

Student Organization Handbook

Old Dominion University
Leadership and Student Involvement
1071 Webb University Center
757-683-3446
www.odu.edu/studentinvolvement

2020-2021

Make connections.
Find your fit. Join a club.

During this academic year, limited face-to-face opportunities will occur with planned virtual opportunities as well. The Fall 2020 COVID-19 Interim Student Engagement Plan goes into more detail related to events and programs. A copy of this plan and overview are attached and will be available here: <https://www.odu.edu/studentinvolvement>. Please be aware that failure to comply with this plan or any other University policy may result in both individual and/or organization [Code of Student Conduct](#) violations. The Fall 2020 COVID-19 Interim Student Engagement Plan supersedes the Student Organization Handbook.

For organizations that receive Student Government Association budget allocations, those are found on Monarch Groups. Student organizations should plan to attend a virtual LSI Finance Workshop to learn about spending policies and procedures along with how to submit payment requests on Monarch Groups. Those event sessions can be found on Monarch Groups. At this time, and keeping with the University travel ban, all travel and off campus trips have been suspended until further notice. Sponsored groups may apply at a later time to the Student Government Association for reserved funds like the Co-Sponsorship and Contingency requests, if the travel ban is removed during the academic year. However, student organizations are able and encouraged to participate in virtual programs for professional development.

Physical spaces around campus have been reconfigured and repurposed to implement appropriate physical distancing and other safety guidelines. Therefore, space availability and set-ups, particularly indoors, will be limited. Please refer to the Fall 2020 COVID-19 Interim Student Engagement Plan and the [Event Management](#) website for further resources and guidelines on scheduling and event protocols. Hosting virtual meetings and events is highly encouraged. Any in-person or hybrid sessions or programs must follow all protocols and establish a safety plan for review. Organizations will not be able to use academic spaces. Space reservations should still go through [virtual EMS](#).

While student organizations may still receive mail in Leadership & Student Involvement, please limit this to critical mail and packages. Consider setting up paperless options for mail such as student organization bank statements.

For the time being, our rental services will be restricted to non-porous surface items that can be easily disinfected. We will not give out board games, and the sign room will be closed. For program check-in, we encourage contactless check-in features like a QR code associated with an event set-up in Monarch Groups. This can be used for any type of event.

Fliers will not be placed in student organization mailboxes. Student organizations and offices may submit fliers to be advertised in a student organization newsletter and via video boards. The sign room is currently closed.

SECTION 1: LEADERSHIP AND STUDENT INVOLVEMENT

Leadership & Student Involvement fosters student success through campus engagement and experiential learning.

Staff of Leadership and Student Involvement:

Jen Cohen	Interim Director
Dionicia Mahler-Rogers, Ph.D.	Associate Director
Jen Cohen	Associate Director
Amy-Leah Joaquim	Assistant Director for Service
Vacant	Coordinator for Involvement
Vacant	Coordinator for Activities
Vacant	Coordinator for Student Organizations & Leadership
Shamiece Banks	Coordinator for Fraternity and Sorority Life
Carrie Duran	Budget Manager
Connor Simpson	Fiscal Tech
Vacant	LSI Scheduling
Vacant	LSI Scheduling
Vacant	Office Manager

Leadership and Student Involvement is primarily responsible for:

- Advising
- Service Learning & Civic Engagement
- LSI Scheduling
- Fraternity & Sorority Life
- Leadership Development
- PAW Programs (Programs All Weekend)
- Student Organizations

SECTION 2: STUDENT ORGANIZATIONS

Old Dominion University supports the role student organizations play in enhancing the quality of campus life. Freedom of expression and freedom of association lead to a campus culture rich with diverse ideas and a thriving, collaborative learning environment. Old Dominion University encourages student organizations to develop services and programming that contribute to the achievement of the University Strategic Plan as well as express themselves and associate with fellow students.

The university is committed to honoring the freedoms of expression and association, in a manner consistent with University policy (Policy #1005-Discrimination Policy), as well as state and federal equal opportunity laws. Accordingly, a student organization must be open to all students without regard to race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation, genetic information, or gender, in order to be eligible for recognition by the University.

Recognition Status

- **Recognized Student Organizations** are student organizations that have completed the registration process and do not limit membership on the basis of race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation or genetic information except where permitted by law. Requirements that restrict membership on the basis of gender must be in full compliance with current University, State, and Federal laws and regulations.

Recognition of an organization implies neither University approval or disapproval of the aims, objectives and policies of an organization.

Recognition does not preclude honorary and professional organizations from restricting their membership on the basis of clearly established and published criteria that have been approved as part of the recognition process, provided they do not deny membership on the basis of the statuses as described above.

Recognized Student Organizations qualify to request for annual and contingency funds from the Student Government Association.

Recognized Student Organizations qualify to apply for student organization office space and/or storage space

- **Associated Organizations** are student organizations that limit membership on the basis of race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation or genetic information.

Associated Organizations are permitted to use University services, facilities and/or engage in activities on-campus, because they meet the other requirements as described above.

Associated Student Organizations cannot receive annual funding from SGA but might qualify for contingency funds for specific events or programs that do not restrict participation on the basis of any of the equal opportunity related statuses listed above.

Fraternities, sororities, honorary and professional organizations whose national organizations are exempt from Title IX in terms of gender-based membership, must furnish proof by letter from the National Office, in order to qualify for office space and/or storage space.

- **Registered Organizations** are all student organizations who have completed the registration process (including Recognized and Associated).

Recognition Process

- Each organization is required to register with Leadership and Student Involvement (LSI). The process begins by logging into Monarch Groups with your Midas ID and password. Click on "Browse Organizations" followed by "Register New Organization." All registered student organizations are managed by LSI - select this umbrella before continuing to the registration.
- Fill out the form, providing as much information as possible, and then click Submit. Please note that a minimum of two (2) representatives and an advisor are required along with your organization constitution. LSI will review the elements of the application. Once the application is approved, The application will then be submitted to the Student Government Association's Administrative Affairs and Student Organizations Committee (AASOC) for further review.
- The AASOC will meet with individuals from the organization to discuss future plans and goals of the group. Your organization's representative will be able to ask any questions and have concerns dealt with during this meeting.
- Once the AASOC has met with the proposed organization, it will then decide whether or not to grant the organization recognized status with the Student Government Association (SGA). The organization will be notified via email or phone about the outcome of the meeting with the AASOC.
- The AASOC will then report on newly recognized student organizations at the following meeting of the Student Government Association. The AASOC will then submit a list of newly recognized student organizations to LSI for final registration as an officially recognized Old Dominion University student organization. Organization will then be visible on Monarch Groups for students to join.
- Organizations qualify for annual budget funding from the SGA after the organization receives Recognized Status by the SGA. Organizations do not need to be recognized to receive funding in the form of co-sponsorships or contingency requests.

