

PENN STATE - ADMINISTRATIVE

Policy AD02 NON-UNIVERSITY GROUPS USING UNIVERSITY FACILITIES

Contents:

- [Purpose](#)
- [General](#)
- [Priority](#)
- [Aims and Purposes](#)
- [Non-Commercial Activities](#)
- [Fund Raising](#)
- [Use of the University Name](#)
- [Provision of Food](#)
- [Posting of Material](#)
- [Financial Activities](#)
- [Payment or Expenses Incurred](#)
- [Physical Safety and General Welfare](#)
- [Procedure For Requesting Approval](#)
- [Cross References](#)

PURPOSE:

The purpose of this policy is to define the responsibilities and limitations of the University in responding to requests for use of facilities not related to an educational program of the University. The intent of the policy is to ensure optimum use of resources and develop and maintain good public relations with organized groups wishing to use these resources. This policy does not apply to The Nittany Lion Inn, The Penn Stater Conference Center and Hotel, or the Bryce Jordan Center.

Accommodations in residence halls are available only for students and Continuing Education participants and, as required, for participants in University-sponsored programs. (See [Policy AD03](#).) Any exceptions to this statement must be approved by the Senior Associate Vice President for Finance and Business. Specific facilities may be subject to additional policies.

GENERAL:

Use of University facilities by non-University groups such as organized civic, cultural, service, religious, and industrial organizations, public school groups, and college and university groups with memberships not restricted to Penn State students, faculty, and staff may be approved subject to the guidelines established by this policy and other appropriate University regulations.

This policy does not apply to registered student organizations at any location of the University.

PRIORITY:

University use of all facilities shall have absolute preemptive priority over all non-University groups. The University reserves the right to cancel, postpone, or alter arrangements for any event if necessary.

AIMS AND PURPOSES:

The use of facilities must be for purposes which do not conflict with the general aims and purposes of University regulations or local, state and federal laws. Approval to use facilities does not necessarily imply approval of the aims and purposes of the sponsoring organization nor the event being planned.

NON-COMMERCIAL ACTIVITIES:

The use of the facility must be for noncommercial purposes. (See [Policy AD27](#).)

FUND RAISING:

Except as set forth below, the use of facilities shall not have as its purpose the raising of funds for activities or causes unrelated to the University.

If any fund raising activity takes place, a detailed plan for the designation of funds must be specifically approved by the appropriate budget executive at the respective University location. No funds can be distributed to any organization or individual other than a tax-exempt organization.

At the University Park campus:

1. The use of facilities for fund raising shall be limited to those facilities which have approved rental rates (e.g., golf courses, indoor tennis courts, ice skating rink, etc.).

2. Other recreational facilities intended for academic instruction, intramural or intercollegiate athletic programs, or individual recreational programs, will not be used for fund raising purposes.
3. Fund raising activities must be conducted in conjunction with, or co-sponsored by, an organized student group, University college, department or administrative unit. Co-sponsorship must be by a bona fide parallel-interest organization with equal participation in the planning and implementation of the activity.

At Non-University Park Locations:

1. Approved use of facilities by non-University groups for the purposes of fund raising may or may not be restricted to co-sponsorship by an authorized University group.

USE OF THE UNIVERSITY NAME:

Any use of the name of the University, other than to indicate the location of the event, must be approved in advance by the University through the Office of the Senior Vice President for Finance and Business/Treasurer (per [Policy AD07](#)).

PROVISION OF FOOD:

The provision of food and beverages by other than the authorized University agent operating or contracting for food and beverage services is specifically prohibited. (Refer to [Policy AD26](#).)

POSTING OF MATERIAL:

Individuals and groups may post commercial and noncommercial announcements on the University's general purpose bulletin boards. As appropriate, related noncommercial announcements may be posted on specific purpose bulletin boards. (General purpose boards and specific purpose boards will be specifically labeled.)

Except as permitted herein, no poster, handbill, or any form of announcement or statement can be placed on, attached to, or written on any structure or natural feature of the campus such as doors, buildings, windows, the surface of walkways, roads, fountains, posts, waste receptacles, trees or stakes, or posted on motor vehicles.

FINANCIAL ACTIVITIES:

Information must be provided in advance to the University concerning any financial activities or transactions planned by the non-University group during its use of the facility.

PAYMENT OR EXPENSES INCURRED:

The group will reimburse the University for identifiable increments to the University's operating or overhead expenses imposed by the use of the facility. In addition, the University may charge a fee for the use of its facilities provided that all provisions of [Policy AD15](#) are met.

PHYSICAL SAFETY AND GENERAL WELFARE:

The group using the facilities must agree to take precautions to assure the physical safety of participants and University property, and to release the University from any liability in conjunction with the use of the facility. An [Indemnification Agreement](#) must be used for this purpose. (See the applicable [instructions](#) in GURU.) Agreement forms are available in the Office of University Relations at University Park. At all other locations, they are available in the office of the campus executive officer or dean/provost.

A copy of the completed [Indemnification Agreement](#) must be forwarded to the Risk Management Office at University Park.

The University reserves the right to require insurance coverage and may require the presence of University Safety personnel for any group requesting to use University facilities. (See Administrative Guideline [ADG04](#).)

PROCEDURE FOR REQUESTING APPROVAL:

Non-University groups wishing to use the University Park facilities (except The Nittany Lion Inn, The Penn Stater Conference Center and Hotel, and the Bryce Jordan Center) within the above policy (or policies [AD01](#) and [AD03](#)), shall apply to University Relations, 309 Old Main. After applications are reviewed by appropriate personnel, including those designated with management or assignment responsibility for specific areas, actions relative to the approval are issued through University Relations.

***NOTE:** Prior to approval of requests for use of facilities at University Park, University Relations shall check with The Nittany Lion Inn, The Penn Stater Conference Center and Hotel, and the Bryce Jordan Center, to assure that approval for the use of specific facilities requested will not interfere with plans in progress by these entities for the use of those facilities. When approvals are granted, copies of such approvals shall be provided to The Nittany Lion Inn, The Penn Stater Conference Center and Hotel, or the Bryce Jordan Center, as appropriate.*

Non-University groups wishing to use facilities at locations other than University Park within the above policy shall apply to the budget executive at the campus or facility. These applications are acted upon by the budget executive who is responsible for ascertaining the appropriateness of the request within the policy set forth above and for making the final decision concerning the request.

University Relations (at University Park), and the budget executive (at locations other than University Park), shall keep complete records of the authorized use of facilities by non-University groups. The records will include the name of the group, the purpose of the meeting,

the meeting date, the approximate attendance, the cost reimbursement or fee, if any, and the University facilities used.

CROSS REFERENCES:

Other Policies in this manual should also be referenced, especially the following:

[AD01](#) - Auditoriums, Policies and Procedures for Use of University,

[AD03](#) - Conducting Educational Programs Using the Name of The University,

[AD07](#) - Use of University Name, Symbols and/or Graphic Devices,

[AD15](#) - Fees and Charges for Facilities and Services,

[AD18](#) - Possession, Use and Distribution of Alcoholic Beverages,

[AD26](#) - Sale of Food and Beverages at University Locations,

[AD27](#) - Commercial Sales Activities at University Locations,

[AD51](#) - Use of Outdoor Areas for Expressive Activities, and

[ADG04](#) - Providing Emergency Medical Services at University Events at University Park

Effective Date: September 11, 2006

Date Approved: September 11, 2006

Date Published: September 11, 2006

Most recent changes:

- September 11, 2006 - Clarification of existing policy and practice in AIMS AND PURPOSES section.

Revision History (and effective dates):

- June 1, 2005 - Editorial change to eliminate "General Forms Usage Guide" reference, and to add the correct links for the *Indemnification Agreement* form referenced in the policy.
- August 31, 2001 - Editorial change: Added cross reference to Policy AD18.
- April 26, 1999 - Changed wording in "Posting of Material" section to correspond with new policy [AD51](#).
- September 25, 1995 - Updated position titles; incorporated the Bryce Jordan Center.
- October 17, 1994 - New policy.

<u>top of this policy</u>	<u>GURU policy menu</u>	<u>GURU policy search</u>
<u>GURU home</u>	<u>GURU Tech Support</u>	<u>Penn State website</u>

PENN STATE - ADMINISTRATIVE

Policy AD51 USE OF OUTDOOR AREAS FOR EXPRESSIVE ACTIVITIES

Contents:

- [Purpose](#)
 - [Locations for Expressive Activity](#)
 - [Reservation of Location](#)
 - [Non-University Groups](#)
 - [Requirements for Use](#)
 - [Residence Hall Areas](#)
 - [Other University Campuses and Property](#)
 - [Cross References](#)
-

PURPOSE:

A university is inherently a marketplace of ideas, and Penn State encourages and protects the rights of members of the University community to express divergent viewpoints and opinions on matters of concern. At the same time, the University expects that persons engaging in expressive activity will demonstrate civility, concern for the safety of persons and property, respect for University activities and for those who may disagree with their message, and will comply with University rules. The purpose of this policy is to provide for expressive activity to be conducted on the grounds of the University in a manner consistent with these principles.

This policy is applicable to University students, faculty, staff and others who wish to engage in speaking, literature distribution, poster or sign displays, petitioning and similar noncommercial activities (generally referred to as “expressive activity”) at outdoor locations on University property. Use of University buildings and indoor facilities is addressed in other University policies. University grounds and buildings are reserved for use by students, faculty and staff, except as otherwise permitted by policies of the University. Questions concerning this policy should be directed to the Event Management Office, 125D HUB-Robeson Center.

LOCATIONS FOR EXPRESSIVE ACTIVITY:

Based upon careful study, the following areas of the University Park Campus have been designated as areas suitable for expressive activity:

- Old Main front patio
- Allen Street Gate
- Willard Building patio area between Willard and Obelisk
- Palmer Art Museum Plaza

- Northwest corner of Shortlidge Rd. and College Avenue
- Fisher Plaza
- IST Plaza
- Pattee Library Mall entrance plaza
- HUB-Robeson - Rear sidewalk pad (not the Patio)
- HUB-Robeson - Lawn
- Osmond Fountain Area (after 5pm)
- Area under the Willaman Gateway to the Life Sciences

At other University locations, the office of the Chancellor, Dean, or other administrator in charge should be consulted to identify the sites suitable for expressive activity.

