X      |                           | May require participant waivers provided by Campus Life  |
| Events w/ Minors  | X       |         |         |        |                           | Requires pre-planning meeting with Campus Life   |
| Off-Campus Trips/ Programs  |         |         |         |        | X                         | See Campus Life for resources/ travel support  |
| Fraternity & Sorority Life (Minimum for ANY events)   |         |         |         | X      |                           |  |
| Club Sports Events  |         |         | X       |        |                           |  |
| SGA Funded Events   |         |         | X       |        |                           | Orgs requesting allocated funds from SGA must be submitted at least 2 weeks in advance on Get Involved. Be sure to follow SGA's finance deadlines. |
| All Other Events  |         |         |         | X      |                           |  |
| Note: If your event falls into more than 1 event category, the category with the greatest advanced registration will apply. |         |         |         |        |                           |  |

## Hosting an Event at the Winter Visual Arts & Performing Center (VPAC)

To request space at the Winter Visual & Performing Arts Center for an event or performance, please submit the Get Involved Event Submission Form, and select that you'd like to have an event "at the Visual Arts & Performing Center (VPAC)." Complete this request form with as much detail as possible. Requests must be submitted at least four (4) weeks in advance of the requested event date. Students may request either the Clair Performance Hall or Biemesderfer Concert Hall. Information about the two venues can be found on the [Winter Center Information](#) page on the [ArtsMU](#) website. Be advised that there is limited availability for these spaces. Academic needs, University events, and Office of Visual & Performing Arts season events are given priority in scheduling. If the date you request is not available, OVPA will work with you to find an alternative date, if possible.

Direct questions to: [Abby Imm, Production Coordinator](#).

### Event Management: Facilitating a Successful Event

- **Guest Management:** During the event, guests (includes MU and Non-MU patrons) may be refused entry, denied re-entry, or asked to leave for any of the following reasons:
  - Non-payment of admission fee (if applicable).
  - Appearing intoxicated or under the influence of drugs/alcohol.
  - Disorderly conduct, disruptive behavior, or altercations before/during the event.
  - Possession of firearms/weapons.
  - Venue has reached capacity .
  - Precautionary safety and security measures provided by MUPD have stopped operating for the evening
  - Other behaviors, actions, or disruptions that may negatively impact the intended outcomes or success of the event, or overall safety and security of the event.
- **Hosting:** Members and/or advisor(s) of the sponsoring student organization(s) present at the event are expected to serve as hosts throughout the event, meaning they actively monitor the event by walking around and engaging guests, volunteers, and other event staff, proactively troubleshooting problems/concerns, and encouraging the safety, well-being, and satisfaction of those in attendance.
- **Minors:** Minors are not permitted to attend student organization events (or meetings/gatherings) with the exception they have a valid University Identification or are accompanied by a parent or legal guardian who is present for the duration of the event. Events with minors must adhere to the Minors on Campus Policies and Procedures.
- **SMC Events:** If you are requesting space for a meeting or event in the Student Memorial Center, you must complete the [SMC Event Setup & IT Request Form](#) in addition to the Get Involved Event Submission Form. The SMC Event Setup & IT Request Form should be submitted at least **2-weeks in advance** of the scheduled meeting/event. Requests made within less than 5 business days before the scheduled event cannot be guaranteed and are subject to the availability of staff and facility resources at the time.
  - **Cancellation:** Setup is free; however, if the sponsoring organization cancels the scheduled event, they must notify the appropriate setup crew at least 24-hours in advance to cancel requested setups. Failure to do so may result in a \$25.00 setup fee.
  - Email [smc@millersville.edu](mailto:smc@millersville.edu) to cancel chair and table requests.
  - Email [techops@millersville.edu](mailto:techops@millersville.edu) to cancel all IT setup requests
- **Event Pass to Check In:** Campus Life highly encourages student organizations leaders to scan students' event passes in order to track attendance at events. The student leader scanning the event pass will

need the Campus Labs Event Check-In app on their device. Student leaders need to show their Event Pass. The Event Pass is originally downloaded from the Corq app but students may choose to save it to their wallet or photos in order to quickly access it. As of fall 2024 all events using SGA funds will be required to take attendance with the Campus Labs Event Check-In app.

- **Wrap-Up:** The student organization should not exceed the time limit of the reservation as specified in Ad Astra/Get Involved. The sponsoring student organization(s) must ensure all guests have vacated the event venue before leaving the venue.
- **Clean-Up:** It is the responsibility of the sponsoring student organization(s) to return the event venue to the original setup/condition. This includes returning all furniture to its original location, removing all décor/debris, and leaving the space in better condition than how you found it. Failure to return the event venue to the original setup/condition will be considered a violation of the Good Steward Policy.
- **Social Events:** To be considered a social event, the event must meet the following three criterion:
  1. Event is organized for the exclusive purpose of social engagement including parties, dances, etc.
  2. Event concludes after 10pm.
  3. Event is open to non-MU guests (non-MU guest is defined as someone who is not currently enrolled or employed at Millersville University)
    - Guests to social events are limited to:
      - University students (MU & Non-MU) with a valid University picture ID
      - A pre-approved guest list of no more than 25 non-student guests over the age of 18 years old may be submitted to Campus Life no later than 48 hours before the event. All guests must show a valid state, federal, or University ID.
    - At least 15 minutes prior to the conclusion of social events, all lights must be turned on and the activity should begin concluding. (e.g., If the event ends at 1AM, lights must be turned on and the activity should begin concluding at 12:45AM).
    - Social events charging admission and open to non-MU guests, including a guest list, must be ticketed through the Ticket Office (see page 11).
    - Social events that may require security screenings, as well as additional MUPD beyond what is indicated in the staffing chart.
    - No beverages or beverage containers of any kind are permitted to be brought into a social event by guests, event staff, or members of the sponsoring student organization.