Note: The time it takes for the entire process to occur will depend on how many organizations the AASOC must review, as well as the amount of time it takes the Committee to meet with the organization. During any step in this process, individuals from the organization can contact the Committee to check on the status of their application. Please direct any questions or concerns to the SGA Administrative Affairs and Student Organizations Committee at (757) 683-3438. Please keep in mind that AASOC does not meet during the summer. Pending groups are reviewed during the Fall and Spring months.

Classifications of Organizations

Student organizations are classified into different types of groups established by the Student Government Association. During initial registration, each organization is required to self-select a category into which their organization would fall.

Sport Club	Organizations whose activities are primarily focused on a specific sport, and are affiliated with the Sport Club Federation in the Recreation & Wellness department.
Cultural	Organizations whose activities are primarily targeted towards cultural centered groups.
Educational	Organizations whose activities are primarily educational and/or informative in nature.
General Fraternity	Organizations whose activities are determined based on the values of their national headquarters and local governing council.
General Sorority	Organizations whose activities are determined based on the values of their national headquarters and local governing council.
Honorary	Organizations whose activities are designed to recognize exemplary achievements in scholarship, academia, etc.
Professional/Dept Interest	Organizations whose activities are focused on promoting the professional and/or academic enrichment of the students interested in the respective profession/academia.
Programming	Organizations whose educational and social activities are primarily targeted toward the entire university.
Recreational*	Organizations whose activities are focused on recreational and leisure activities, and sports that are not yet affiliated with the Sport Club Federation in the Recreation & Wellness department.
Religious	Organizations whose activities are targeted at a specific spiritual or religious interest.
Service	

Organizations whose educational and social activities are primarily targeted towards the well-being of the community.

Student Governing Board

Organizations whose purpose is to provide governance for selected recognized organizations on campus.

**Recreational clubs/organizations tend to involve recreational, leisure and sports activities that might require special equipment and facilities beyond those required by the typical student organization. Depending on the needs of your organization, it could be beneficial to partner with community organizations that engage in similar type of activities. While the Recreation & Wellness department might have some resources that could be beneficial, please discuss any needs with the Recreation & Wellness department in advance and keep in mind that your requests are not guaranteed.*

Responsibilities and Benefits of All Student

Organizations Responsibilities of all student organizations:

- Register with the Leadership and Student Involvement office each year via Monarch Groups

- Conform to University rules and regulations, applicable federal and state statutes, applicable local ordinances, and rules promulgated by University departments, programs, or other University entities.
- Limit membership to full-time and part-time students of Old Dominion University.
- Establish purposes and functions that do not interfere with the achievement of the University's educational mission.
- Have an ODU faculty/staff advisor.
- Inform the University of all affiliations/associations with any organization outside the institution.
- Select executive leaders who maintain a 2.0 semester and cumulative gpa
- Solicit members who are registered students
- *Benefits for all student organizations:*
- Qualify for use of space (meeting rooms, programming space, etc.) on campus
- May bring in outside (non-ODU) speakers/programs
- Qualify to apply for student organization office space and/or storage space
- May participate in recruitment fairs such as the Fall and Spring Involvement Fairs and other official university events
- Access to a mail/shipped items ordered by LSI to the Leadership and Student Involvement office, 1071 Webb Center
- Qualify for advertising via electronic boards, university calendar, chalking of university designated space, Monarch Groups, and other approved methods
- Have access to university U-Center facilities including computers, photocopier and printer
- Access to various selection of board/card games
- Access to Button Maker Machine (Supplies are purchased by the organization)
- May fundraise on campus in compliance with University policy (Policy #1600-Solicitation Policy).
- May attend officer/member training, leadership consultation, workshops and other developmental resources to help manage and support the organization.
- **Note:** Some of the items above require a cost while others are available free of charge. Rental requests can be found via that Forms section on Monarch Groups.
- Support Programs for Student Organizations
- **Monarch Groups** – This website serves as an online hub for you to get connected to all that's happening across campus. More specifically, it is an efficient and streamlined tool for managing your student organization – promote your org profile, update your roster, apply for annual funding, advertise your events, collaborate with

- other orgs, RSVP to campus events, and more! *Monarch Groups can be accessed by visiting portal.odu.edu and sign in with your midas ID and password, from here you can click on Monarch Groups to access the platform.*
- **Monarch Groups Training** – These sessions will introduce you to the Monarch Groups interface and teach you the basics of joining an organization, exploring campus opportunities, and RSVP/registering for events. Additionally, contact the office to schedule a one-on-one session if you want a more advanced training.
- **Involvement Fairs** – The Fall and Spring Involvement Fairs provide an opportunity to learn about the variety of student organizations at ODU plus recruit new members for your organization. Register via Monarch Groups at odu.edu/monarchgroups.
- **Helper Helper** - This app allows your organization to track and validate member volunteer hours and post volunteer opportunities for sign up. Get your organization set up by emailing volunteer@odu.edu. Helper Helper can be accessed by downloading the free app or at app.helperhelper.com.
- **Leadership Lecture Series** - This series gives student leaders the opportunity to build on current leadership skills. Topics focus on self-development and working with others. Additionally, when students attend three of the sessions offered during the semester, they earn a leadership certificate and a medal to be worn at graduation.
- **Leadership Training** - These trainings offer educational sessions pertinent to leadership. Open to all students, they are a great way to enhance leadership skills. Register for all leadership programs online.
- **Student Orgs 101** – This session is for active members/officers of Recognized student organizations. Whether you or your organization are new or you want to brush up on the responsibilities of managing a student organization, this workshop will provide you with all you need to know.
- **Officers' Academy** – This hour-long session provides an opportunity for student organization officers to network with other student org leaders, offering advice, brainstorm best practices, voice concerns, and build community.
- **Sponsorships for Programming** - Recognized student organizations can request Dining, Pepsi, and Bookstore sponsorships to support any free programs they offer that are open to the entire student body. Forms for this support *must be submitted two weeks prior to the event*.
- **U-Center** – This is a student organization space open to all student organizations that includes computer access, work space, and lounge area for all members to work and relax.
- **Volunteer Opportunities** – The American Red Cross blood drives, the ODU Volunteer fair, Relay for Life, and Alternative Break Trips are just a few of the service opportunities offered to students and student organizations.

Monarch Groups

Monarch Groups is a web application tool that allows students to join, organize, manage and communicate with campus organizations and their members. From <https://portal.odu.edu/> students and faculty can log into monarch Groups using their Midas ID and password. Additionally, the website allows for all students to stay connected to what organizations and offices are doing across campus. Each student maintains a personal profile, allowing them and

their organizations to manage organizational records, store and share important documents, communicate with members, plan and publicize events, and track service hours and meeting attendance. Using Monarch Groups will save you time and effort!

Monarch Groups provides an effective tool for:

- **Communication** through email, shared calendars, contact books, news, discussion boards, shared pictures and files, and Social Media connections.
- **Better Organization** through event and meeting tracking, distributed news and to-do lists, paperless forms, membership rosters, community service logs, and co-curricular transcripts.
- **Increased Efficiency** by streamlining the inner-workings of your organization with a "one stop shop" for organizational needs such as commonly-used forms.

How do I get started?