Groups should consider such factors as the number of people involved in the activity, how much space will be required, and the anticipated time and duration of the activity when selecting a location.

RESERVATION OF LOCATION:

Registered student organizations, or a group of ten or more University students, faculty or staff, may reserve any one of the identified locations for the use of the group, subject to the following:

- All locations (except for Osmond Fountain) may be reserved between the hours of 8:00a.m. and 5:00p.m.
- There are selected areas that can be reserved for hours other than 8:00a.m. - 5:00p.m.. These are HUB Lawn, Old Main Patio and Fisher Plaza. These will be decided on a case-by-case basis. Events at these locations that incur costs from the University can only be reserved by registered student organizations or University Departments.
- A group may reserve only one location for each day.
- The same group may not reserve the same location for more than one day in each calendar week.
- Reservation must be requested at least 48 hours in advance of the proposed activity, or by the Friday preceding a Sunday or Monday.
- Reservations will be accepted in the order of request, unless considerations of format, size and equitable distribution of locations requires allocation of locations.
- Reservation is voluntary but encouraged to avoid conflicts and insure availability.
- The group that has reserved the space has priority over non-reserved groups.

Smaller groups and individuals are requested to voluntarily use the designated areas, but may use any outdoor area open to the public that can safely be used so long as noise levels do not conflict with the conduct of University business and crowds do not impede egress and ingress to University facilities.

With a proper reservation, a group will have exclusive use of the reserved location and may not transfer the reservation to or allow use of the location by any other group. If a location has not been reserved, it will be available for use by a group, consistent with the other requirements of this policy. Registered student organizations and University groups will have absolute priority in the event of conflicting requests.

Registered student organizations, or a group of ten or more University students, faculty or staff, may reserve a location through The Event Management Office, 125D HUB-Robeson Center. Groups wishing to reserve a space other than those designated must submit a written request for an exception to this policy with the appropriate reservation office noted above.

NON-UNIVERSITY GROUPS:

Non-University groups requesting the use of University facilities may pick up the appropriate forms in the Event Management Office, 125 HUB-Robeson Center. After applications are reviewed by appropriate personnel, including those designated with management or assignment responsibility for specific areas, actions relative to the approval are issued through the Office of University Relations, 205 Old Main. Reservation is voluntary but encouraged to avoid conflicts and insure availability.

REQUIREMENTS OF USE:

In addition to other University policies and rules that generally apply to students, faculty staff and visitors, the following requirements specifically apply to expressive activities at outdoor locations by individuals and groups:

1. Use of sound amplification equipment is generally prohibited between 8a.m. and 5p.m. If sound amplification is required for expressive activity, indoor facilities where sound amplification is available may be reserved for use in accordance with University policy. (Amplification is permitted at the Old Main location between the hours of Noon - 1 p.m.)
2. Pedestrian or vehicular traffic must not be impeded in any fashion.
3. Disturbance of or interference with classrooms, offices, study facilities, libraries, or other University facilities and activities is prohibited.
4. Creation of safety hazards is prohibited.
5. Damage or destruction of property is prohibited. Should damages, destruction or clean up charges/cost occur the organization, department or individual who reserved the space will be responsible for any and all charges.
6. Flashing or rotating lights and illuminated signs may not be used.
7. Signs, placards, posters, photographs and the like shall not be affixed in any manner to University grounds and property, including but not limited to buildings, poles, trees or other vegetation. All such materials must be removed at the conclusion of each day's use of the designated area. Any signage cannot obstruct the flow of traffic.
8. Papers, pamphlets, and similar material must be distributed in person by sponsoring organization
9. Placing or erecting structures of any size or material is prohibited. These structures will be removed and the sponsoring organization, department, individual will be responsible for any and all charges.
10. Tables must be staffed by the sponsoring organization and or group and may be used only in those areas designated for expressive activity. The use of tables must be stipulated at the time of reservation. The name of the sponsoring organization or group must be displayed at the table.

RESIDENCE HALL AREAS:

Grounds adjoining University residence halls are reserved for use exclusively by occupants of the residence halls. Requirements for use of these areas are issued by the Directors of Residence Life and Housing Services at the University Park Campus, and the Directors of Student Affairs and Housing and Food Services at other campuses with residential facilities.

OTHER UNIVERSITY CAMPUSES AND PROPERTY:

Areas suitable for expressive activities have been identified at other University locations. The requirements of this policy will be applicable to all University locations.

CROSS REFERENCES:

Other Policies in this manual should also be referenced, especially the following:

[AD01](#) - Auditoriums, Policies and Procedures for Use of University,

[AD02](#) - Non-University Groups Using University Facilities,

[AD26](#) - Sale of Food and Beverages at University Locations,

[AD27](#) - Commercial Sales Activities at University Locations,

[AD29](#) - Statement of Intolerance,

[AD57](#) - General Regulations on Use of University Property

Effective Date: June 28, 2006

Date Approved: June 19, 2006

Date Published: June 27, 2006 (Editorial change made June 28, 2006)

Most recent changes:

- June 28, 2006 - Editorial change made in "Locations For Expressive Activity," removing sentence that referred to other areas on University property.

Revision History (and effective dates):

- July 13, 2005 - The "Area under the Willaman Gateway to the Life Sciences" was added, per July 11, 2005 approval by the President's Council, to the "Locations For Expressive Activity." Additionally, the office of the Chancellor was added to the list of University administrators specified in the section for individuals/offices who should be consulted with when identifying sites suitable for expressive activity at other University locations.
- August 30, 2004:

- The Event Management Office in the Robeson Center is now responsible for questions concerning this policy.
- The IST Plaza, HUB-Robeson rear sidewalk pad, HUB-Rebeson lawn, and Osmond fountain area (after 5pm) have been added as locations for expressive activity.
- The HUB Lawn, Old Main Patio and Fisher Plaza can be reserved for hours other than 8:00a.m. - 5:00p.m.
- Under RESERVATIONS OF LOCATIONS, there are new regulations for smaller groups and individuals.
- Groups that reserve space have priority over non-reserved groups.
- The section NON-UNIVERSITY GROUPS was added.
- The REQUIREMENTS OF USE section underwent substantial changes.
- Sound amplification equipment is permitted at Old Main location between the hours of noon - 1 p.m.
- July 30, 1999 - Added: reference to Hetzel Union Bldg; provision for smaller groups and individuals; provision for groups wishing to reserve space other than those designated; and provision for use of tables.
- April 26, 1999 - New Policy.

<u>top of this policy</u>	<u>GURU policy menu</u>	<u>GURU policy search</u>
<u>GURU home</u>	<u>GURU Tech Support</u>	<u>Penn State website</u>

PENN STATE - ADMINISTRATIVE

Policy AD57 GENERAL REGULATIONS ON USE OF UNIVERSITY PROPERTY

Contents:

- [Purpose](#)
 - [Applicability](#)
 - [Policy](#)
-

PURPOSE:

The purpose of this policy is to facilitate the effective use and enjoyment of University property by faculty, staff, students, and visitors; to protect the health and safety of those using University property; to protect University grounds and facilities from damage; and to comply with laws, policies, regulations and ordinances applicable to University.

APPLICABILITY:

This policy shall apply to all property owned or controlled by The Pennsylvania State University.

POLICY:

A. PHYSICAL SAFETY AND WELFARE: Any group or individual(s) using University property for a permitted purpose, including official uses, must assure as a condition of use that:

1. All University policies and regulations, and all local, state and federal laws concerning fire and safety, security and conduct will be followed.
2. There will be no disruption or obstruction of teaching, research, other University activities or other permitted uses of University property.

B. APPROVAL FOR USE: Use of outdoor areas for organized events is subject to approval of the Office of University Relations.

C. STRUCTURES: Prior approval of the Office of Physical Plant is required for the construction or placement of any structure, whether temporary or permanent, on University property; provided however, that a temporary structure utilized for a University-authorized event may be approved by a University administrator responsible for the event. The Office of Student Affairs may approve a temporary structure utilized for an authorized student event.

D. CAMPING: No group or individual(s) may engage in camping on University property, except in areas designated for that purpose by the Office of Physical Plant or the administrative unit of the University responsible for management of the property. Additional regulations on camping may be applicable to those areas where such activity is permitted.

E. DEPOSIT OF TRASH, DEBRIS, OR UNATTENDED OBJECTS: The deposit of trash, debris, or unattended objects is prohibited anywhere on University property, except in receptacles marked for that purpose. Any unattended object that is deposited on University property may be removed and discarded.

F. DEFINITIONS:

1. Camping: erection of a tent or shelter of natural or synthetic material; preparing a sleeping bag or other bedding material for use; use of a motor vehicle, motor home, trailer, bus or similar vehicle for overnight occupancy. The listed activities constitute camping when it reasonably appears, in light of all the circumstances, that the participants are in fact using the area as a living accommodation regardless of the intent of the participants or the nature of any other activities in which the participants may be engaging.
2. Structure: a human-made object having an ascertainable stationary location on land, whether or not affixed to the land.
3. Temporary Structure: a structure in place for seven days or less.

Effective Date: July 28, 2001
Date Approved: July 23, 2001
Date Published: July 27, 2001

Most recent changes:

- Added the section APPROVAL FOR USE: Use of outdoor areas for organized events is subject to approval of the Office of University Relations.
- Under the STRUCTURES section, changed "University-sponsored event may be authorized" to "University-authorized event may be approved" ; added the provision that the Office of Student Affairs may approve a temporary structure utilized for an authorized student event.