## **ON-CAMPUS EVENT SAFETY**

To mitigate risk and help foster a safe and secure environment for event sponsors and patrons, some on-campus events may require designated Millersville University Police Department (MUPD) staff to facilitate a walk-through safety check before/during the event, **and/or** have MUPD staff maintain a presence for the entire duration of the event. Events that require MUPD staff must adhere to all on-campus event policies and procedures (above) and the additional policies and procedures for student organization on-campus events that require a MUPD staff presence (below).

It is the responsibility of the student club(s)/organization(s) to refer to the Event Staffing Chart to determine whether MUPD staff are required at the event before an event is planned and registered in Get Involved. A required MUPD presence may alter the logistics, costs, location, and overall management of an event. During a standard walk-through, MUPD staff may determine additional staff are required at the event based upon event risk factors outlined later in this document.

Safety and security requirements for events will be determined by MUPD in coordination with Campus Life and other campus stakeholders.

## Events Requiring MUPD Staff

**Event Planning and Management:** In addition to adhering to the required on-campus event policies and guidelines previously described events that require MUPD staff must also adhere to the additional event planning and management guidelines below:

- **Registration:** All events that require MUPD staff must be registered through Get Involved at least 4 weeks in advance, regardless of the type of event.
- **Advisors:** The official advisor of record may be required to be in attendance throughout the duration of the event. If the official advisor on record is unable to attend the event, another full-time member of the Millersville University faculty, staff, or administration must be identified by the student organization and approved by Campus Life to attend in the advisor's place.
- **Fees:** The student organization(s) sponsoring the event is fiscally responsible for all fees associated with required MUPD staff at an event. An invoice will be sent directly to the sponsoring student organization(s) from MUPD. *See Campus Life and MUPD for fees.*
- **Duration:** Events that require MUPD staff may not exceed 4 Hours in duration (e.g., an event that begins at 9PM must conclude by 1AM). Setup/teardown does not have to be factored into the 4-hour timeframe. The event must end during the facility's regular operational hours or unless another arrangement is made with and approved by the facility's manager.
- **Entry:** Entry or re-entry to events is not permitted after 12:00AM, or when applicable, after metal detectors/ security wands have been deactivated, whichever comes first.
- **Re-Entry:** Guests are permitted to leave an event at any time; however, re-entry is not permitted to events where security screenings are conducted by MUPD.
- **Announcements:** At the start of all indoor events, a representative(s) from the sponsoring student organization(s) should welcome guests and read the [Emergency Exit Procedures](#) provided by Campus Life.
- **Saturday Late-Night Events:** Events that conclude after 11:00PM **and** require MUPD staffing are **not** permitted on Saturday evenings. Under exceptional circumstances an exemption be approved when registering the event through Get Involved. Exemptions must be related to the purpose, implementation, and overall success of the event and are *not* guaranteed. Exemptions to this policy should be noted when registering an event in Get Involved.
- **Security:** No MU group or outside entity is permitted to contract separately for security services for events held on campus. Security must be provided and/or coordinated by MUPD at the cost of the student organization.
  - **Security provided by artist/entertainer:** Any speaker, performer, or entertainer who requests to maintain their own security presence must coordinate with MUPD, no exceptions. No armed outside security staff will be allowed without written permission from the MUPD Police Chief, or Deputy Chief. This does not apply to on-duty members of local, state, or federal law enforcement who are on campus accompanying a visiting dignitary or working in conjunction with MUPD.

## Precautionary Safety & Security Measures

In addition to MUPD maintaining a presence throughout the duration of the event, the following precautionary safety and security measures for entry may be enacted to further promote the safety and well-being of staff, volunteers, and guests. Decisions to enact said measures are based upon event risk factors assessed from the Event Registration Form in Get Involved and/or in-person meetings. Final determination to enact such measures will be made by MUPD.

**Wrist Banding:** Wrist banding occurs when access and/or venue capacity needs to be monitored. Wrist bands help event staff and volunteers easily identify students who are permitted to enter controlled areas.

**Security Screening:** Security screenings by MUPD may be utilized at concerts, performances, sporting events, and some late-night events. Security screenings may include metal detectors, wands, or visual baggage checks, and are used to identify prohibited items. Some security screenings, such as metal detectors, require additional MUPD staff members to facilitate beyond what has been identified in the Event Staffing Pattern Chart. Additional MUPD staff members will be at the cost of the student organization.

**Identification:** Guests must show a valid form of ID to enter an event that includes any of the precautionary safety and security measures listed above.

- Students – Students must present a current University student ID.
- Guests – Guests, including guests on guest lists, must present a current state issued or government ID.
- Minors – Minors must be accompanied by a parent or legal guardian who present a current state issued or government ID.