To login into Monarch Groups, you will need your MIDAS ID and password. Complete your profile and interest, then simply request to join the organizations you are a member of and/or request to join those that are interesting to you. You can also find organization Presidents' email addresses should you want to reach out for more information.

How can I learn more about Monarch Groups?

If you need help or support when using Monarch Groups, attend one of the scheduled training sessions. Typically offered on Thursdays during activity hour - 12:30 pm -1:30pm. You can also call Leadership and Student Involvement at 757-683-3446.

You can also view various tutorial videos on our webpage at <https://odu.edu/life/gettinginvolved/studentorgs/officers> by clicking the "How-To Videos" link on the page.

For more information about Monarch Groups, please contact the Leadership & Student Involvement Office.

Advisors

The Leadership and Student Involvement staff is trained to help student organizations operate in the most educationally effective way possible. We believe that with the right information, the advisor and the organization can develop a relationship that is rewarding to both parties. Your role as the advisor is critical to help each member reach his/her goals and achieve success. Please review the information below and contact Leadership and Student Involvement with any questions. Advisors are always welcome to call the LSI staff for further guidance. Organizations are required to have an ODU faculty/staff advisor who provide guidance on university policy, work through the details of major organization events and travel. Advisors serve as major points of contact in cases of emergencies. Some major organizations' on campus events are approved with the understanding that advisors are involved and will be on site.

Note: All registered student organizations are required to have an ODU faculty/staff advisor. The best way to secure an advisor is to reach out to a faculty or staff and share details on the purpose of your organization. Below are some expectations that can serve as a guide for your initial conversations.

What a Student Officer May Expect of an Advisor

The Advisor should:

- Assist the group in formulating long-range goals and in planning and initiating short-term projects.

- Serve as a resource person for alternative solutions to problems confronting the group.
- Give assistance with University's procedural matters.
- Make suggestions of ways by which the group meetings can be improved.

- Represent the group and its interests in staff and faculty meetings.
- Assist in evaluating group projects, performance and progress.
- Make suggestions that will permit the officers to improve leadership skills.

What an Advisor May Expect of a Student Officer

The student officer should:

- Keep advisor informed of all organizational activities, meeting times, locations, and agendas.
- Provide advisor with minutes of all meetings.
- Meet regularly with the advisor and use him/her as a sounding board for discussing plans and problems. Discuss major events during the planning stages as major events are approved with the understanding that advisors are involved and will be on site.

Travel for Student Organizations

At this time, all University sponsored student organization travel is suspended for the 2020-2021 academic year. This is both a safety concern and due to financial implications. Student organizations that received or that can reallocate funds to attend virtual only conferences may still do so.

Off-campus travel excursions can be both fun and a valuable learning experience for students. However, these trips must be planned and conducted in accordance with University guidelines and state liability standards.

Important: All travel must be known by the Office of Leadership and Student Involvement at least one month before the date of departure or the date that a financial or contractual commitment is due. In order to notify us, please complete the **Organization Travel Report Form** and each individual traveling must complete the Travel Participation Waiver & Agreement Form. All details of travel should be discussed with organizations' advisors. In cases of emergencies, advisors should immediately communicate with the LSI emergency staff. All emergency contact information are provided prior to travel.

Vehicle Travel

The University does not provide insurance for privately-owned or leased vehicles. Alcohol is prohibited in any vehicle used for travel, regardless of whether the vehicle is a private or leased vehicle. Only ODU students, faculty, staff and authorized guests may participate in trips. Please use these guidelines for all vehicular travel:

- Weather conditions should be evaluated and travel should not occur when conditions are hazardous.
- Trailers are prohibited unless special permission is given. Towing is not allowed unless special permission is given.
- Roof mounted loads are prohibited, unless prior approval is granted.
- In case of an accident, driver must notify student organization advisor and LSI immediately.
- No more than 10 hours of continuous driving should be allowed in a given day.
- A driver must rest every 2 hours. Rest breaks should be a minimum of 15 minutes.
- No driver should drive more than 5 hours per day.

- Drivers should not drive between the hours of 10 PM and 6 AM without special permission.
- Drivers may not use cell phones, iPods, or similar devices while driving.
- All passengers must wear seat belts at all times.
- No alcohol or drugs may be consumed or transported in the vehicle.

Personal Vehicles

The University does not recommend the use of personal vehicles for organizational travel. If, in fact, personal vehicles are used, the drivers assume all liability for themselves and all passengers in case of an accident or injury.

Rental Vehicles

The University currently holds a contract with Enterprise rentals and offers special rates. Please visit the Office of Leadership and Student Involvement for more information. Please use the guidelines above for all vehicular travel.

SECTION 3: EVENT PLANNING

NOTE: Due to COVID-19, building/facility capacity limits, group gatherings and events are restricted based on directives from the CDC, VDH and the University. Specific guidelines for each “Opening Phase” may be found in the SEES COVID-19 Engagement document.

Many organizations find logistics to be the most difficult and frustrating part of programming. They have a great idea for a program, but they are unaware of the effort that is needed to make a program successful. Handling logistics doesn’t have to be difficult. To make it easier on yourself and your organization, make sure every step is planned and a schedule is kept. This section will help you do that.

ODU Identification Card

The ODU ID card is the official form of identification for the Old Dominion University community. Please carry with you at all times as well as to events hosted on campus. IDs may be verified at some events.

Funding and University Financial Support

Out-of-class student activities complement the University primary educational mission while adding substantial value and breadth to a student’s educational experience. As members of student organizations, students develop leadership skills, experientially learn about organizational dynamics, and contribute to the University and surrounding community through their programs and projects. Regardless of whether they receive university financial support, student organizations are solely responsible for their financial obligations. The University will not be liable for debts or contracts made by them. Any obligation incurred by a student organization with a local merchant or others must be incurred in good faith and with the knowledge that the organization will be able to pay such obligation promptly. Under no circumstances may the organization use the name of the University in securing credit. The organization's sole responsibility for its obligations must be made clear to the creditor.

The president shall develop and publish specific guidelines and procedures for the provision of University financial support to student organizations in accordance with this policy.

Before an organization begins to develop a timeline for implementing a program, a budget should be drafted. If your organization does not have the capability of funding the program you are considering, you could propose to co-sponsor the event with another group on campus. Once a budget is developed, it should be followed closely. The worst situation that could be encountered would be to run out of funding a few weeks before an event.

Use of SGA Funds

All management for SGA-awarded funding will be processed and managed via your Monarch Groups organization portal. In order to use the funds allocated to your organization by the Student Government, you need to submit a Budget Payment Request via the Budget tab on your organization's Monarch Groups portal. Only administrators will have access to the Treasury/Budget section. Your organization's Treasurer is required to attend a LSI Finance Session which will cover all the budgeting guidelines.

Note: Student organization spending of their SGA-awarded budget must be completed by the last day of classes; No funding shall be allocated or approved for summer meetings or events without prior approval of the SGA.