Revision History (and effective dates):

- March 23, 2001 - New policy.

top of this policy	GURU policy menu	GURU policy search
GURU home	GURU Tech Support	Penn State website

2007-2008

Policies and Rules
for Student
Organizations

CONTENTS

Introduction	3
Recognition of Student Organizations	3
Conditions for Recognition of All Student Organizations	3
Relation of the University to Student Organizations	4
Rights of Student Organizations	4
Delegation of Authority for Recognition	5
Procedures for Obtaining Recognition	5
Procedure for Maintaining Recognition	7
Violations and Appeals	8
Student Organization Advisors	9
Funding and Financial Affairs of Recognized Student Organizations	9
Use of University Funds by Recognized Student Organizations	9
Impact Fee	11
Use of Funds Raised by Recognized Student Organizations	12
Fund Raising on Campus	12
Solicitation on Campus	14
Canvassing in University Residence Halls	15
Closing an ASA Account	16
Publications and Other Communications Media	17
Information Technology	17
Obtaining a Web Address	17
Responsible Use	18
Public Entertainment/Lectures/Other Events	18
Use of University Facilities and Grounds	19
Authorized Users	19
Procedures for Student Organizations	22
Information Tables	24
Index	25

For additional information, contact the Center for Student Engagement, (814) 863-4624, 209 HUB-Robeson Center, the Pennsylvania State University, University Park, PA 16802.

This publication is available in alternative media upon request.

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 201 Willard Building, University Park, PA 16802-2801; tel. (814) 865-4700/V, (814) 863-1150/TTY.

U. Ed. STA 08-02

POLICIES AND RULES FOR RECOGNIZED STUDENT ORGANIZATIONS 2007-2008

INTRODUCTION

The policies and rules enumerated herein are intended, in part, to clarify the University's relationship to RECOGNIZED STUDENT ORGANIZATIONS and also are intended to reflect the institution's concerns and interests for promoting awareness, values, and responsible behavior. **It is important to note that when persons are functioning in the capacity of members of a recognized student organization, they will be held accountable for their conduct individually and collectively.**

Administrative clarification and interpretation of Policies administered by the Division of Student Affairs can be obtained by submitting a written inquiry or request to the Director of the Center for Student Engagement or his/her designee. The Director of the Center for Student Engagement will furnish a written response within fifteen business days. The Vice President for Student Affairs can review the Director of Student Engagement's response, upon written request by the original individual/organization, within fifteen business days of receiving the Director of the Center for Student Engagement's response.

(I) RECOGNITION OF STUDENT ORGANIZATIONS

A. CONDITIONS FOR RECOGNITION OF ALL STUDENT ORGANIZATIONS

1. All recognized student organizations will be held responsible by the University for the University for abiding by federal, state, and local laws, as well as all University regulations. The University may become involved in the off-campus conduct of recognized student organizations when such conduct is determined to affect a Substantial University Interest (as defined in the University Off-Campus Misconduct Policy at http://www.sa.psu.edu/ja/off_campus.shtml).
2. No organization shall obtain or maintain university recognition which discriminates on the basis of any category outlined in University policy AD42. **The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at the Pennsylvania State University.** Considerations shall be given to organizations which may be exempt from Title IX of the Education Amendments of 1972, relating to discrimination on the basis of gender. Attendance and participation in programs and activities which are open to all students and/or the public at large must comply with the University's non-discrimination policies.
3. Only currently employed faculty, staff, and currently registered students shall be eligible for active membership status in student organizations. All other persons may be admitted to associate membership.
4. Only full-time officially registered students shall be eligible to serve as appointed or elected officers except under special circumstance as approved by the Director of the Center for Student Engagement, or the Chief Student Affairs Officer at campuses other than University Park. Student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers.

5. The purpose or purposes of a student organization must not conflict with the educational functions or established policies of the University. It is incumbent upon any person presenting objections to the application for recognition or continuance of an organization to demonstrate how and in what manner the registration or continuance of that organization would conflict with the policies of the University. These concerns should be directed to the Center for Student Engagement.

6. The purpose and/or functions of a student organization must not duplicate those of an existing recognized student organization. This requirement, however, is not applicable to an organization with religious or political purposes and/or functions as declared in its constitution.* The Center for Student Engagement may rescind the recognized status of an organization upon a determination that the recognized status of an organization is no longer fulfilling the purposes and/or functions described in its constitution. If an organization feels that a newly recognized organization duplicates its stated purpose as in its constitution, it may seek a review through the Director of the Center for Student Engagement. Preference is given to the organization that has had recognized status longer, and is in good standing. A letter should be sent to the Director of the Center for Student Engagement why another organization duplicates its stated purpose.

7. Recognized student organizations may not engage in **HAZING ACTIVITIES**. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual, and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. Any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in a recognized student organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Any recognized student organization that commits hazing is subject to disciplinary action by the Center for Student Engagement.

B. RELATION OF THE UNIVERSITY TO STUDENT ORGANIZATIONS

Recognition of student organizations shall not be construed as agreement, support, or approval by the University, but only as acknowledgement of the rights of the organization to exist at the University, subject to the conditions enumerated herein.

C. RIGHTS OF STUDENT ORGANIZATIONS

1. Recognized student organizations may use the name of the University in their official titles.
2. Recognized student organizations may use University facilities subject to the duly established written rules governing such use.
3. Recognized student organizations, including Greek letter social fraternities and sororities, may petition for the use of University funds subject to University regulations and the regulations of the University Park Allocation Committee at University Park and as published in the *Student Government Association Fiscal Policy Manual* at other campuses.
4. With these rights goes the responsibility of each recognized student organization for the consequences of its decisions and activities as a group.

*A constitution is the most recent approved constitution that is on file with the Center for Student Engagement.

D. DELEGATION OF AUTHORITY FOR RECOGNITION

1. At University Park

The authority to recognize student organizations is hereby delegated by the President through the Vice President for Student Affairs to the Center for Student Engagement.

2. At other campuses

The authority to recognize student organizations is hereby delegated by the President to the Chief Student Affairs Officer (or his/her designee) in cooperation with the Student Government Association (SGA) or the appropriate Greek governing council for those campuses with fraternities and sororities. The Greek governing councils consist of the Interfraternity Council (IFC), Panhellenic Council, Multicultural Greek Council and National Panhellenic Council (NPHC). Recommendations to approve or deny the recognition of new student organizations will be sent to the Chief Student Affairs Officer (or his/her designee) for final approval.

E. PROCEDURES FOR OBTAINING RECOGNITION AT UNIVERSITY PARK

1. Any student group seeking recognition with Penn State University-University Park must first complete the "Intent to Organize" form with the Center for Student Engagement (this includes, but is not limited to, undergraduate, graduate, Greek letter social, religious, and club sports organizations). The group will receive the information packet, and will be given temporary status for 60 academic days in order to complete the recognition requirements. They are:

- a. Create a constitution based on policies and procedures as outlined in Policies and Rules for Recognized Student Organizations and guidelines in "Information Packet."
- b. Complete an officer report form.
- c. Membership list with a minimum of 20 active members (12 active members for graduate organizations) (see section 6. a. for exceptions).
- d. Secure University advisor (must be a full-time faculty or staff member employed at Penn State-University Park).
- e. Approval from Environmental Health and Safety if the activities and/or programs of the organization are considered high risk.
- f. Approval from the Office of Residence Life, if the organization is a special interest floor in the residence halls.

Greek letter social organizations and sport or physical activity organizations will be handled as follows: (a) Greek letter social organizations will be directed to the Office of Fraternity and Sorority Life for review and recommendation and procedures. The Office of Fraternity and Sorority Life will then notify the Center for Student Engagement of its recommendation for recognition. (b) Sport or physical activity organizations will be directed to the Office of Club Sports for review and approval for recognition in accordance with the office policies and procedures. The Office of Club Sports will then notify the Center for Student Engagement of its approval for recognition.

2. Organizations can be recognized in the following categories. Organizations can only choose one category and the Center for Student Engagement reserves the right to change the category if necessary. These are the categories and their definitions:

- a. **Academic/Professional:** groups that provide an opportunity to discuss and share information related to a specific academic discipline and/or career.

b. Sport/Physical Activity: groups that provide opportunities for participation in recreational and/or competitive sports teams.

c. Honor Societies: groups that recognize superior academic achievement and leadership qualities and are usually based on professions and/or academic programs.

d. International/Multicultural: groups that provide an opportunity to increase campus understanding of a specific nation and/or culture(s), provide students with an avenue to explore and celebrate their own cultural heritage and provide programs and services designed to support students of various cultural heritages at the University.

e. Philanthropic: groups that seek to raise funds and/or support for a particular charity or cause.

f. Political: groups that provide a forum of support and debate involving political parties, political issues and/or candidates seeking office.

g. Media/Publication: groups that provide opportunities for members to gain hands on experience through various means, including TV, radio, and print.

h. Music/Performing Arts: groups that provide opportunities for involvement and exposure to the performing arts (music, dance, theater).

i. Religious/Spiritual: groups that observe and follow religious practices and provide fellowship and outreach.

j. Residence Hall Interest Houses: Residence Life sponsored groups that provide a supportive residential environment that will strengthen students' overall collegiate experience related to special and/or academic interests.

k. Service: groups that function mainly to provide service to the campus and/or community and surrounding areas.

l. Special Interest: groups that provide communities for students to discuss and share information about specific topics and common interests, raise awareness about a variety of issues, and/or cover topics that are not included in another category.

m. Student Governance: groups that serve as student governments/councils in various colleges, schools, departments and residence areas.

n. Sorority/Fraternity: these are fraternal organizations registered by the Office of Fraternity and Sorority Life.

o. University Affiliate: groups that are created and supported by the University.

3. Until an organization has been officially recognized, it can hold no meetings on University property except for organizational purposes. Meetings using University facilities for organizing purposes will be limited to two in number. Participation at such meetings is to be limited to interested currently enrolled students and members of the faculty and staff.

4. Once the required materials have been reviewed and approved, the organization will be notified in writing of the organization's status.