**Student-Sponsored On-Campus Event Staffing Pattern**

| <b>On Campus Events <b>NOT</b> Open to the General Public</b>                |   |  |   |                                   |
|--|---|--|---|-----------------------------------|
| <small>(Events that include MU students, faculty and staff only)</small>     |   |  |   |                                   |
| <b>Anticipated Attendance</b>  | <b>1- 150</b>                                   | <b>150- 300</b>  | <b>300-450</b>  | <b>450+ (Case by Case Review)</b> |
| <b>MUPD Staff</b><br><small>(Billed per hour)</small>                        | <b>Walk Through</b><br><small>(No Cost)</small> | <b>0-1</b><br><small>(Based upon Event Risk Factors)</small> | <b>1 to 2</b><br><small>(Based upon Event Risk Factors)</small> | <b>2+</b>                         |
| <b>Host Organization</b><br><small>(members needed to monitor event)</small> | 4   | 6  | 8   | 8+                                |
| <b>Advisor Attendance</b>  | Not needed                                      | Recommended  | Required  | Required                          |

| <b>On Campus Events <b>OPEN</b> to the General Public</b>                    |   |  |  |                                   |
|--|---|--|--|-----------------------------------|
| <small>(Events that include non-MU students, faculty and staff only)</small> |   |  |  |                                   |
| <b>Anticipated Attendance</b>  | <b>1- 150</b>   | <b>150- 300</b>  | <b>300-450</b>   | <b>450+ (Case by Case Review)</b> |
| <b>MUPD Staff</b><br><small>(Billed per hour)</small>                        | 0-1<br><small>(Based upon Event Risk Factors)</small> | 1 to 2<br><small>(Based upon Event Risk Factors)</small>   | 2 to 3<br><small>(Based upon Event Risk Factors)</small> | 3+                                |
|  | N/A   | In addition, to MUPD Staff, metal detectors/ wands may be utilized based upon event risk factors |  |                                   |
| <b>Host Organization</b><br><small>(members need to monitor event)</small>   | 6   | 8  | 10   | 10+                               |
| <b>Advisor Attendance</b>  | Highly Encouraged                                     | Required   | Required   | Required                          |

\*Event risk factors, will be reviewed by Campus Life, MUPD, and key campus stakeholders. Final safety and security requirements will be determined and coordinated by MUPD.

**Event Risk Factors**

Event Risk Factors are characteristics of an event that are evaluated to determine what level of perceived risk is associated with attending or facilitating the event. Evaluating event risk factors assists your organization in running a successful event and helps determine whether an event should be considered a low-risk event or a high-risk event. Risk factors are reviewed to help evaluate the overall safety of an event and are collected from the event detail information submitted through the Event Registration Form in Get Involved.

Low-risk events will require the *minimum* number of staffing to be present (as indicated in the Event Staffing Chart), and high-risk events will require the *maximum* number of staffing to be present (as indicated in the Event Staffing Chart).

If the Event Staffing Chart has determined Millersville University Police Department (MUPD) staff are required at a student organization on-campus event, Campus Life, along with MUPD and other campus colleagues, will determine how many MUPD staff members are required to be present after examining all risk factors associated with the event.

**Low-Risk Events:** A low-risk event is an event where there is a minimal amount of perceived risk associated with the event, and it is presumed the event is unlikely to experience injuries, safety concerns, violence, or

damage to the venue. Low-risk events generally include several of the low-risk event factors found in the Risk Factor Chart.

When planning and implementing on-campus events, the sponsoring student organization should consider implementing multiple low-risk factors to ensure the event is deemed a low-risk event. Sponsoring a low-risk event will not only encourage a safe and secure environment, it will also lower the overall cost by requiring fewer MUPD staff to be present.

**High-Risk Events:** A high-risk event is an event where there is a reasonable amount of perceived risk associated with the event, and it is presumed the event is more likely to experience injuries, safety concerns, violence, or damage to the venue than low-risk events. High-risk events generally include one or more of the high-risk event factors found in the Risk Factor Chart.

When planning and implementing on-campus events, the sponsoring student organization should consider limiting the number of high-risk factors included in the event to promote the safety and security for everyone involved. Sponsoring an event with multiple high-risk factors not only puts your event at risk, it may also increase the overall cost of the event by requiring more MUPD staff to be present.

**Unknown Risks:** Although evaluating event risk factors is helpful in determining and mitigating risk, it is impossible to eliminate all risk associated with an event even if the event is determined to be low risk. Student organizations should be mindful there are both known and unknown risks associated with planning, sponsoring, and managing events and should remain active and alert throughout the duration of the event to help identify, address, and mitigate any risk management issues if they should arise. While proper planning and preparation are a necessity for successful event management, they do not absolve the organization from all risk before, during, or after an event.

**Event Insurance:** Some events that are deemed exceptionally high-risk will be required to purchase event insurance through a third-party vendor. Event insurance can range in cost and is the responsibility of the student organization. Insurance will be determined after the event has been registered in Get Involved and reviewed by Campus Life. It will be the organization’s responsibility to acquire event insurance. The costs associated with event insurance should be involved in the SGA funding request.

**Risk Factor Chart:** While each event has its own unique dynamics and characteristics, the following risk factors have been identified below and credited for promoting Low-Risk/High-Risk Events. These risk factors will be reviewed alongside the event registration form in Get Involved to determine if an event should be considered a high-risk event, or a low-risk event.