Contracts

If a program requires a band, performer, vendor, etc. that needs a contract, then go to Leadership and Student Involvement and request a Standard Contract. This contract must be used with all outside agencies being contracted for the program. Once the outside agency has signed the contract, it must be sent to Material Management at Old Dominion University to be approved. Therefore, all contracts should be submitted at least 3 weeks before the event to safeguard against processing delays. For further information, contact the Coordinator for Activities.

Equipment

Tables, chairs, and other equipment is available for you to use during your event. All requests for these items are submitted through the Event Request Form via Monarch Groups.

Food/Catering

All food orders must be placed through Aramark Dining Services (683-4691) in the Webb Center. They can also provide table cloths for your event. Visit the ODU Aramark Catering website for menus & information: <http://www.campusdish.com/en-US/CSMA/OldDominion/Catering/CateringHome.htm>

Alcohol

In order to serve alcohol at an event, you need to fill out a Student Organizations Events with Alcohol Request via Monarch Groups. The form must be submitted at least seven days prior to the event. The event must comply with the Alcohol Policies, and SGA funding cannot be used to purchase alcohol.

Space Reservation

Confirm that the space desired is available for the specific date of the program. For reservations in Webb Center, academic space, or Kaufman Mall, file an Event Space Request form via spacereservations.odu.edu.

Media Request

Please submit the Webb Center Media Request Form:

http://www.odu.edu/forms_admin/viewform.php?formid=5877

For audio and video equipment, this form must be submitted two weeks prior to the event date.

Requests submitted less than two weeks may be denied due to equipment and staff availability.

Event Planning Timeline

Here is a programming check list that can be used to make sure all aspects of your program have been addressed. It is a good way to keep all the information organized, and it saves you from wondering "Is there something I am forgetting?"

Three Months to One Month in Advance

- Prepare budget/confirm funding
- Set date and time for event

- Reserve space and equipment
- Complete all contracts
- Submit all paperwork needed for event (space reservation forms, alcohol forms, catering request forms, etc.)
- Develop publicity strategy and timeline (it is never too early to publicize)
- If applicable, send out invitations

One Month to Two Weeks in Advance

- Confirm all contracts
- Confirm all room and equipment reservations
- Submit catering request forms
- Begin an initial publicity push
- Request security for event if applicable (contact LSI)

Two Weeks in Advance

- Begin heavy publicity push (flyers, banners, table tents, etc.)
- Send a representative to other student organizations to publicize event

One Week in Advance

- Pick up payment for speakers, performers, etc.
- Advertise more
- Reconfirm everything

After Event

- Evaluate program/event
- Write thank-yous to each person or department who assisted you

PUBLICIZING EVENTS

The following is a list of suggestions and options available for publicizing your recognized student organization's events. It is by no means a complete list but may help spark your event planning process.

- Flyers - academic buildings, Webb Center bulletin boards, and residence halls. (All flyers and posters must conform to campus sign policies. For example, the Office of Leadership & Student Involvement must first stamp the Webb Center postings.) No materials shall be posted on trees, vehicles, windows, walls, doors or glass panels either inside or outside University buildings. Contact Housing and Residence Life for policies related to flyer distribution in the halls.
- Radio - provide radio stations with information about upcoming events and public service announcements. Contact WODU (683-3441), Old Dominion University's campus radio station for details.
- Mace & Crown - ODU's campus newspaper is published quarterly and can be a great way to reach all the students on campus. Their office is in the U-Center Room, 1051.
- Announce the event in your classes. (Ask for your instructor's approval before announcing an event in class. Most instructors will be more than willing to allow you to do this.)

- Axis TV Ads - To post a slide on Axis TV (aired in Webb Center), e-mail one PowerPoint slide to

- axistv@odu.edu. No white backgrounds please, and be sure to include all relevant information on the slide including a contact phone number or e-mail.
- Chalking - Registered student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form via Monarch Groups and must comply with the Chalking guidelines.

Webb Bulletin Boards Posting Policy

Bulletin boards are provided for the posting of signs, papers, posters, advertisements, etc. and are subject to the following regulations:

- The Office of Leadership & Student Involvement must approve all postings. There are 4 general use bulletin boards, and all others are for specific office use only.
- All postings (including postings for student organizations) must have a contact/organization name and phone number/email.
- There will be only one "for sale" posting authorized and it is to go on the for sale section of the designated "for sale" bulletin board only. On the same board may be posted "for rent," however, you may post additional "for rent" postings on the other boards.
- The maximum approval time for print advertising to hang in Webb Center is 14 days. If the event is only a few days away, do not post beyond the date of the event.
- Flyers may not exceed 11" x 17" and must be hung on a bulletin board. Posters/signs may not exceed 6' x 3' for events.
- Posters can also be hung throughout Webb Center. Designated areas for posters to be hung include across from Subway, on the wall by WODU, and in North Cafeteria. Personal announcements (such as birthdays, congratulations, and other personal announcements) may be hung up for one day in North Cafeteria. Non-event announcements must be from an organization, not an individual. For non-events, signs may not exceed 3' x 3'.
- Advertisements can make no reference to alcohol beverages or their availability. Beverage prices cannot be included. In compliance with the university alcohol guidelines, publicity for the event must list identification (i.e. driver's license, ODU ID, etc.) required to attend the function.
 - All individuals and organizations posting notices are expected to design and display their materials in a manner respectful of the diverse beliefs, opinions and attitudes that exist in an institution of higher learning. Posted items must be educational or informative in nature. Items advocating any infraction of the law, ordinance or official university regulation may not be displayed and are subject to removal by the Vice President of Student Engagement and Enrollment Services or an authorized representative.
 - If you are unsure about whether or not to approve a flyer please contact studentinvolvement@odu.edu before approving.
 - Once flyers are approved by LSI, they can be left with the desk staff to be hung up at the end of the day. Posters shall be hung by the sponsor after being approved by the Office of Leadership & Student Involvement. Staff hang up flyers as part of closing procedures each day. At 10am each day, the arriving staff member goes around Webb Center to check for expired flyers & posters and removes them accordingly.

- Organizations with office space in the Webb Center must also adhere to Policy 3200 which prohibits affixing items to doors, entrances, and windows.

Donation Drive Policy for Webb Center

- Only one type of drive is allowed during an allotted time period (i.e. two food drives can not occur at the same time) and a maximum of two drives total are allowed at the same time. Drives can be held for a maximum of three weeks.
- Only bins supplied by the Center for Service & Civic Engagement (CSCE) should be used (max.
 - 2). Any other bins/boxes will be removed and thrown away by Housekeeping. CSCE bins may not be removed from the Webb Center.
- Bins shall be placed in the requested and approved locations. The requestor must supply flyers to post on the bins that list: their name, the name of the drive (if any), the items being collected, the start and end dates of the drive, and the agency receiving donations.
- Bins must be checked daily and be emptied of trash or debris that is not part of the drive. The bins can hold drive items (clothes, food, etc) for the duration of the drive as long as the bin is not overflowing.
- All donated items must be removed from the bins and the bins must be returned to the CSCE within 24 hours of the end of the drive. All items not collected within 48 hours will be donated to the charity of the CSCE's choosing.
- Failure to follow any of these policies will result in the sponsoring organization/department losing privileges to hold drives in the Webb Center for two academic years.
- These policies and this form apply only to donation drives held in the Webb Center. Approval to hold a drive in other areas of the campus (academic or residential buildings) must be obtained from the corresponding office.