5. Decisions made within these processes can be appealed within 3 business days of the original decision by any party in the original grievance or by an individual group within the University Community by writing to the Director of the Center for Student Engagement or her/his designee (for Sport or Physical Activity Organizations, request for an appeal will be made to the Director of Recreational Sports or her/his designee). Appeals will only

be granted in cases where new evidence is discovered after the decision was made or if procedures were not followed. If the Director of the Center for Student Engagement (or his/her designee) determines that there are grounds for the appeal a three person panel will be chosen to review and rule on the appeal. The decision of the panel will be made within 10 business days of receipt of the appeal request and will be final.

A decision by the Office of Environmental Health and Safety that an organization has or will pose a risk to the safety of its members of the public will not be eligible for recognition as a University student group. The decision by the Office of Environmental health and Safety shall be final and not subject to appeal.

F. PROCEDURES FOR MAINTAINING RECOGNITION

1. At University Park

a. All recognized student organizations must file a renewal application with the Center for Student Engagement. This application must be updated within two weeks of any officer change and/or by the third Monday of the start of the fall semester. Failure to do so could result in the organization losing one or more privileges of recognition, including status.

b. Recognized student organizations must maintain a minimum of 20 active student members (12 active members for graduate organizations), unless an exception is granted by the Center for Student Engagement for demonstrated cause. In addition to the aforementioned rule, undergraduate student organizations must have at least 50% + 1 of the total number of active members be undergraduate students. For graduate student organizations, at least 50% + 1 of the number of active members must be graduate students. In order to maintain its recognized status, these two rules concerning the minimum number of active student members, and percentages required, must be satisfied at all times.

(i) The University offers several ways for student organizations to market themselves to students who want to become involved.

a. All recognized student organizations are given space on the clubs.psu.edu web site.

b. The Center for Student Engagement coordinates Involvement Fairs at the beginning of both the fall and spring semesters. All recognized student organizations are given an opportunity to register for the fairs during which they can set up a table with information about their groups. Sign-ups for the fairs are on a first-come, first-served basis.

c. The Center for Student Engagement sends a letter to all new students at the beginning of the fall semester encouraging them to get involved and directing them to a web site at which students can learn more about recognized student organizations.

d. Recognized student organizations are permitted to place information in individual residence hall mailboxes. A "Commons Desk Flyer Distribution Request" must be submitted and approved for this to occur. These forms can be accessed from the Commons Desk Manager's Office in East Halls, 133 Johnston Commons, or by calling 865-0313.

e. Student organizations can place flyers/materials on general purpose bulletin boards throughout campus.

(ii) Student organizations are not given access to mailing information for students or parents at either their local or permanent addresses.

c. The Center for Student Engagement shall have the authority to revoke the recognition of any student organization due to the organization's failure to abide by University policy.

d. When a recognized student organization changes its name, constitution and/or bylaws, those changes are to be submitted to the Center for Student Engagement for its review, information, and approval prior to the changes becoming official. Additionally, constitutions should be reviewed; with one copy submitted to the Center for Student Engagement every three years beginning from the original time that provisional status was granted. This should be done regardless of whether any changes were made to the constitution. The most recently approved version of an organization's constitution on file in the Center for Student Engagement is the official constitution for the organization.

e. Recognized student organizations must send a representative to any mandatory student organization training sessions scheduled by the Center for Student Engagement to receive updates on policy changes and general information. These meetings will be publicized through the president and advisor listserves and the student organization's communication file located at the HUB Information Desk.

2. At other campuses:

a. Training conducted at other campuses will be determined by each campus.

b. Failure to meet the terms and conditions of a group holding recognized status could result in the organization being classified as inactive.

c. Organizations may request to become inactive. A signed letter, from the president of the organization, shall be submitted to the Center for Student Engagement.

d. An inactive organization has no privileges of an active organization.

G. VIOLATIONS AND APPEALS

1. At University Park:

a. Allegations of misconduct by any student group at Penn State should be directed as follows:

(i) For Undergraduate and Graduate student organizations, other than those recognized by the Office of Club Sports, referrals should be made to the Center for Student Engagement for review by the Student Organization Conduct Committee (SOCC).

(ii) For Fraternities and Sororities, referrals should be made to the Office of Fraternity and Sorority Life.

(iii) For Club Sports, referrals should be made to the Office of Club Sports.

b. Decisions made within these processes, including sanctions, can be appealed within 3 business days of the original decision by any party in the original grievance or by an individual group within the University Community by writing to the Director of the Center for Student Engagement (For Sport or Physical Activity Organizations, request for an appeal will be made to the Director of Recreational Sports or her/his designee).

c. Appeals will only be granted in cases where new evidence is discovered after the decision was made, procedures were not followed, or the sanction is not justified. If the Director of the Center for Student Engagement determines that there are grounds for the appeal, the appeal will be forwarded to either the Associate Vice President for Student Engagement or the Vice President for Student Affairs, depending on the level of sanction. The decision of the appeal officer will be made within 10 business days of receipt of the appeal request and will be final.

2. At other campuses:

a. Allegations of misconduct by any student organization should be directed to the Chief Student Affairs Officer (or his/her designee). The Chief Student Affairs Officer (or his/her designee) will route the allegation to the Student Government Association (SGA) or proper Greek governing council.

b. Decisions made by SGA and the Greek governing councils, including sanctions, can be appealed according to each group's appellate process found in their constitution. Appeals will only be granted in cases where new evidence is discovered after the decision was made, procedures were not followed, or the sanction is not justified. If the SGA or Greek governing councils do not have an appeals process outlined in their constitution then the following appeals process will be used.

(i) Appeals shall be made to the Chief Student Affairs Officer (or his/her designee) at each campus.

(ii) A written request for an appeal must be submitted within three business days after a decision has been conveyed to that student organization.

(iii) An Appeals Board appointed by the Chief Student Affairs Officer (or his/her designee) will review all accepted appeals. Determination of whether an appeal shall be accepted shall rest with the Chief Student Affairs Officer (or his/her designee).

(iv) The Chief Student Affairs Officer shall communicate the decision of the Appeals Board within 10 business days of receipt of the appeal request. Its decision shall be final except in those cases where suspension or loss of recognition is imposed or requested.

(v) Subsequent appeals may be made when the sanctions of suspension or loss of recognition have been assigned or requested. Final appeals must be submitted to the Chancellor in writing within three business days the decision by the Chief Student Affairs Officer (or his/her designee). The Chancellor can review the records of previous Appeals Board and the written and oral arguments as required.

H. STUDENT ORGANIZATION ADVISORS

1. All recognized student organizations are encouraged to have faculty or staff advisors. For all student organizations recognized after August 1, 2004 at University Park, a University faculty or staff member must be appointed as an advisor to the organization. The advisor can assist the organization by providing counsel on specialized subjects in which the advisor is experienced or expert, and on general matters relating to the conduct of organizational affairs. Advisors are encouraged to offer constructive criticism and guidance without domination. The guidelines pertaining to the role and responsibility of student organization advisors and responsibilities of the organization to the advisor are available upon request through the Center for Student Engagement, the web site, and through the Office of Student Affairs at other campuses.

2. Some recognized student organizations may have specific staff or faculty assigned to work with them as part of the person's work assignment. Other University faculty/staff may request assignment as an advisor by notifying in writing the Chief Student Affairs Officer (or his/her designee) at a campus or the Director of the Center for Student Engagement or her/his designee at University Park. University officials will render a decision based on established policies and practices. Assignment is not guaranteed. Some high-risk activities may be excluded or acceptable only under limited circumstances. Those faculty and staff who are assigned are accountable to their supervisors and shall be covered under the provisions of University liability insurance for acts arising within the scope of the advisor role.

3. Faculty and staff who volunteer to advise recognized organizations must be approved by the Director of the Center for Student Engagement or her/his designee at University Park or the Chief Student Affairs Officer (or his/her designee) at other campuses. Faculty and staff advisors to un-recognized organizations shall not be covered under University insurance for liability associated with their activities. Sport Clubs that are administered under the Department of Intercollegiate Athletics are required to have a University faculty or staff advisor.

(II) FUNDING AND FINANCIAL AFFAIRS OF RECOGNIZED STUDENT ORGANIZATIONS

A. USE OF UNIVERSITY FUNDS BY RECOGNIZED STUDENT ORGANIZATIONS

1. The amount of funds budgeted for financial support of recognized student organizations shall be determined by the Board of Trustees on an annual basis, upon the recommendation of the President after consultation with the Vice President for Student Affairs, the Student Activity Fee Board and the Chief Student Affairs Officer at the other campuses. In addition an activity fee is collected at all campuses from registered students during the fall and spring sessions. At selected campuses a summer fee may be collected. The use of the student activity fee funds must be in accordance with the University's Student Activity Fee Handbook and the individual campus allocation committee policies and procedures. The Student Activity Fee Handbook can be found at the following link:

<http://www.sa.psu.edu/usa/studentactivities/pdf/ActivityFeeHandbook.pdf>

a. At University Park

The authority for allocation of Student Activity Fee funds is hereby delegated by the President through the Vice President for Student Affairs. A Funding Allocation Board (FAB) will make funding recommendations to the Vice President after inviting requests on an annual basis from the University Park Allocation Committee (UPAC) and a selected group of student focused programs and services. UPAC will consider funding request made by recognized student organizations and other campus groups on a first come-first served basis. The FAB shall be composed of 7 voting student representatives, 3 voting staff/faculty representatives, 1 non-voting student chair, and 1 non-voting staff advisor. The UPAC shall be composed of 35 representatives. Twenty-five representatives are selected annually through an interview process. The other ten representatives are elected each spring semester. The chairpersonship of UPAC is open to any full-time student who has at least two consecutive semesters of experience on UPAC, will be a student on the University Park campus for the upcoming fall/spring semester, and has been appointed to UPAC for the upcoming year. The chairperson may not be an executive officer (President, Vice President, Secretary, or Treasurer) in another student organization while fulfilling their UPAC term.

b. At other campuses

The authority for allocation of such funds is delegated by the President of the University to the Vice President for Student Affairs, then to the Chancellor, and then to the Budget Committee or the Student Government Association. The committee may include the Chief Student Affairs Officer and a faculty member. The faculty member shall be appointed by the Chancellor.