**Low-Risk Factors**

**High-Risk Factors**

|   |  |
|---|--|
| <input type="checkbox"/> Event is open to current MU students, faculty, and staff only  | <input type="checkbox"/> Event is open to the general public (non-MU faculty, staff, students)   |
| <input type="checkbox"/> Advisor or MU faculty/staff member(s) are present during the event   | <input type="checkbox"/> Advisor or MU faculty/staff member(s) are not present during the event  |
| <input type="checkbox"/> Event does not require MUPD as indicated by the Event Staffing Chart   | <input type="checkbox"/> Event requires MUPD as indicated by the Event Staffing Chart  |
| <input type="checkbox"/> Event is held indoors in a controlled space  | <input type="checkbox"/> Event is held outdoors in an uncontrolled space   |
| <input type="checkbox"/> The sponsoring student organization is in good standing and active with Campus Life and/or not on the Deny Services List | <input type="checkbox"/> The sponsoring student organization is not in good standing with Campus Life and/or on the Deny Services List |
| <input type="checkbox"/> Few events occurring simultaneously on campus that require limited University resources                                  | <input type="checkbox"/> Multiple events occurring simultaneously on campus that stress University resources                           |
| <input type="checkbox"/> Event concludes before 11:00PM   | <input type="checkbox"/> Event concludes after 11:00PM   |

- |   |   |
|---|---|
| <input type="checkbox"/> Prior events of a similar nature have not experienced any conduct, safety, or capacity concerns within the last 3 academic terms | <input type="checkbox"/> Prior events of a similar nature have experienced conduct, safety, or capacity concerns within the last 3 academic terms |
| <input type="checkbox"/> Event is seated  | <input type="checkbox"/> Event involves physical activity, movement, or crowded spaces where patrons will not be sitting                          |
| <input type="checkbox"/> Event is ticketed through the Millersville University Ticket Office and/or requires pre-registration                             | <input type="checkbox"/> Event is not ticketed and/or does not require pre-registration   |
| <input type="checkbox"/> No/Limited cash is handled or collected on-site  | <input type="checkbox"/> Large sum of cash is handled or collected on-site  |
| <input type="checkbox"/> Outcome of event includes purposes beyond social engagement  | <input type="checkbox"/> Outcome of event is for social engagement only   |
| <input type="checkbox"/> Event is advertised on campus and/or through Get Involved only   | <input type="checkbox"/> Event is advertised and marketed off campus  |
| <input type="checkbox"/> Venue is well lit with ample opportunity for staff/volunteers to monitor event   | <input type="checkbox"/> Venue is dark or dimly lit limiting opportunity for staff/volunteers to effectively monitor event                        |
| <input type="checkbox"/> Event is limited to guests 18 years old and above  | <input type="checkbox"/> Minors will be attending and/or participating  |
| <input type="checkbox"/> Entertainer, Artist, Performer, Speaker, etc. has minimal notoriety or celebrity   | <input type="checkbox"/> Entertainer, Artist, Performer, Speaker, etc. has substantial notoriety or celebrity                                     |
| <input type="checkbox"/> Other factors as determined by Campus Life, MUPD, Safety and Environmental Health, Conferencing and Events, etc.                 | <input type="checkbox"/> Other factors as determined by Campus Life, MUPD, Safety and Environmental Health, Conferencing and Events, etc.         |

## **MILLERSVILLE UNIVERSITY TICKET OFFICE**

The Ticket Office is in the Student Memorial Center, Room 103 (across from the Galley) and is available to assist student organizations in managing ticketing for events. Some student organizations events are *required* to utilize the services of the Ticket Office for any ticketed events. The Ticket Office will collaborate with the student organization sponsoring the event to establish the ticketing process and will automatically be included in the event review process in Get Involved if the organization indicates ticketing will occur at the event.

### **Events Requiring the Ticket Office**

1. Events charging admission and utilizing allocated funds from the Student Government Association.
2. Events charging admission that are open to the public and are considered high-risk and/or have an estimated event attendance, or attendance history, of 150 people or more.
3. Events occurring in the Winter Visual and Performing Arts Center.

### **Ticket Office Policies**

- The student organization must contact the Ticket Office at least two (2) weeks prior to the event to arrange event ticketing logistics.
- If Ticket Office Staff is needed to manage the event, the sponsoring student organization(s) is financially responsible for the compensation of Ticket Office Staff. An invoice will be sent directly to the sponsoring student organization from the Ticket Office.
- The student organization may choose one of two ticketing options:
  1. Tickets are pre-sold until 4:30PM the day of the event with no ticket sales at the door.

2. Tickets are pre-sold until 4:30PM the day of the event, as well as at the door up to one hour before the event. This option requires additional Ticket Office personnel to staff the event at the cost to the student organization.

Click [HERE](#) to learn more about services provided by the Ticket Office. Here are the resources you need if using the Ticket Office.

[Bus Trip Ticketing Policies & Procedures](#)

[Bus Trip Event Request Form](#)

[Ticketed Event Request Form](#)

## **IT'S TECHNICAL OPERATIONS (TECH OPS)**

Tech Ops is in the Student Memorial Center and specializes in audio, video, lighting, and other electronic support for events sponsored by student organizations as well as other campus functions. All events, meetings, or activities that require the use of a computer, projection, sound, lighting, or PowerPoint must employ the services of the Tech Ops Department for setup needs. If you need Tech Ops' assistance with an event, the request should be placed using the appropriate form below, in addition to entering the Event Submission Form on Get Involved.