SECTION 4: ADDITIONAL POLICIES AND BEHAVIORAL GUIDELINES

DOMINION ROCK

Est. 2017 - Old Dominion University. On April 14, 2016 – after several hours of searching, debating, and deliberating, it was decided by members of the ODU Student Government Association, with the assistance of Red, the excavator operator, that "Dominion Rock" would be - **The Official PRIDE Rock of Old Dominion University**. Dominion Rock's purpose will be forever defined as the Rock of PRIDE for past, present and future Monarchs. Dominion Rock, at 10 tons and 180 million years old, will be the tradition of all traditions at ODU, meaning it will hold a different meaning for every Monarch, be it a group of friends that met their Freshman year and decides to paint the rock every year on the anniversary of their friendship, or a Greek Lettered organization that paints the rock every year on their founder's day, Dominion Rock will be every Monarch's PRIDE. Dominion Rock will be revealed on Thursday, January 26, 2017 during the Spring Involvement fair as SGA becomes the first group to paint the PRIDE Rock.

The guidelines for use of the PRIDE Rock should be as follows:

- All ODU Students and student organizations have full access to the PRIDE Rock at any time.

- The PRIDE Rock cannot be reserved and can be painted at any time. There is no limit to the number of times a student or student organization can paint the PRIDE Rock.

- Any messages or words that are deemed derogatory as well as any profane words or messages will not be permitted.
- Student Government Association reserves the right to paint over or remove any derogatory words or images.
- All students and student organizations must supply their own paint and supplies, and clean up after painting.
- Only the PRIDE Rock is to be painted. Do not use paint on the buildings, sidewalks, trees, etc. If there are any signs of paint damage to these areas, the organization/individual may be held financially responsible for the cleanup and repair of the site.
- No alcohol or controlled substance(s) are permitted at PRIDE Rock painting.
- No horseplay around or climbing on the PRIDE Rock.
- All ODU Student Code of Conduct Policies must be followed.

ODU Student Organization Gambling Policy

As stated in the Virginia Code 18.2-325: "Illegal gambling" means the making, placing or receipt, of any bet or wager in this Commonwealth of money or other thing of value, made in exchange for a chance to win a prize, stake or other consideration or thing of value, dependent upon the result of any game, contest or any other event the outcome of which is uncertain or a matter of chance, whether such game, contest or event, occurs or is to occur inside or outside the limits of this Commonwealth. Nothing in this article shall apply to any bingo game, instant bingo, raffle, or duck race conducted solely by organizations as defined in § 18.2-340.16 which have received a permit as set forth in § 18.2-340.25, or which are exempt from the permit requirement under § 18.2-340.23.

Therefore,

- Poker, Card Games, or other casino-type games that have a cash entry are illegal and not permitted to be conducted on campus. Casino nights can absolutely not be used as fundraisers.
- Casino Nights, Poker, Card Games or other casino-type games can be played on campus and hosted by student organizations only if there is no money charged the player to buy-in, donate, stake, etc.
- The only games of chance allowed to charge a fee of participants are raffles, bingo, and duck races (as long as proceeds are less than \$25,000). A fundraising form must be filled out by the Student Organization and approved by LSI.

FUNDRAISING

- Leadership and Student Involvement must approve all fundraising. Approval must be obtained by completing the Fundraising Approval Request via Monarch Groups at least one week in advance of the event.
- Food may not be sold on campus under any circumstances. Contact Dining Services at 683-4691 for more information.
- The organizations must have their name on all advertising, including advertising at the site of the event, on the registration form and all raffle tickets.

EMERGENCY PROCEDURES

On-Campus Emergencies

When necessary, call the Old Dominion University Police for assistance with any emergency. Please follow the procedures listed below:

- Pick up a red emergency phone or call 3-4000 from any on-campus phone. When calling from an off-campus phone, dial 757-683-4000. (You may also dial 911 to reach an emergency dispatcher)
- Inform the police dispatcher of the building from which you are calling. To the best of your ability, explain the type of injury involved, and indicate if an ambulance is needed.
- Upon arrival, the Old Dominion University police officer will decide what to do with the injured participant. When necessary, the officer will transport the injured participant to the hospital.
- NOTE: All expenses incurred for treatment at the hospital and transportation to the hospital, are the responsibility of the injured participant.
- Notify Leadership and Student Involvement for all emergencies involving student organizations.

Off-Campus Emergencies

If an emergency occurs at an off-campus event or conference, you should follow the following procedures:

- Call 911 if necessary.
- If it is deemed necessary to have an injured participant seen and/or treated by a physician, they must be transported to the closest hospital Emergency Room by a qualified service (e.g. police or ambulance service).
- Rely upon the recommendation of the attending physician as to whether the injured Old Dominion University student should be transported back to campus, and what accommodations for travel should be used.
- NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant.
- Notify the Office of Leadership and Student Involvement of all emergencies immediately.

HAZING

I. Statement On Hazing

It is the responsibility for all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity. "Hazing" is an unproductive and hazardous custom that has no place in our university life, either on or off campus.

II. Virginia Hazing Law

Section 18.2-56 of the Code of Virginia provides the following:

"It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university. It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the

institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

III. Description And Examples Of Hazing

- A. Hazing refers to any action taken or situation created, intentionally, whether on or off campus to produce mental or physical discomfort, embarrassment, harassment or ridicule. Consent to hazing is never a defense to a violation of this policy and allowing yourself to be hazed is also a violation of this policy.
- B. Examples of Hazing include, but not be limited to forcing, requiring, or expecting pledges, associate members, prospective members, new or members, or members of university organizations to participate in any of the following actions or activities:
 1. Requiring persons to consume alcohol or drugs, liquid, food, or other substance;
 2. All forms of physical activity which are used to harass or which are not part of an organized athletic or ROTC/military context and not specifically directed toward constructive work;
 3. Nudity;
 4. Requiring exposure to uncomfortable elements or any strong odor that could make an individual feel ill or uncomfortable;
 5. Intentionally or recklessly requiring that a person do or submit to any act that will alter physical appearance (e.g., branding; tattooing; using makeup, paint, or markers on a person; or shaving the head or body);
 6. Forcing, coercing, someone to wear apparel that is conspicuous and not within community norms or which are not part of an organized athletic or ROTC/military context;
 7. Carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
 8. Requiring activities that disrupt a person's normal schedule. A normal schedule includes the opportunity for sufficient eating and rest, course requirements (class, labs, practicums, and internships), time required for study outside of scheduled class hours, and reasonable time for personal hygiene;
 9. Timed quests, treasure hunts, or scavenger hunts, or any activity which requires members to search for various items around a location in a specified amount of time;
 10. Hitting or pretending to hit an individual; paddling in any form;

11. Misuse, theft, damage, or destruction of property;

12. Spray painting or pelting with any substance;
13. Verbal Harassment
14. Any violation of the Code of Student Conduct such as threatening, physical restraint or abuse (being held down, tied up, taped), kidnapping, transporting, or abandoning a person;
15. Any violation of the University's Discrimination Policy such as sexual violence, targeting on the basis of their actual or perceived race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, political affiliation, marital status, disability, or other legally protected status.
16. Interrogating individuals in an intimidating or threatening manner;
17. Requiring a person to perform acts of servitude or perform personal errands for others;
18. Deceiving new members prior to their gaining membership in an attempt to convince them that they will not be initiated or will be hurt;
19. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose;
20. Binding or restricting any persons arms or legs that would prohibit them from moving on their own;
21. Engaging in activity that compels an individual or group to remain in a certain place or transporting anyone without their knowledgeable consent (e.g., taking a person on a road trip to an unknown destination, or kidnapping);
22. Requiring a pledge or associate period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements.