2. Distribution of funds to recognized student organizations for those activities, which are eligible for funding, shall be carried out in a viewpoint neutral manner.

3. No University funds may be used to support the following activities:

a. Appropriations in furtherance of a political campaign or activity by any candidate (or candidate's representatives).

b. Appropriations to a legislative lobby or to a recognized student organization whose primary purpose is to influence legislation.

c. Appropriations to organizations or activities that discriminate on the basis of any category outlined in University Policy AD42. **The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University.**

- d.** Hiring of legal services or providing bail bond funds.
- e.** Appropriations for personal, noncontractual gain of any student, faculty member, staff member, or citizen.
- f.** Grants-in-aid, scholarships, salaries, wages, loans, or other such personal compensation to organizational officers or appointed or elected voting members.
- g.** The purchase of, or reimbursement for the purchase of, alcoholic beverages.
- h.** Donations, charitable contributions, and philanthropic activities.
- i.** Appropriations for any events held prior to the submission of a request for funding, or events where funding has been committed before being notified or approval.
- j.** National association memberships on a per person basis, except for group memberships to national affiliates.
- k.** Membership dues to fraternities or sororities.
- l.** Honoraria for Penn State faculty or staff when such person is speaking on matters pertaining to his or her area of expertise.
- m.** The purchase of clothing of any kind other than uniforms on a one-time basis for athletic teams.
- n.** The purchase of prizes or awards.
- o.** Appropriations for any activity whose primary purpose is to engage in the willing act of attempting to convert another person to accept the religious beliefs or faith of any individual or group, or whose primary purpose is to engage in a religious celebration or ceremony or other worship service, except when such activity is for educational purposes.

4. At University Park, all recognized student organizations, except for Greek letter social fraternities and sororities, must affiliate with Associated Student Activities (ASA) and recognized student organizations on other campuses with the Student Government Association, for banking and bookkeeping services. All organizational accounts are subject to an annual audit performed by the Office of Finance and Operations. At University Park, all recognized student organizations must conduct their financial affairs according to the written regulations of ASA, and organizations at other campuses must follow the written regulations that appear in the Student Government Association Fiscal Policy Manual.

5. At University Park, the Student Activity Fee Board shall hear grievances resulting from alleged violation(s) of the policies and guidelines of the University Park Allocation Committee.

6. At non-University Park campuses, appeals of alleged violations of the written regulations appearing in the Student Government Association Fiscal Policy Manual or of other rules established by the Student Government Association, with the approval of the Chancellor shall be filed with the Appeals Board.

7. At other campuses, any organization may petition the Student Government Association for a reconsideration of its allocation.

B. IMPACT FEE FOR UNIVERSITY PARK

All student organizations selling tickets of \$5.00 or more for entertainment events using University facilities will have a \$.50 impact fee assessed for each ticket sold. The fee will be deposited into that organization's Associated Student Activities (ASA) account for transfer to the University. For events held in Eisenhower or Schwab Auditoriums and Bryce Jordan Center or for which the Eisenhower/Bryce Jordan Center box office handles ticketing, the impact fee will

be collected by the box office for transfer to the University. Patrons should be made aware of this impact fee at the time of purchase by an indication on each ticket.

C. USE OF FUNDS RAISED BY RECOGNIZED STUDENT ORGANIZATIONS

- 1.** Funds raised by recognized student organizations may be expended consistent with the stated purposes of those organizations.
- 2.** Such funds are subject to local, state, and federal laws, and to financial accountability. Financial accountability shall include an annual audit conducted by the Office of Finance and Operations. At University Park, accounts must be maintained exclusively by ASA, and at other campuses, by the Student Government Association.

D. FUND RAISING ON CAMPUS

1. In general, the University has a responsibility to provide appropriate services for members of the community. However, at the same time, the University acknowledges that there may be instances when it is not practical, desirable, or efficient for it to provide certain services that may contribute to its overall welfare. Therefore, within parameters established by the University, student organizations and residence hall house governments may sell materials related to the purpose of the organization and may collect dues, initiation fees, donations, and admission charges for their activities. All funds raised are to be used for the ongoing support of the organizations' activities. Within the context of recognized student organizations' University-approved fund raising programs, only currently enrolled students and currently employed faculty and staff members may benefit from the sale of personal property, which has not been purchased solely for resale purposes.

2. At University Park, the approval is required from the Office of Event Management or, if in the residence halls, from the Director of Residence Life. At other campuses, the approval of the Chief Student Affairs Officer (or his/her designee) is needed.

3. Fund raising activities shall be defined as (a) donations without products or services being rendered or (b) activities that raise funds through direct sale of merchandise or service for the benefit of recognized student organizations with all funds to be used for the ongoing support of the organization's (noncharitable) activities.

a. Fund raising activities are subject to the following restrictions:

(i) No recognized student organization or residence hall house government shall have the right to disturb or infringe upon the privacy of the residents of University residence halls (in their rooms, study lounges, dining halls, etc.) or disturb or interrupt the conduct of classes or extracurricular activities for the purpose of raising funds.

(ii) Commercial liaisons between University organizations and off-campus agents must be articulated in a contract. Student organizations must use a University Vendor Agreement. At University Park these agreements are available in the Center for Student Activities and Programming, 230 HUB-Robeson Center.

(iii) No individual can use University facilities in such a manner as to be performing on his or her own commercial behalf, outside the context of a recognized student organization's program.

(iv) Funds representing a portion of the value of individuals' property may be returned to those individuals by the sponsoring organization, according to a predetermined formula agreed upon by the sponsoring organization and the participating individuals.

(v) All recognized student organizations at University Park, including Greek-letter social fraternities and sororities, using the campus to raise funds must promptly deposit all funds in their ASA account the first University business day after the event. Student Organizations shall not use their communication files at the HUB-Robeson Information Desk as a means to collect any money. Those organizations at other campuses must make deposits to accounts with the Student Government Association.

(vi) A proposed fund raising program of a student organization will not be approved if it is determined that the program is in direct conflict with the ongoing business operations or business interests of the University.

(vii) Student organization requests for fund raising program in Residence Halls involving the sale of personal property should be submitted to the Director of Residence Life (at University Park), or the Chief Student Affairs Officer (at other campuses), for approval at least one calendar month prior to the proposed date of the fund raising activity. All fund-raising activities not involving the sale of personal property must be scheduled in advance in the Office of Event Management at University Park or the Office of Student Affairs at other campuses.

(viii) Lectures, concerts, demonstrations, displays, or exhibits may not be used in any manner as a means of promoting commercial companies, products, or services.

(ix) Chain letters are not permitted.

(x) Raffles, lotteries, games of chance or the use of premiums are permitted only after securing a permit and license with the County Courthouse.

(xi) All food sales on University property by recognized student organizations and residence hall house governments are prohibited. At University Park, exceptions will be considered and may be approved by the Assistant Vice President for Housing and Food Services. Application forms to request exceptions to the food sales policy are available in the Office of Event Management and Residence Life Offices. At other campuses, exceptions will be considered but must be approved by the Chief Student Affairs Officer and the campus Director of Business Affairs or the housing and food services manager.

b. Fund raising in the residence halls is subject to the following additional restrictions:

(i) Fund raising in the residence hall areas shall be restricted to residence hall house governments and area governments. The area government can recommend to the Director of Residence Life (at University Park) or the Chief Student Affairs Officer (at other campuses) that individual exceptions be granted for recognized campus student organizations.

(ii) Fund raising shall be restricted to areas in the commons buildings (at University Park) or dining halls (at other campuses) approved for activities, programs, and meetings.

(iii) Fund raising shall be restricted to the hours of 8:00 a.m. to 11:00 p.m.

(iv) Residence hall house government or area government requests for fund raising programs should be submitted to the Director of Residence Life (at University Park) or the Chief Student Affairs Officer (at other campuses) for approval two weeks prior to the proposed date of the fund raising activity. Further, groups sponsoring fund raising activities must register for use of facilities with the area government and the area Residence Life Office no fewer than three days prior to the date of the fund raising activity.

(v) In the residence hall buildings, fund raising that takes place door-to-door or in dining rooms or snack bars is prohibited.

c. Fund raising in non-residence hall campus locations is subject to the following additional restrictions:

(i) Fund raising activities of recognized student organizations shall be conducted at locations authorized by the Office of Event Management at University Park and the Office of Student Affairs at other campuses.

(ii) Fund raising activities shall be restricted to the hours of 8:00 a.m. to 2:00 a.m. unless an exception is given by the Chief Student Affairs Officer (or his/her designee).

d. At University Park, all recognized student organizations sponsoring films for which an admission fee is charged, are subject to the following restrictions:

- (i)** Appropriate University facilities should be scheduled one semester in advance of the film program(s). Existing procedures for scheduling and use of University facilities should be followed.
- (ii)** The treasurer of each sponsoring organization is charged with the overall responsibility for the proper handling of generated income from film programs.
- (iii)** The treasurer of Associated Student Activities (ASA) is responsible for monitoring the deposit of film program income, the proper completion of the ticket accountability report form and daily film report form, and the enforcement of University policies and rules governing student organization film programming for which an admission fee is charged.
- (iv)** Student organizations will use tickets that are preprinted, consecutively numbered, and color-coded for all film programs. Tickets must be obtained from ASA, 240 HUB-Robeson Center. Tickets will be distributed by the treasurer of Associated Student Activities to appropriate organizational representatives.
- (v)** Ticket accountability report forms and daily film report forms must be completed for all film programs. These forms are available in the ASA Office.
- (vi)** All generated income, including reconciliation of all cash advances, is to be deposited in the ASA Office during the first regular University business day following completion of the film programs. Original copies of the ticket accountability report form and the daily film report forms must accompany each deposit of funds.
- (vii)** An appropriate University staff member will be required, through his/ her signature, to verify the accuracy of the information contained on the ticket accountability report form.
- (viii)** All films must be ordered with an ASA purchase order. When reserving a facility to show movies, a release form or letter giving the student organization approval to show the movie in public must be provided to the Event Management Office prior to the release of the room.

e. At other campuses, all recognized student organizations that sponsor events or programs for which an admission fee is charged are subject to the following conditions:

- (i)** Facilities must be scheduled with approval of the Office of Student Affairs.
- (ii)** Ticket sales and ticket accountability procedures are to be established.
- (iii)** All generated income is to be deposited with the SGA and the necessary forms, including a ticket accountability report form, are to be filed.