**Tech Ops Fees:** While some events may require minimal support from Tech Ops such as the turning on of a computer and projector, other events may include more intricate and elaborate technical support. Because some events require more sophisticated resources from Tech Ops, Tech Ops has the right to invoice student organizations for their services. Student organizations will be invoiced directly for any charges incurred for any Tech Ops services rendered.

**TechOps Cancellation:** If the sponsoring organization cancels the scheduled event, it must notify TechOps at least 24-hours in advance to cancel requested setups. Failure to do so may result in a \$25.00 setup fee. Email [techops@millersville.edu](mailto:techops@millersville.edu) to cancel all IT setup requests.

**Limited Resources:** It is not uncommon for the University to be conducting multiple events and activities held the same day/time, which places a high demand on University resources such as Tech Ops. It's important to register your event and submit the appropriate TechOps Request Form as soon as possible in order to secure the services of Tech Ops before resources become limited, and at times, unavailable.

Reserving your event space in Ad Astra does not guarantee the availability of Tech Ops, therefore it's important to register your event in Get Involved and also submit the appropriate TechOps Request Form as soon as possible in order to secure resources.

**IMPORTANT:** Student organizations are not permitted to utilize the services of the Tech Ops Office until the event has been registered and approved through Get Involved.

### **Service Request Forms**

Use this form if your meeting/event is in the Student Memorial Center: <https://www.millersville.edu/smc/smc-event-setup-and-it-form/index.php>

- This form should be submitted at least 2-weeks in advance of the scheduled meeting/event. Requests made within less than 5 business days before the scheduled event cannot be guaranteed and are subject to the availability of staff and facility resources at the time.
- Here's an [IT document](#) with more information.
- Use this form if your meeting/event is in another building on campus (except for the Student Memorial Center): <https://www.millersville.edu/infotech/tech-ops/tech-ops-event-request-form.php>.

## CONTRACTS

Some events may require a signed contract before an artist, vendor, speaker, etc. (hereafter referred to as talent) will agree to come to campus and provide services. A signed contract is a legally binding agreement between the party that agrees to pay for services (student/student organization) and the party providing services (talent). Millersville University only determines *when* a contract may be signed and does *not* review, approve, endorse, or sign contracts on behalf of *any* student organization. All contracts required for on-campus events are requested, reviewed, and signed by Student Services, Inc.

### **Contract Signature Guidelines:**

- Millersville University faculty, staff, and advisors are NOT permitted to review or sign contracts on behalf of student organizations.
- Beginning in the Fall 2023 semester, Student Services, Inc. (SSI) began signing contracts on behalf of student organizations that are allocated money by the Student Government Association (SGA). Contracts will be reviewed by SSI staff and, if needed, by legal and insurance professionals\*. Upon receipt of a contract, SSI staff will determine which of the following categories the contract will be assigned and establish an estimated review timeline. **It is imperative that the sponsoring organization submit the contract paperwork to SSI as early as possible to ensure a timely review.**
  - **Category 1** - Small events that are relatively simple in complexity that will not require professional review. Estimated timeline - five business days.
  - **Category 2** - Larger events such as speakers or other performance/rental events that are more complex and will require minimal professional review. Estimated timeline - five to 10 business days. These events may incur charges for the professional review. These charges will be discussed with the sponsoring organization before the contract moves to the review stage. **Contracts that fall within this category will require a certificate of liability insurance naming Student Services, Inc. as an additional insured on the policy.**
  - **Category 3** - Complex events such as concerts or conferences. The events will require professional review. Estimated timeline - 10-15 business days. These events will incur charges for the professional review. These charges will be discussed with the sponsoring organization before the contract moves to the review stage. **Contracts that fall within this category will require a certificate of liability insurance naming Student Services, Inc. as an additional insured on the policy.**
- When submitting the contract, please be sure to include any technical (or other) riders that are part of the contract.
- The assignment of the category and subsequent timeline are made at the sole discretion of Student Services, Inc.
- The contract should be **IN THE STUDENT ORGANIZATION'S NAME**, not the student's name. The student can be listed as the contact for the org, but the contract should be with the student organization itself.
- In order for Student Services, Inc. (SSI) to review and sign the contract, you must complete the form (found within the event submission form on Get Involved) for their review.
- A contract may only be signed after an event has been registered and approved through the Event Registration Form in Get Involved. Event approval may take up to 10 business days depending upon the nature of the event.
- The original contract must be uploaded as part of the Event Registration Form in Get Involved. Student Services Inc.
- If a contract is being paid for using allocated funds from the Student Government Association (SGA) then those funds must be deposited into the sponsoring student organization's account before an event will

be approved and a contract can be signed. Allocated funds are only guaranteed when an allocations request has been submitted to and approved by SGA.

- **Proof of Funds:** Proof of funds for the student organization(s) financially responsible for the contract will be verified by the Banking Center upon submission of the Event Registration Form in Get Involved. The sponsoring student organization(s) must have the FULL payment amount in their SSI Banking Account to pay for the contract before an event will be approved and a contract can be signed.
- Millersville University cannot be named anywhere within the contract unless it immediately follows the name of a student organization. (e.g., Marauders Club at Millersville University, NOT Millersville University Marauders Club).
- Some contracts may include information regarding requirements for lighting, staging, catering, lodging, etc. that are expected to be fulfilled by the student organization. It is important the student organization reviews each term of the contract to ensure it can fulfill the requirements of the contract.
- Millersville University is not responsible for meeting any terms, conditions, and/or financial obligations of contracts signed by a student(s) and/or a member(s) of a student club or organization, faculty, staff, or advisors.