IV.

Sanctions For Violations

Organizations found in violation of this policy and/or Virginia Law may face sanctions ranging from a warning to a loss of status as recognized student organization. Individuals found to be in violation of this policy may face sanction ranging from a warning to a dismissal.

STUDENT ORGANIZATION INTERIM SUSPENSION

POLICY *Policy Statement*

Student Organizations engage in purposeful activities that promote common interests among members and the development of interpersonally and intellectually engaged students. These organizations exist to serve the widely varied interests of students, provide educational experiences for members, and significantly add to the vibrancy of campus life. It is the responsibility of all student organizations to operate in accordance with applicable University policies and to avoid conduct sanctioned by the Code of Student Conduct.

The interim suspension policy is limited to addressing egregious conduct posing severe harm to an individual, organization and/or third-parties. An interim suspension shall be imposed as reasonably deemed necessary to ensure the health or safety of members of the University community or to University property. An interim suspension shall also be imposed where there is reasonable cause to conclude an organization's continued activities would substantially impede or obstruct the educational process. An organization receiving an interim suspension is no longer eligible to receive benefits normally afforded to student organizations including but not limited to the ability to utilize University facilities or funds to support any student organization related activity.

An interim suspension will not be invoked merely because a student organization has been accused of violating one or more University policies. In such cases, the University shall follow the procedures outlined in the *Student Disciplinary Policies and Procedures* for addressing alleged student organization misconduct. Furthermore, an interim suspension shall not be regarded as a necessary precursor to or a substitute for any inquiry or investigation that would otherwise follow allegations of misconduct on the part of the organization.

A student organization that violates any condition imposed via the interim suspension policy will be regarded as a separate and independent violation of the Code of Student Conduct, irrespective of the final outcome regarding the original facts underlying the imposition of an interim suspension.

Procedure

In the judgment of the Vice President for Student Engagement, upon receipt of information that is sufficiently serious as to consider invoking this policy, the Dean will consider the following factors before determining the suitability of imposing an interim suspension:

- Whether the alleged misconduct can reasonably be associated with the organization;
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence or activities of the student organization pose a substantial and immediate threat to the health or safety of the University or to the stability and continuance of normal University functions; and
- Whether lesser actions, short of placing the student organization on interim suspension, can sufficiently address the Assistant VP of Engagement's concerns regarding the organization's continued presence and/or activities.

If after consideration of these factors, the Assistant VP of Engagement determines an interim suspension is not appropriate, the Assistant VP of Engagement will impose any reasonable restrictions and/or refer the matter to Student Conduct and Academic Integrity (and/or any other responsible source) for final disposition.

If the Assistant VP of Engagement determines an interim suspension is warranted, the student organization will be placed on interim suspension. The interim suspension will remain in effect until the final disposition of the matter, through Student Conduct and Academic Integrity, and/or any other responsible source.

Any student organization suspended on an interim basis in accordance with this policy shall have the opportunity to appeal the interim suspension to the Vice President for Student Engagement & Enrollment Services, or designee. Any request for appeal must be received by the Vice President within five (5) business days of the interim suspension being imposed. The Vice President, or designee, may request to meet with the organization or may base his/her decision on a review of the record. The decision of the Vice President, or designee, is final.

ALCOHOL AND SUBSTANCE ABUSE POLICIES AND PROCEDURES

Policy Governing Permissible Student Events At Which Alcohol Is Served

Student organizations that sponsor on-campus events where alcohol is served must be in compliance with the regulations of the Virginia Alcoholic Beverage Control Act (VABCA) and the regulations of the

Virginia Alcoholic Beverage Control Board. Individuals must be at least 21 years of age to purchase, possess, or consume alcoholic beverages.

Drinking in public (other than at licensed, outdoor areas) and being intoxicated in public are violations of the Beverage Control Act.

A. Rules Governing the Permitted Use of Alcoholic Beverages

Student organizations sponsoring events where alcoholic beverages are present are responsible for complying with all University rules and regulations as well as state and federal law governing the use and/or possession of alcoholic beverages.

The term “student organizations” includes any officially-recognized student organization, recreation club sport, and any other group or entity that has student membership. An organization need not officially endorse an event for the event to be considered “sponsored” by the organization. The issue of sponsorship will be determined by examining the facts of each particular case and their relationship to the organization or entity in question using a reasonableness standard.

Additionally:

1. Alcoholic beverages may not be purchased by recognized student organizations with organizational funds or slush funds collected from organization members and/or guests.
2. Non-alcoholic beverages, including water, and food items must be available at the same place as the alcoholic beverages and readily accessible as long as the alcoholic beverages are available. These non-alcoholic beverages must be featured as prominently as the alcoholic beverages and must be available at no cost to members and guests.
3. At any activity involving the consumption of alcoholic beverages, all persons must have proof of age on their person at all times. Organizations sponsoring events with alcohol are responsible for ensuring all attendees possess or consume alcoholic beverages in compliance with University, local, state and federal guidelines.
4. The Vice President for SEES or his/her designee will determine if security guards will be required for an event.
5. Advertisements for functions at which alcoholic beverages are available may not mention alcoholic beverages or use terms or illustrations descriptive of alcoholic beverages. Exceptions may be granted by the Vice President of SEES or his/her designee. Alcohol will not be used as an inducement to participate in a campus event. (Note: Greek organizations covered by F.I.P.G. policies, or similar policies are not permitted to advertise any functions/events at which alcoholic beverages are available.)
6. Alcohol may not be served at open parties unless pre-approved by the Vice President of SEES or his/her designee. Open parties are defined as activities where the general community (University or otherwise) is invited and/or able to attend. This classification of a party, as well as approval for an event which is the exception to the categories listed in this document, will be determined by the Vice President of SEES or his/her designee.
7. No alcoholic beverages will be permitted at organizational membership recruitment functions, or any new member/pledge/novice member event.
8. No event shall include any form of alcohol abuse (such as drinking contests or use of “beer bongs” or funnels) in its activities or promotions.
9. Alcohol will not be permitted as awards to individuals, students, or campus organizations.

10. Consumption of alcoholic beverages in University facilities or on University property will be permitted only within the approved area designated for the event.