E. SOLICITATION ON CAMPUS

1. Solicitation activities shall be defined as

- a.** Donations without products or services being
- b.** Activities that raise funds through direct sale of merchandise or service for the benefit of non-University charitable organizations.

2. Recognized student organizations and residence hall house governments desiring to solicit funds for non-University charitable organizations that they deem worthy of support may do so subject to the following restrictions:

- a. All charities will require verification of their existence to the satisfaction of the University;
- b. All solicited proceeds must be deposited promptly in the ASA Solicitation Account or with the appropriate student government account;
- c. The University will take appropriate precautions to protect soliciting groups and potential contributors from undue outside pressure from professional fund raisers.

([Student Guide to General University Policies and Rules 2007-2008](#) or *University Policy Manual*, AD-6, AD-26, and AD-27)

3. Solicitation in the residence halls is subject to the following additional restrictions:

- a. Solicitation activities shall be restricted to recognized student organizations and residence hall house/area governments and must be conducted on behalf of charitable organizations or other causes deemed worthy of support by the area government.
- b. Solicitation activities by recognized student organizations (other than house or area governments) must be invited into the residence halls by the area government and be approved by that government.
- c. Solicitation activities shall be restricted to areas in the commons buildings (at University Park) or the dining halls (at other campuses) approved for activities, programs, and meetings.
- d. Solicitations generally shall be restricted to the hours of 8:00 a.m. to 11:00 p.m.
- e. Any eligible soliciting group must register for the use of facilities with the area government and area Residence Life Office no fewer than three days prior to the soliciting activity.
- f. Solicitation in residence hall buildings that takes place door-to-door or in dining rooms or the snack bars is prohibited.

4. Solicitation in non-residence hall campus locations is subject to the following additional restrictions and is authorized by the Office of Event Management at University Park and the Office of Student Affairs at other campuses:

- a. Solicitations shall be conducted only at authorized locations.
- b. All solicitation by recognized student organizations must be scheduled at least one week in advance.
- c. At all locations, solicitors for a specific activity must be active members of the recognized student organization conducting the solicitation. Non-University interests must be sponsored by a recognized student organization or a University department.

F. CANVASSING IN UNIVERSITY RESIDENCE HALLS

1. At University Park:

- a. Canvassing shall be defined as any effort to influence opinions, gain support, or promote a particular cause or interest, specifically excluding any solicitation or fund raising as defined by current University policy. Surveys are not considered canvassing for purposes of this policy.
- b. Students, student organizations, residence hall house governments and area governments, and outside interests are eligible to canvass in the residence halls.

- c. Canvassing may occur door-to-door in individual residence hall buildings unless restricted by a majority vote of the residents of that building at the beginning of each academic year.
- d. Canvassing may occur in dining hall buildings. Canvassing in dining rooms is prohibited.
- e. Canvassing shall be restricted to the hours of 11:00 a.m. to 11:00 p.m.
- f. Any canvasser must register with the Assistant Director not less than twenty-four hours prior to the canvass and must clearly understand all provisions of canvassing regulations before canvassing may begin. A canvasser who is not a resident of the building in which door-to-door canvassing is taking place must be escorted by a resident of the building at all times.
- g. When contacting students in their rooms, canvassers must knock before entering, identify themselves, announce their specific purpose, enter an individual room only with the expressed consent of the resident, and leave immediately if the resident so requests.
- h. Canvassers must abide by all University rules and regulations. Violators will be subject to referral to the Office of Judicial Affairs and/or civil or criminal prosecution.

2. At other campuses:

Canvassing in campus residence areas shall be defined as any effort to influence opinions, gain support, or promote a particular cause or interest, specifically excluding any solicitation or fund raising as defined by current University policy. Canvassing has been approved by the University subject to the following provisions:

- a. Canvassing may not occur in individual residence areas unless approved by a majority vote of the residents of that area.
- b. Students and student organizations are eligible to canvass in the residence areas upon approval by the residence area government. Non-University interests must be sponsored by a recognized student organization or University department.
- c. Any canvasser must register with the residence area coordinator not less than twenty-four hours prior to the canvass.
- d. When contacting students in their rooms, canvassers must knock before entering, identify themselves, announce their specific purpose, enter an individual room only with the expressed consent of the resident, and leave immediately if the resident so requests.
- e. Canvassers must abide by all University rules and regulations. Violators will be subject to loss of canvassing privileges, University disciplinary action, and/or civil or criminal prosecution.
- f. Additional provisions may be established at individual campus locations through procedures regularly used for the formation of local policies.

G. CLOSING AN ASA ACCOUNT

In order to close an ASA account, the organization must first be listed as "Inactive" with the Center for Student Engagement, located in 209 HUB.

- 1. Any remaining funds left in the account can be distributed according to the organization's consensus. **The organization must state how it wants the funds to be distributed in a letter format and have all officers sign the letter (including the advisor if the organization has one) stating this is what the organization has decided to do with the funds. If there is more than one distribution, please list each entity receiving funds and the dollar amount for each.**

- a. If donating the remaining funds to another student organization: Attach the letter to a Transfer form. Submit the completed Transfer form to ASA, and the funds will be distributed, and ASA will close the account.
 - b. If donating the remaining funds to an outside charity: Attach the letter to a Check Request form. Submit the completed Check Request form to ASA, and ASA will process a check. ASA can file the check for the treasurer to pick up, or mail it directly (please include a separate letter to send with the check), and ASA will close the account.
 - c. If dispersing the funds among the remaining officers in the organization: Attach the letter to the appropriate number of Check Request forms. ASA can file the check(s) for the treasurer or individuals to pick up, or mail them, and then ASA will close the account. If the amount to be disbursed is greater than \$500, the officers must work with ASA and the Center for Student Engagement to determine the appropriate disbursement.
2. If organizations are inactive for more than two years and there is still a balance, ASA will transfer these funds into a centralized holding account. If, in the future, the organization becomes active again, the organization must ask the Senior Director of Student Activities and Union to reinstate that balance. The Senior Director will make these decisions on a case-by-case basis.
 3. If another circumstance exists that does not fit into one of the above scenarios, the Center for Student Engagement may need to approve what is being requested. This is determined on a case by case basis.

(III) PUBLICATIONS AND OTHER COMMUNICATION MEDIA

- A.** The direct supervision of the operation of any student organization whose primary recognized function is the maintenance of a communication medium shall be vested in a board of directors, which will be composed of student and faculty members. The method of selection of this board shall be specified in the constitution of the organization. At other campuses, a single board of directors responsible for supervising the operations of all student communications media on campus may be set up in lieu of separate boards of directors for each medium. The method of selection and the terms of office for board members, who shall be full-time students and faculty members, shall be developed with the concurrence of the SGA and the Chancellor.
- B.** The publication by students of any printed matter bearing the name of the University or purporting to emanate from it must be a publication produced by a recognized student organization, the name of which must appear on the publication. Printed matter published by students of The Pennsylvania State University may be sold on campus only if it is produced or sold by a recognized student organization.
- C.** Publications of recognized student organizations may be sold or distributed in University Park at locations authorized by the Center for Student Activities and Programming and, on other campuses, at locations authorized by the Chief Student Affairs Officer (or his/her designee). Publications not produced or published by recognized student organizations may be sold only by recognized organizations and only at locations authorized by the previously identified University offices. Student organizations who publish, sell, or distribute printed or otherwise reproduced materials on the campus shall be responsible for those materials in the areas of libel, invasion of privacy, and obscenity to the civil authorities, the appropriate University authorities, or both. The standards of the University in the areas of libel, invasion of privacy, and obscenity shall conform to the principles of civil law.

(IV) INFORMATION TECHNOLOGY

A. OBTAINING A WEB ADDRESS

- 1. Student organizations may utilize up to one gigabyte of disk space on the clubs.psu.edu server with which to host a Web site. When an organization is registered, they are assigned a domain. Organizations may not host a website off the clubs.psu.edu server and may not use alternate domain names. Exceptions to this policy may be granted to organizations that are registered as University Affiliate organizations.**

2. The contact information included on the clubs.psu.edu server is intended for the sole purpose of communicating with student organization representatives regarding membership, events specific to the purpose and mission of each respective group, or other business related specifically to the function of each respective group.
3. Any other use of email addresses, phone numbers, or other contact information requires prior approval from the [Center for Student Engagement](#), located in room 209 HUB-Robeson Center.
4. Examples of correspondence that require prior approval include, but are not limited to: solicitation; political campaigning; advertising; spamming; or other mass-communication unrelated to specific respective functions of the groups.
5. See University [policy AD 56](#) for more information regarding group e-mailing regulations.

B. RESPONSIBLE USE

1. **Organizations are expected to follow all University policies regarding use of technology. A list of existing policies specific to Information Technology can be found at: <http://its.psu.edu/policies/webpolicy.html>**
2. Persons found in violation of any policy may be referred to the Student Organization Conduct Committee or the Office of Judicial Affairs.

(V) PUBLIC ENTERTAINMENT/ LECTURES

A. AT UNIVERSITY PARK

1. Student organizations planning events/programs in which they will be reserving space through the Events Management Office are required to complete a Program Registration Form in the Center for Student Activities and Programming, 222 HUB-Robeson Center. The purpose of this form is to gather information about the event/program a group is sponsoring and provide guidance on policies and procedures required for planning their event/program.
2. The following types of activities will require completion of the Program Registration Form:
 - a. Information tables on ground floor of HUB-Robeson, if the group will be:
 - (i) Collecting money (either donations or selling products)
 - (ii) Conducting commercialization activities
 - (iii) Holding giveaways
 - b. Events/programs seeking UPAC funding.
 - c. Events/programs in which groups have to reserve space through the Events Management Office.
3. All events/programs, sponsored by a recognized student organization, which contain sexually explicit or graphically violent material will need to be reviewed in advance by the Director of the Center for Student Engagement or her/his designee at University Park or the Chief Student Affairs Officer (or his/her designee) at other campuses before the request for space will be approved. The group requesting the use of University space may need to agree to certain accommodations before space will be assigned.
4. Groups planning regular organizational meetings are not required to complete the program planning form.