## **MOVIE & FILM SCREENINGS**

To *legally* screen a movie on campus, the screening must be properly licensed in order to comply with the Federal Copyright Act. This includes any movie sponsored by any student organization for any event. Screening a movie without proper licensing can lead to expensive fines, fees, and other legal ramifications, as well as loss of event privileges on campus.

Renting, purchasing, borrowing, or downloading a movie does not grant permission to screen the movie outside of a home or an individual's residence hall room. Therefore, screening an unlicensed movie at a meeting/event/gathering is a direct violation of federal copyright laws.

### **Acquiring a Movie License**

Campus Life recommends acquiring a license to show a movie from one of the companies below. A license will grant a student organization temporary permission to screen a movie for an event.

- **SWANK Motion Pictures, Inc.** ([www.swank.com](http://www.swank.com)): SWANK is Campus Life's preferred licensing company and the one used most often for student activities at MU. To obtain a license to screen a movie, the student organization will need to download, complete, and return the [SWANK Exhibition Request Form](#) to SWANK Motion Pictures, Inc. The student organization will be billed directly from SWANK.
- **Criterion Pictures** ([www.criterionpic.com](http://www.criterionpic.com)): Campus Life does not work directly with Criterion; however, they are a reputable company and a student organization may choose to contact Criterion directly for licensing needs.

### **Movie Screening Rules**

- The student organization(s) is responsible for all fees associated with acquiring a temporary license to screen a movie.
- The licensing process (from the time a movie is requested to the time it is received) typically takes 2 weeks. It may be possible to process requests sooner, however, it is at the discretion of the company and may include additional costs for the student organization. Violating copyright laws could result in heavy fines for a student organization.
- Movies cannot be shown outside of the specified date/time listed in the agreement between the student organization and the licensing company.
- Newer released movies range from \$900 - \$1,200 per movie screening. Movies that have been released for 60+ days range from \$325 - \$600 per movie screening. Licensing companies update their movies

often, so check their websites frequently for the most up-to-date movie listing. Please note different companies license different movies.

**Education Exemptions:** Movie screenings sponsored by a student organization do NOT meet the requirements needed to qualify for an Education Exemption: Under the Education Exemption, copyrighted movies may only be screened without a license at Millersville University if the movie screening is:

- An “integral part of a class session” and is of “material assistance to the teaching content.”
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.

**Netflix** – Personal Netflix accounts are not considered a proper, or legal, means to screen movies and films on campus. Netflix users are expected to abide by the [Terms of Use](#) as outlined on the Netflix Website (see below).

- **Netflix Service 4.2.** The Netflix service and any content viewed through our service are for your personal and non-commercial use only and may not be shared with individuals beyond your household. During your Netflix membership, we grant you a limited, non-exclusive, non-transferable right to access the Netflix service and view Netflix content through the service. Except for the foregoing, no right, title or interest shall be transferred to you. You agree not to use the service for public performances.
- **Netflix Documentaries** – Original Netflix documentaries may be eligible for public screenings IF they abide by the guidelines outlined in the Netflix Media Center.

Campus Life frequently assists student organizations in screening movies on campus and can help organizations navigate the process if needed. Email [campuslife@millersville.edu](mailto:campuslife@millersville.edu), or call 717-871-7057 for assistance.

## **ON-CAMPUS EVENTS WITH MINORS**

Student organization sponsored events in which minors may be *participating and/or attending* include, but are not limited to, workshops, educational programs, competitions/performances, etc. Minors are defined as any person(s) under the age of 18 years old at time of participation. Minors are not permitted to attend meetings hosted by student organizations without the presence of a parent or guardian.

**The following student sponsored events must comply with the *PASSHE Board of Governors Policy on the Protection of Minors*:**

- Events specifically inviting minors to participate.
- Events including minors that are not open to the general public.
- Events where a minor may be left alone and/or interacting one-on-one with a member(s) of the student organization (e.g., camps, workshops, etc.).
- Events where the student organization is responsible for the minor’s welfare (i.e., no chaperone, parent, or legal guardian present).

Per the PASSHE Board of Governors Policy on the Protection of Minors and Pennsylvania State Law, events that meet one or more of the criteria above require any person(s) working with minors at Millersville University to obtain the following three Pennsylvania Clearances:

### **Required Pennsylvania Clearances**

- Criminal Background Check (Act 34)
- FBI Federal Criminal History – Fingerprint (Act 114)
- Child Abuse History Clearance (Act 151)

In addition to completing the three required Pennsylvania clearances, events in which minors will be participating must follow these guidelines:

- **Registration:** Events in which minors will be participating must be registered at least 6 weeks in advance to ensure ample time to complete required clearances.
- **Pre-planning Meeting:** Members of the sponsoring student organization must attend an initial pre-planning meeting coordinated by Campus Life *after* the event has been registered through Get Involved.
- **Waivers:** Minors who will be participating in the event will be required to have waivers completed by a parent or legal guardian and submitted to Campus Life before the event takes place. Waivers may include general participation waivers, media releases, health forms, etc.
- **Record of Clearances:** The student organization is responsible for submitting a list of members who will be present at the event. Campus Life will send this list to the Human Resources Office to confirm that all members have successfully completed the three required Pennsylvania clearances. Students who have worked as a student employee at Millersville may have already completed these clearances as a condition for employment; however, it must be verified with the Human Resources Office. It takes a few weeks for students to complete clearances so please keep this in mind when planning.
- **Working with Minors Code of Conduct:** Every member of the student organization interacting with minors at an event must verify they have read and reviewed the [Working with Minors on Campus Code of Conduct](#).