11. Any event on University property containing alcohol must be served and managed by Aramark Catering.
12. Members and guests who appear noticeably intoxicated will not be admitted into the function.
13. Each organization must have at least fifty percent (50%) of its total membership TIPS (Training for Intervention Procedures for Servers of Alcohol) trained monitoring each entrance and exit of the function.
14. Events must be cash sales only for all alcoholic beverages, collected by Aramark Catering, during the function.
15. Aramark Catering shall collect all remaining alcohol at the end of the function. No excess alcohol, opened or unopened, shall be given away or sold.
16. The sponsoring student organization must agree in writing, prior to the event that no alcoholic beverages beyond those supplied by Aramark Catering will be brought to the event at any time.

B. Sanctions

Failure to comply with this policy may result in one or more of the following sanctions:

1. Immediate termination of the function,
2. Revocation of privileges to host future functions.
3. Immediate loss of student organization recognition, and /or
4. A referral to the Office of Student Conduct and Academic Integrity for alleged violations of the *Code of Student Conduct*.

C. Procedures

The following procedures should be followed when planning an event at which alcohol is to be served:

1. On-campus functions at which alcohol is available and which are sponsored by student organizations must be approved by the Vice President of SEES or his/her designee at least seven business days prior to the event.
2. Organizations seeking to host an on-campus event with alcohol should contact Aramark Catering and complete all necessary catering request form(s). A copy of the catering request form(s) must accompany the Alcohol Registration Form.
3. The Student Organizations Events with Alcohol Request form should be completed and submitted via Monarch Groups.
4. Any changes to the information submitted on the registration form should be reported to LSI no later than three business days prior to the scheduled event.

SECTION 5: WEBB CENTER & OUTDOOR SPACE SCHEDULING POLICY

NOTE: Due to COVID-19 the hours, availability and capacity limits of the university facilities may be adjusted. Please contact the LSI Scheduling for information on specific facilities.

Statement: Webb Center facilities are available for reservations during the following times:

Spring and Fall Semesters: Monday-Sunday 7a.m. until 11:30p.m.

*Facilities not available for programming by student organizations from the first day of finals through the last day of finals.

*Webb Center North Cafeteria only available for event reservations after 5pm Tuesday and Thursday and regular reservation hours Monday, Wednesday, Friday, Saturday, and Sunday.

Summer Semester: Monday-Sunday 7 a.m. until 9 p.m.

The following policies and procedures will be utilized by those organizations and individuals who wish to use Webb University Center and outdoor space.

- All space reservations for Webb Center and Outdoor space must be submitted online through Virtual EMS (<https://spacereservations.odu.edu>). The types of requests are:
 - Outdoor Event Request Webb Meeting Request Indoor Event Request Tabling Request
- All food and beverage items must be provided by Monarch Dining. Menus are available online or by calling the Catering Manager at 683-4691.
- All space reservations must have an appropriate sponsor. All space must be reserved and sponsored by either a student organization, ODU department, or campus committee organization. For student organizations: Each student organization can have up to two (2) Virtual EMS representatives who request space reservations on behalf of the organization. These two representatives must be identified through the “Virtual EMS Representatives” Form on Monarch Groups. Faculty advisors are permitted to sign only if they are one of the listed representatives.

For academic/administrative offices: Each employee at ODU is automatically designated to your department when using Virtual EMS.

In case of co-sponsorship, the non-University organization co-sponsoring the event must be listed on the space request. The co-sponsorship of an event with a non-university organization solely for the purpose of avoiding rental or maintenance fees is called “fronting” and is not appropriate.

In any case of co-sponsorship between a university and non-university group, the recognized university organization involved assumes full responsibility for compliance with the policies and procedures of accountability which it would normally assume if it was the sole sponsor of the event.

- All events must follow “Webb Center/ Outdoor Event and Meeting Guidelines and Procedures.”
- Security personnel may be required at an event. This decision will be based upon the nature of the event, when it occurs, the number of participants anticipated, and whether there is an admittance charge.
- All student organization fund-raising events must be approved by the Office of Leadership and Student Involvement. A separate procedure has been established for the requirement. All such events must be approved 48 hours in advance and the total

amount of revenue from each fundraiser must be reported to the Office of Leadership and Student Involvement within two working days following the event.

- University Scheduling reserves the right to determine which facilities are appropriate for an event and may deny a request for a specific facility on the basis of suitability. University Scheduling also reserves the right to alter the assignment for a confirmed reservation in the event of emergencies. Groups will be contacted by e-mail or phone if changes are made.
- All groups must provide at least 48 hours cancellation notice. For large events that require the use of a large proportion of Webb Center (North and Center Cafeterias or six or more rooms), there is a two-week cancellation requirement.

OUTDOOR SPACE

The following outdoor areas are available for reservations through Virtual EMS: Kaufman Mall, Whitehurst Beach, Whitehurst Field, Williamsburg Lawn, Bolling Square, Runte Quad, Perry Library/ Engineering Field, Powhatan Pavilion, Dominion House Lawn, and Brock Commons.

- Kaufman Mall - Sound amplification is restricted to Activity Hour (12:30-1:30 PM) Tuesdays and Thursdays and after 4 PM on Friday through Sunday at 10pm.
- Perry Library/ Engineering Field - No sound amplification at all allowed.
- Free Speech events or forums may occur at outside reserved areas of campus. Outside space for the purpose of free speech can be reserved by student organizations or individual students. This is the only purpose for which individual students can reserve space on campus. The content of the speech itself is not sponsored or otherwise endorsed or censored by ODU. It is solely sponsored by the student or student organization.

PRIORITY SCHEDULING

Priority Scheduling allows best use of Webb Center and outdoor space with less need for cancellations and changes. Meetings and Outdoor events can be scheduled one semester in advance and Inside Events and Conferences one year in advance. Virtual EMS will be available to book these events for student organizations and departments at these times:

Priority Scheduling Dates:

October 15 – For spring meetings, spring outdoor events, and large events into the following fall semester.

April 15 – For fall meetings, fall outdoor events, and large events into the following spring semester.

There are programs essential to the function of the University and events that are traditions at Old Dominion University. Because of the nature of such events and the need for sufficient planning time, these events may be booked up to 16 months in advance. These events include:

- Presidential Events
- Preview
- Board of Visitors Events

- Homecoming
- Commencement
- Week of Welcome
- SEES Mission Critical Events (ex: Relay for Life, Unity Fest, etc. Max of 15 per year determined by SEES programming team.)

SECTION 6: WEBB CENTER & OUTDOOR EVENT GUIDELINES AND PROCEDURES

NOTE: Due to COVID-19 the hours, availability and capacity limits of the university facilities may be adjusted. Please contact the LSI Scheduling for information on specific facilities.

RESERVATION PROCESS

❓ How do I make a Webb Center or Outdoor Space reservation?

All reservations must be made by the appropriate campus sponsor – please see Webb Center and Outdoor Space Scheduling Policy for more information.