5. The Center for Student Activities and Programming staff has oversight responsibilities with any student organization sponsorship of any popular entertainment or music performances that result in the payment of \$5000 or more. If the total payments (including percentages) for lecture/entertainment events or concerts at the University Park Campus total \$5,000 or more, the student organization must make all arrangements for booking the artist(s) and technical support companies (stage, sound and lighting) through the Center for Student Activities and Programming.

6. Student Organizations will need to meet with a program registration advisor for all individual speakers whose honoraria are \$5,000 or more. Visit the Center for Student Activities and Programming office (230 HUB-Robeson Center) to schedule an appointment.

This \$5,000 or more honoraria criteria includes the following expenses:

- a. Performance fee to artists
- b. Anticipated percentage
- c. Any stage, sound and lighting expenses.

7. Additionally, no student organization at University Park may use a "middle agent" for the purposes of booking an artist.

8. The Center for Student Activities and Programming has no jurisdiction over the Center for Performing Arts or the Bryce Jordan Center.

B. AT OTHER CAMPUSES

The Student Government Association (SGA) or the Student Programming Board shall be the co-sponsor of student-initiated and student-funded public entertainment events held on campus for which admission is charged or donations received, and involving contracts in the amount of \$500 or more and anticipated attendance of 500 or more. With the approval of the Office of Student Affairs and the SGA, other recognized organizations may co-sponsor public entertainment events. Such public entertainment events are subject to the concurrence and approval of the Chief Student Affairs Officer and the Chancellor.

(VI) USE OF UNIVERSITY FACILITIES AND GROUNDS

([Student Guide to General University Policies and Rules 2007-2008](#) , or *University Policy Manual*, AD-1, AD-2, AD-15, AD-21 and AD-51)

A. AUTHORIZED USERS

1. Scope and Purpose

a. The following regulations provide the basis for authorization for use of University grounds and facilities and establish procedures for such authorized uses. The rights, obligations, and liabilities of authorized users and of other persons seeking to use the campus are defined below. While on University property, persons who are not students or employees of the University are required to adhere to the standards of conduct applicable to members of the University community and to abide by University policies and regulations. The University may require student, staff, or faculty identification for admission to events scheduled in University facilities. The purpose of these regulations is to facilitate the effective use and enjoyment of the facilities of the campus as an educational institution, and to ensure the right of free expression and advocacy. Orderly procedures are necessary to promote use of facilities and free expression and advocacy, in order to conserve and protect facilities for educational use, and to minimize potential conflict between the right of free

expression and the rights of others. Further, these regulations exist to prevent possible interference with University functions and responsibilities as an educational institution.

b. The word "commercial" as used in the following regulations means any activity or event that results in a personal financial gain to the peddler or organization provided that contacts between a peddler and a student shall not be deemed commercial if such contacts were invited by the individual student involved.

2. Scheduling and Use of University Facilities

a. Designated University facilities may be reserved when the University is in session for meetings and other noncommercial events by:

(i) Recognized student organizations for events related to the purposes of those organizations.

(ii) Members of the faculty and staff for extracurricular events related to their University duties or activities.

(iii) Organizations of University employees for events related to the purposes of the organizations.

(iv) Official alumni and similar University-related organizations, and colleges, schools, departments, and other units of the University for events related to their purposes.

b. Conditions for use of University facilities:

(i) Assurance that all University regulations, local, state, and federal laws concerning fire and safety regulations, necessary security, and conduct can and will be followed.

(ii) Assurances that any financial obligations arising from the activity can and will be satisfied by the sponsor.

(iii) Precautions to assure the physical safety and health of the participants.

(iv) Coordination of timing of each event to prevent conflict with previously scheduled activities.

(v) No person or group other than the reserving sponsor may use the reserved space.

(vi) Recognized undergraduate student organizations shall not serve alcoholic beverages at any on-campus functions.

(vii) Recognized graduate student organizations may serve alcoholic beverages at on-campus locations as approved by the University.

(viii) Any graduate student organization requesting the use of alcoholic beverages in areas open to the public must send their request to the Associate Vice President for Student Engagement or her/his designee for review. After review, appropriate requests will be forwarded to the appropriate administrative office for approval as outlined in AD-18.

(ix) No recognized student organization may schedule or sponsor any events on or off campus during the last day of classes beginning at 5 p.m., through the Monday following final exams. This does not include participation in events scheduled by conference, regional, or national affiliates. Exceptions to this policy can be made by the Director of the Center for Student Engagement (or his/her designee) and the Chief Student Affairs Officer (or his/her designee) at other campuses.

3. Charges for Use of University Facilities

a. For events at which admission is free or no donations solicited, the University may charge, based on the cost to the University, for:

(i) Special arrangements needed by the user of the facility that impose identifiable costs on the University.

(ii) Identifiable increments to the University's operating or overhead expense imposed by the use of the facility.

(iii) Events after building closing hours or on weekends; the University also may impose costs necessary to assure adequate protection of University buildings and facilities.

b. For events at which admission is charged or for which donations are solicited, the University may charge rental charges for its facilities as well as for charges indicated in Section **(VI)A.3.a.** above.

c. Records showing the events for which charges were made by the University and the amount and basis of the charges will be public information.

4. Use of University Facilities by Non-University Speakers

a. A student organization inviting a non-University person to speak or perform at a meeting or other event on the campus must complete a University Standardized Agreement before the event. At University Park students must contact the Center for Student Activities and Programming, 230 HUB-Robeson Center to obtain University Standardized Agreements. For deadlines regarding University Standardized Agreements at University Park contact the Center for Student Activities and Programming. At other campuses student organizations need to contact the Chief Student Affairs Officer (or his/her designee) for University Standardized Agreements and deadlines. In addition, at University Park all non-University speakers must be registered at the time the facility is reserved.

b. In accordance with the free traditions of a university community, audiences shall be allowed to ask questions of speakers unless considerations of time, format, or the like indicate otherwise.

c. At University Park, the President or the President's designee, and at other campuses the Chancellor or his or her designee for such matters, may require that the event be chaired by a tenured member of the teaching or administrative staff. In such circumstances the University will assist the organization in securing a chairperson.

d. At University Park, the President or the President's designee and at other campuses, the Chancellor or his or her designee for such matters must approve the use of University facilities by non-University organizations, whether or not affiliated or acting jointly with sponsors authorized to use University facilities.

e. It is assumed that all events are open to those wishing to attend unless previous publicity indicates these events are for members only.

5. Outdoor Meetings and Other Events

Please refer to Policy AD-51 (<http://guru.psu.edu/policies/AD51.html>)

6. Procedures for Reserving Facilities and Registering Events

a. Faculty, staff, students, and University-affiliated organizations must contact the Office of Event Management at University Park or, at other campuses, contact the office of the Chancellor.

b. Students/Student organizations must contact the Office of Event Management at University Park and, at other campuses, contact the office of the Chief Student Affairs Officer (or his/her designee).

c. Individuals and groups not affiliated with the University must contact the Office of Event Management at University Park or, at other campuses, contact the office of the Chancellor

7. Posters, Notices, Handbills, Banners

a. Except as permitted herein, no poster, handbill, banner or any other form of announcement or statement may be placed on, attached to, or written on any structure or natural feature of the campus such as doors, windows, sides of buildings, the surface of walkways or roads, fountains, posts, waste receptacles, trees, or stakes.

b. An individual or organization may have noncommercial announcements posted on the University's general purpose bulletin boards. General purpose bulletin boards are those bulletin boards not specifically labeled for or dedicated to a specific purpose. The names of all employees, students, and/or recognized student organizations must be prominently displayed on all announcements and banners.

c. An individual or organization may have a banner placed in one of the designated spaces in the following areas:

(i) Allen Street Mall gate;

(ii) Osmond Lab;

(iii) On buildings where permanent hooks have been installed for the placement of banners.

Placement of a banner in one of these areas will be permitted only upon prior approval of and subject to reasonable procedures and requirements regarding scheduling and use of these areas as developed by the University offices responsible for such areas. Information on these procedures and requirements should be obtained from the Office of Event Management or University Relations.

d. Sidewalk chalk is not permitted on University property. Any organization/individual who writes on walks, buildings, or any University structures will be charged for the removal of the chalk.

e. Residence hall students may place announcements, statements, or other materials on the door and windows of the individual room subject to reasonable requirements regarding use of such areas as developed by the Office of Residence Life.