## **GOOD STEWARD POLICY**

Any registered student organization found not acting as a good steward of the rights, privileges, resources, responsibilities, and benefits associated with being recognized as a registered student organization at Millersville University will be assessed penalties for any infraction(s) incurred. This includes, but is not limited to, violating the Student Organization Sponsored Events Policies and Guidelines, Millersville University Posting policies, and misuse and/or damage to university facilities. The Good Steward Policy includes all participation in and/or sponsorship of on-campus events, meetings, tabling, rehearsals, and practices.

### **Strikeout Policy**

If a student organization incurs an infraction(s), a three-tiered penalty system, with increasing penalties for each infraction incurred, will be implemented; however, Campus Life reserves the right to modify this system based on the severity of the infraction(s) incurred.

#### **Level 1 (1<sup>st</sup> Strike)**

- Letter informing organization of infraction(s) and the following sanction:
  - Event Probation for 8-10 academic weeks, or remainder of semester, whichever is longer. If no infractions are incurred during this probationary period, the student organization will be removed from probation and the strike system will reset.

#### **Level 2 (2<sup>nd</sup> Strike)**

- Letter informing organization of infraction(s) and the following sanctions:
  - Loss of event and/or meeting privileges for 6-8 academic weeks, including cancellation of any previously scheduled events during this timeframe
  - Event and/or meeting probation for 10 academic weeks after loss of meeting privileges concludes
  - Officer meeting with Campus Life

#### **Level 3 (3<sup>rd</sup> Strike)**

- Letter informing organization of infraction(s) and the following sanctions:
  - Loss of all event and room reservation privileges for remainder of semester and next 15-week academic term. Previously scheduled events during this timeframe will be canceled.
  - Officer meeting with Campus Life.

**Note:** In addition to the sanctions above, the organization reserving and/or sponsoring space on campus may be charged for any damages/replacement costs for equipment/cleanup that is a direct cause of the organizations use of the space.

**Probation:** Student organizations on probation may still reserve on-campus space for meetings, events, etc. However, if a student organization receives additional infractions during the probationary period, they will be moved to a higher sanctioning tier and be subject to increasing penalties.

**Appeal:** Written appeals may be submitted to the Vice President for Student Affairs within 10 business days of receiving a notification letter of infractions incurred.

## **INCLEMENT WEATHER POLICY**

**UNIVERSITY CLOSING:** If inclement weather and/or other unforeseen circumstances result in the University closing, all on-campus student organization *events* scheduled during the closing period will be **cancelled**.

**UNIVERSITY DELAY:** In case of a University-announced **delay**, on-campus student organization events scheduled during the delay period will be cancelled; however, events will proceed as normal once the University has opened.

**MEETINGS:** Student Organization meetings scheduled during a period in which the University is **closed or delayed** may proceed as normal provided that:

- The meeting does not require member attendance,
- The meeting does not require services provided by the University or Student Services, Incorporated (e.g., Tech Ops, Setup Crew, MUPD, etc.),  
**and,**
- There is unassisted access to the reserved building and meeting room/building.

## **THE PENNSYLVANIA SMALL GAMES OF CHANCE LICENSE**

The [Pennsylvania Small Games of Chance License](#) authorizes that certain non-profit organizations, known as 'eligible organizations' to conduct limited types of gambling.

Licensed eligible organizations that obtain a small game of chance license are eligible to conduct games of chance such as:

- Raffles that include the sale of raffle tickets
- Daily/Weekly drawings
- Fifty-fifty drawings

### **Types of Licenses**

There are two types of licenses available to eligible organizations:

- **Regular License** - \$125 – An annual license, the terms for the license run a calendar year from the date of issuance.
- **Monthly License** - \$25 – A monthly license is valid for 30 consecutive days from the date of issuance. There is no restriction on the number of monthly licenses an eligible organization may obtain but the licenses may not overlap.
- **Special Raffle Permits\*** Special raffle permits are available and authorize the holder to conduct a raffle that exceeds the normal prize limits applicable to the games of change – total prizes may not exceed \$150,000.
- Prize limits with the eligible organization licenses
  - Single chance in any game cannot exceed \$2,000.
  - Limited to awarding \$35,000 in prizes during an operating week (seven consecutive, reoccurring operating or non-operating days).

- No more than \$15,000 may be awarded in raffles during a calendar month.

## Record Keeping

- A licensed eligible organization is required to keep records related to games of chance activity sufficient to demonstrate the organization's compliance with the law upon inspection or audit. A licensed eligible organization must retain its records for at least two years. A club licensee must maintain its records for at least five years.
- Under federal law, games of chance winnings payments must be reported via W-2G when the amount paid is \$600 or more and at least 300 times the amount of the wager. The original W-2G is to be presented to the winner, a copy of each W-2G must be provided to the Department of Revenue and the IRS, and the tavern should keep a copy of each W-2G for its records (see "Record-Keeping Requirements). Additional information and W-2G forms are available at <http://www.irs.gov/uac/Form-W-2G,-CertainGambling-Winnings>.

## Applying for a License

1. Complete the [Eligible Organization Games of Chance Application](#).
2. For further information on your Tax ID Number, visit the SSI Banking Center.
3. Note that the organization holder of the license is the only one eligible to conduct games of chance. No other organization can use the games of chance license if it is not in their name.
4. The application must also be notarized before submitting to Lancaster County.
5. Once you have completed filling out the application and retrieved the check for the payment you can return all information/application materials to: Lancaster County Government Center – 150 N. Queen St. Lancaster, PA 17603, (717)299-8000, Hours of Operation: M-F 8:30 am – 5:00 pm.
  - For an overview of the Small Games of Chance License Visit - <https://www.co.lancaster.pa.us/DocumentCenter/View/3568/2015-Department-of-Revenue-Small-Games-of-Chance-Overview?bidId=>

## Bingo Games

If participants are purchasing their cards or tickets to play bingo, you need a bingo license.

There are a few different types of licenses based on your needs. Regular Licenses, Three Consecutive Day Licenses, and Entertainment Only Licenses are the most common licenses that student clubs and organizations should become familiar with.

- View the [Frequently Asked Questions about the Bingo Law](#).
- View the [Procedure for Applying for a Bingo License here](#).

## **BONFIRES & GRILLS**

Outdoor fires, including bonfires, are prohibited on campus grounds. Open fires are also prohibited in Millersville Borough (including all campus property) by the Millersville Borough fire ordinance.

Only propane and butane-fueled grills may be used for outdoor cooking. Charcoal grills using charcoal lighter fluid and charcoal briquettes/self-lighting briquettes are prohibited. Propane grills must be kept at least ten feet from any building/structure and a safe distance from mulch or any vegetation that could catch fire. Never store the grill or propane tank inside a campus building. Keep a fire extinguisher next to the grill while cooking.

## **BUS TRIPS**

### **Policies and Procedures**

Student organizations that receive allocated funds from Student Government Association to host an off-campus bus trip must set up ticket sales through the Ticket Office. Organizations that have not worked with

the Ticket Office before must schedule a meeting with the Ticket Sales Manager prior to the event going on sale. Paperwork must be submitted to the Ticket Sales Manager with at least three (3) business days' notice prior to the trip going on sale. All paperwork and trip details must be FINALIZED and APPROVED prior to the trip going on sale (See *Ticket Sales Information Form for Bus Trips*).

The following documents will help you plan with the Millersville University Ticket Office:

- [Bus Trip Ticketing Policies & Procedures](#)
- [Bus Trip Event Request Form](#)
- [Ticketed Event Request Form](#)

The student organization is responsible for promoting the event at the Ticket Office window in the Student Memorial Center (across from the Galley). A poster or flyer is strongly encouraged and should be made available to be displayed at the Ticket Office.

The Ticket Office will handle all monies and communication up until the trip is closed. Once the event has closed, the student organization responsible for the event will handle customer communication and refunds.

A trip is considered closed when,

1. The student organization responsible for the event picks up the final list of participants.
2. The event has concluded, and participants have returned to campus.

The Ticket Office cannot distribute refunds once they have been deposited into the student organization's account. Therefore, the Ticket Office is not responsible for refunds once the trip is closed.

## **Ticket Office Services**

The Ticket Office will:

- Create the trip sign-up sheet.
- Collect and reconcile all monies.
- Create the event ticket.
- Notify the student organization as soon as possible if any students with disabilities plan to attend the trip to allow enough communication for accessible transportation to be arranged.
- Handle any communication necessary to the ticket holders if there are changes to event details after sales are collected.
- Handle waiting list and callback communications.
- Provide final check-in list for the event.
- Provide organization with a final sales report.

## **Student Organization Responsibilities**

The Student Organization will:

- Schedule a meeting with the Ticket Sales Manager, if necessary, with at least 3 business days' notice prior to the trip going on sale.
- Submit all completed paperwork with at least 3 business days' notice prior to the trip going on sale.
- Promote the event.
- Keep Ticket Sales Manager up to date with any necessary changes to the event.
- Handle all required trip waivers and emergency contact information for each of the trip attendees.
- Pick up a final copy of the bus list by the end of business the day prior to the event.
- Handle any refunds once the trip is closed.

## **RESOURCES**

**Department of Campus Life**  
Student Memorial Center, Room 118  
[campuslife@millersville.edu](mailto:campuslife@millersville.edu)  
717-871-7056

[Connect with Campus Life on Get Involved](#)



Millersville University

CAMPUS LIFE

*Division of Student Affairs and Enrollment Management*

### **Division of Student Affairs**

104 Student Memorial Center

<http://www.millersville.edu/saem/contact-us.php>

717-871-5714

### **Dining & Catering Services**

Gordinier Dining Hall

<https://www.millersville.edu/dining/catering.php>

717-871-5143

[Connect with Dining on Get Involved](#)

### **Get Involved**

[www.getinvolved.millersville.edu](http://www.getinvolved.millersville.edu)

### **Get Involved Student Leader Resource Guide**

<https://engagesupport.campuslabs.com/hc/en-us/articles/360016011492-Student-Leader-Resource-Guide>

### **Student Memorial Center Operations**

<https://www.millersville.edu/smc/index.php>

### **Information Technology TechOps**

<https://www.millersville.edu/infotech/tech-ops/>