B. PROCEDURES FOR STUDENT ORGANIZATIONS

1. At University Park

a. Any recognized student organization wishing to sponsor student activities that require the use of University facilities must initiate its request with the Center for Student Activities and Programming. The exception to this policy pertains to recognized student organizations wishing to use the Pasquerilla Spiritual Center-Eisenhower Chapel (865-6548) and Residence Hall facilities (863-1710).

b. A recognized student organization may reserve campus facilities only through one of its officers or a designated active member authorized to apply for such reservations.

c. Use of residence hall lounge areas is limited to those groups whose programs are open to residents of all buildings. Permission for use of lounge areas in the individual residence halls must be received from the residence hall staff on duty. Permission for the use of the central lounges of community living areas must be received from the area Residence Life Office.

d. The authority for scheduling the use of the Hetzel Union Building and Paul Robeson Cultural Center shall be delegated by the University to the Director of each facility. The HUB-Robeson Advisory Board makes

recommendations to the HUB-Robeson Center management in matters regarding the assignment of student organization office space.

e. The Office of Event Management will assist recognized student organizations with the reservation of the Hetzel Union Building. The Paul Robeson Cultural Center will assist recognized student organizations with the reservation of Heritage Hall and meeting rooms in its facility.

f. The Office of Event Management will contact various offices to assist recognized student organizations with the reservation of University facilities.

g. No reservation is complete until approved by the Office of Event Management. These personnel may refuse to approve an application for reservation or may cancel a previously approved application for reservation if the conditions for use of University facilities have been violated or are unenforceable. Appeals of decisions may be made to the Director of Student Activities and Union.

h. The University Park Allocation Committee's Staff Assistant (863-8951) will contact the appropriate offices to assist recognized student organizations with the reservation of Eisenhower and Schwab Auditoriums.

i. Responsibilities of organizations using University facilities: a recognized student organization, its officers, and any individual applying to reserve facilities on behalf of the organization are responsible for:

(i) Damages to the facilities used, including any financial loss to the University or a recognized student organization because of a temporary closing of facilities;

(ii) The use to which the facilities are put during the time reserved;

(iii) Any violations of University regulations and/or local, state, and federal laws that occur in connection with their use of the facilities;

(iv) Not permitting the reserved facility to be used by other groups or individuals.

An officer or individual applying for the reservation is not subject to disciplinary action for violation of items (a-d) above, unless he/she has planned or participated in the violation or should have foreseen the possibility of violation. However, the student organization will be subject to disciplinary action as previously described in section **(I)G.1.**

2. At other campuses

a. Any student group wishing to sponsor student activities that requires the use of University facilities must initiate its request with the Office of Student Affairs, which will advise the group of the availability of the facilities and determine if the group is eligible to use University facilities.

b. A recognized student organization may reserve campus facilities only through one of its officers or a designated active member authorized to apply for such reservations.

c. When applicable to the campus, use of residence hall lounge areas is limited to those groups whose programs are open to residents of all buildings. Permission for use of lounge areas in the individual residence halls must be received from the residence hall staff on duty. Permission for the use of the central lounges of community living areas must be received from the area Residence Life Office.

d. No reservation is complete until approved by the Office of Student Affairs, which may refuse to approve an application for reservation or may cancel a previously approved application for reservation if the conditions for use of University facilities have been violated or are unenforceable. Appeals of decisions may be made through the Office of Student Affairs to the Chancellor

e. Responsibilities of organizations using University facilities: a recognized student organization, its officers, and any authorized individual applying to reserve facilities on behalf of the organization are responsible for:

- (i) Damages to the facilities used, including any financial loss to the University or a recognized student organization because of a temporary closing of facilities;
- (ii) The use to which the facilities are put during the time reserved;
- (iii) Any violations of University regulations and/or local, state, and federal laws that occur in connection with their use of the facilities;
- (iv) Not permitting the reserved facility to be used by other groups or individuals.

An officer or individual applying for the reservation is not subject to disciplinary action for violation of items (a-d) above, unless he/she has planned or participated in the violation or should have foreseen the possibility of violation.

C. INFORMATION TABLES

The scheduling function for information tables is maintained in the Office of Event Management at University Park and by the Office of Student Affairs at other campuses. A list of authorized table locations is available at these offices.

1. Recognized student organizations may reserve an information table in locations designated by the University. The organization must reserve the table location at least one week prior to its intended use. Reservations for spaces will be made in order of application. Specific numbers and locations for tables are designated and other individuals or organizations may not reserve a table except as otherwise authorized by the University. No organization other than the reserving organization may use the table.
2. Tables shall be staffed at all times by currently enrolled full-time students or currently employed members of the University's faculty or staff. The name of the sponsoring organization must be displayed at each table.
3. Tables may be used to exhibit or distribute free noncommercial announcements, statements, and materials. Distributing, soliciting, or selling by means of accosting individuals or by hawking or shouting is prohibited. Fund raising activities and solicitation shall be in compliance with those regulations. At other campuses consult the Office of Student Affairs for specific procedures regarding the use of tables.

Policies and Rules for Student Organizations

Index

Advisors	9
Canvassing	
Escorted	15
On Campus	15
Surveys	15
Communications and Publications	17
Facilities and Grounds	
Authorized Users	19
Charges	19
Procedures	21
Registration	21
Scheduling	20
Use by Non-University	21
Fraternities/Sororities	
Fund Raising Activities	12
Funds	9
Hazing	4
Recognition	5
Financial Affairs	9
Fund Raising	
Canvassing	15
Greek Fraternities and Sororities	12
On campus	12
Sales	12, 14
Hazing	4
Outdoor Meetings	
Regulations	19
Publications	17
Recognition	
Authority	5
Conditions	3

Facilities	19
Procedures	5
Student Organizations	3
Scheduling of University Facilities	19
Solicitation	14
Sororities/Fraternities	
Fund Raising Activities	12
Funds	9
Hazing	4
Registration	5
Student Organizations	
Appeals	6
Funding	9
Relationship to University	4
Recognition	3
Rights	4
Tables	24
University Park Allocation Committee	4, 10, 11, 23
Violations and Appeals	
Grounds	8
Procedures	8
Appeals	9

President's new policy on Presidential Candidates Visits

With the U.S. Presidential primary election campaigns now focusing on Pennsylvania, questions have arisen throughout the University about proposed or scheduled visits by candidates for President and their families. The University President's Office and the Risk Management Department have agreed to be more flexible in accommodating such requests, given that such visits fit well within the University's mission key components of Education and Public Service. In the past, we have required that all candidates for public office be sponsored by a Recognized Student Organization, and to be bound by a Master Speaker Agreement signed by the Student Organization, the candidate's organization, and the University.

Effective immediately, for sitting or retired leaders of nations and candidates for President of the United States (collectively, "leaders" below), we will offer two potential paths:

1. if the leader's organization chooses to affiliate with a Recognized Student Organization, the Student Organization will sponsor the visit and will be responsible for managing logistics such as space reservations, coordination with appropriate campus officials, etc., and we will require completion of a Master Speaker Agreement.
2. if the leader's organization does not choose to work with a Recognized Student Organization, or if a University official (President, Chancellor, Dean) specifically permits a visit when contacted directly by an outside organization, then we will treat the leader's organization like any other non-profit group requesting the use of University facilities - the organization will sign a University Indemnification Agreement (found at: <http://guru.psu.edu/formpublic/8-16UniversityIndemnificationAgreementFRM3.pdf>) and the University's appropriate offices will coordinate logistics such as space reservations, etc.

In either case, the following central offices must be notified to ensure proper coordination and planning of such a high-profile event:

A. Office of the President

B. University Relations

C. Government Affairs

D. Police Services

E. Office of the Vice President for Commonwealth Campuses (for events at those campuses)

F. Risk Management, for processing the Master Speaker Agreements and Indemnity Agreements, and other special requests - we will treat all leaders and their organizations no differently than any other outside organization requesting space, with all risks to be judged on their merits. For example, we declined a request by one leader's organization to use University high-lift equipment, because we would not permit any other organization to use our equipment due to the special risks of injury or damage, and they must bring their own.

Let us know if there are any questions, and thanks for your cooperation.

FROM Bill Mahon, Vice President for University Relations:

I want to provide some additional information to an earlier note distributed to the campuses concerning visits by presidential candidates and their surrogates.

It is great so many of the major candidates have visited Penn State campuses in recent weeks and this presents a unique opportunity for Penn State students to be exposed directly to an important national event. Former president Bill Clinton visited Penn State Brandywine and Penn State Altoona in recent weeks, Chelsea Clinton visited Penn State Hershey, and Hillary Clinton visited Penn State Fayette.

We hosted both Senator Barack Obama and former President Bill Clinton here at University Park in recent days and gained more experience about managing these events in addition to the other dozen or more presidential and presidential candidate visits we have hosted here in my time at Penn State. We anticipate some additional visits to University Park over the next several weeks.

I want to reiterate my earlier offer that if you have a candidate visiting your campus we will do our best to free someone up on our staff who has been through this a couple times before to send to your campus and assist you sorting through the demands and requests of a campaign advance team.

Here are some additional tips:

-- Do not have Penn State cheerleaders, mascots, Blue Band members, and star athletes in uniform taking part in a rally. That strongly implies Penn State supports the candidate. We are receiving disapproving e-mail from alums around the country who have seen network news coverage of Penn State cheerleaders in uniform and pom poms shouting "Go Hillary!" at one of our campuses recently (See attached photo.)

Certainly any student has a right to go to a rally and shout support for their favorite candidate they just should not do it in a Penn State cheerleader or mascot uniform.

-- These are great educational experiences for students, but a candidate and their campaign staff do not have a goal of making Penn State look good. They are in this for themselves and their goals may be different from Penn State's goals. For example, we had a campaign staff member here who wanted thousands of students to stand outside in the rain an hour past the time the doors to the building were advertised to be opened. Once the Secret Service indicated they had no issue with opening the building and that it was just a campaign staff desire, we opened the doors against the wishes of the campaign.

-- If your campus can provide a service such as setting up a temporary stage or television camera platforms and also has a local special event rental business that can provide the same service consider suggesting the campaign staff hire the local business. There have been presidential campaigns that have not paid their bills after visiting college campuses so the less they incur directly with Penn State the better. Of course there are some things you must

have Penn State staff work on, such as running electrical wires, and that should be billed to the campaign. Develop an invoice to track campaign expenses.

-- Campaign staffs typically want all university charges related to a visit in hand before they leave campus or immediately afterwards. If you try to send a bill a month or two later you increase the likelihood it will not get paid.

-- Do not permit campaign staff to affix pro-candidate signs to the sides of buildings and campus landmarks. We suggest they place such signage on their stage or ask people to hold it.

Let me know if you have any other questions. And if you have already hosted a candidate visit and learned something from it, share it with us. As part of the agenda for our twice-a-year university communicators meeting here at University Park in May we will review some of this information with everyone.

Best regards.

-- Bill Mahon
Vice President for University Relations
309 Old Main
Penn State
University Park, Pa 16802

814-863-1028