Log on to the Virtual EMS website at

spacereservations.odu.edu Select one of the following

forms:

- Indoor Student Recreation Center
 - Use this form when requesting activities and facilities in the Student Recreation Center (SRC)
 - This form must be submitted by 11am, 14 days before the event date.
- Indoor Webb Event
 - Use this form to request space for basic and advance events. North Café can only be reserved through this form.
 - This form must be submitted by 12pm, 5 days before the event date.
- Webb Meeting Request
 - Use this form to request space for meetings only. These events will usually only consist of tables, chairs, a head table, and food tables.
 - This form must be submitted by 10am the day before the event (media cannot be guaranteed for requests submitted less than one week before the event date).
- Outdoor Event Request
 - Use this form to request Kaufman Mall, Whitehurst Beach, Whitehurst Field, Williamsburg Lawn, Bolling Square, Runte Quad, Perry Library/ Engineering Field, Powhatan Pavilion, and Dominion House Lawn.
 - This form must be submitted by 11am, 21 days before the event date.

- Tabling
 - Use this form when requesting tabling in North Mall, South Mall, and Kaufman Mall.
 - This form must be submitted by 10am the day before the event.
- Performance Venue Request Form
 - Use this form to request space on Brock Commons or at the Goode Theatre and University Theatre
 - Requests will be confirmed through email by the Facilities Manager.

- Who may reserve space?

Every space reservation must have an official sponsor that is affiliated with the university. A sponsor is an official ODU department/office or student organization. ODU departments and faculty use their staff MIDAS ID and password to log onto the website.

Student organizations are allowed 2 Virtual EMS Representatives. The 2 representatives can be any active members or advisors of the organization. To submit or change your 2 Virtual EMS Representatives follow this link:

<http://cglink.me/s22024>

For Free Speech purposes, individual students are allowed to reserve outdoor space. This right for individual students only applies to outside space for Free Speech purposes. Please fill out the Monarch Groups form : <http://cglink.me/s22989>

- When can I reserve space?

- You can reserve space anytime as long as you meet the needed times for each space (see above in How Do I Reserve Space section).
- There is a calendar for advanced scheduling dates for meetings and complex events. Meetings can be booked up to one semester in advance and events up to one year. See below for exact dates.
 - Advanced Scheduling
 - April 15th - Starting date to make meeting requests for meetings taking place through December and complex events taking place through the following spring semester.
 - October 15th - Starting date to make meeting requests for meetings taking place through April and complex events taking place through the following fall semester.

- Hours of operation?

- For Webb Center: Spring and Fall Semesters: Monday-Sunday 7 a.m. until 11:30 p.m.
 - *Facilities not available for programming by student organizations from the first day of finals through the last day of finals.
 - *Webb Center North Cafeteria only available for event reservations after 5pm Tuesday and Thursday and regular reservation hours Monday, Wednesday, Friday, Saturday, and Sunday.
- Summer Semester: Monday-Sunday 7 a.m. until 10 p.m.
- Webb Center will be closed for certain national holidays and university closings.

- What can I reserve space for?
Meetings

- Meetings are defined as simple gatherings of individuals for the purpose of conducting general business.
- Sponsors are responsible for the general behavior and activities of persons leading and attending meetings. Sponsors should be aware of other meetings or events

- occurring in the facility and ensure their activities do not infringe upon other meetings or events.
 - The usual set up for a meeting will consist of tables, chairs, and basic catering needs.
 - Reservations for meetings may be made up to 10am the day before the meeting through the Virtual EMS system with no media required. If media requested, meeting reservations must be made 5 days in advance.
 - Rooms for the purposes of academics classes cannot be reserved in Webb Center.
- Indoor Events
- Indoor events are defined as events outside the scope of a meeting. They usually are identified as a “program”
 - Sponsors are responsible for the general behavior and activities of persons leading and attending events. Sponsors should be aware of other meetings or events occurring in the facility and ensure their activities do not infringe upon other meetings or events.
 - Set-up for Indoor Events can vary, depending on needs
 - Reservations can be made by noon up to five (5) business days in advance but must include ALL set-up information.
 - These types of events can be trainings, retreats, speakers, etc.
- Indoor Complex Events
- Events categorized as “complex” are required to meet with the Scheduling staff to ensure all aspects of the event are planned and coordinated to meet all applicable University guidelines, procedures and policies.
 - Sponsors are responsible for the general behavior and activities of persons leading and attending events. Sponsors should be aware of other meetings or events occurring in the facility and ensure their activities do not infringe upon other meetings or events.
 - Reservations must be made 21 days in advance.
 - An event will be defined as “complex” at the discretion of LSI scheduling staff when the event includes two or more of the following items:
 - Space Used is North and/or Center Cafeteria and Kaufman Mall
 - Attendance (expected or historical) set at 250 or above
 - Tickets (paid or free)
 - Contracted Services (performance contract, etc.)
 - Advance Audio Visual Support
 - Complex Room Set-Up
 - Open Floor Room Set-Up

- More than two room reservations (i.e. Conferences)
 - Alcohol will be served at the event
 - Off campus guests or VIP's invited
-
- What set ups can my space have?

See below chart for all the rooms in Webb Center and their capacities depending on room set-up

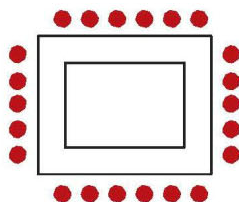
Webb Center Rooms Capacities

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Room	Dimensions	Banquet	Auditorium	Classroom	U-Shape	Square	Conference	Clear Room
SGA Senate Chambers		x	36	x	22	22	22	x
Cape Charles	21' x 40'	24	80	32	29	36	30	97
Cape Charles-Isle of Wight	21' x 80'	64	165	68	69	76	30	148
Chesapeake	21' x 40'	24	80	32	29	32	30	105
Chesapeake-Portsmouth	21' x 72'	64	160	68	61	68	30	151
Chesapeake-Portsmouth-Virginia Beach	21' x 91'	96	220	112	81	88	30	223
Executive Dining Room	37' x 38'	50	50	37	24	30	24	94
Hampton	38' x 33'	48	94	48	35	42	26	125
Hampton-Newport News	38' x 66'	80	246	120	52	80	30	251
Isle of Wight	21' x 40'	16	50	16	19	26	30	84
James River	23' x 22'	16	15	14	11	24	18	63
James-Lynnhaven	23' x 38'	40	55	34	33	38	30	109
Lynnhaven River	23' x 16'	8	20	6	19	24	10	46
Lynnhaven-York	23' x 32'	24	27	22	14	22	26	92
Mane Hub Conference Room		x	x	x	x	x	10	x
Newport News	38' x 33'	32	78	44	35	42	26	125
Norfolk	23'40	24	x	x	x	x	x	x
North Cafeteria	70' x 65'	192	408	x	x	x	x	569
North/Center Cafeteria	70' x 100'	368	668	x	x	x	x	875
Portsmouth	21' x 32'	16	50	24	23	30	20	67
Potomac River	23' x 22'	16	15	14	11	24	18	63
Potomac-York	23' x 38'	40	55	34	33	38	30	109
Potomac-York-Lynnhaven	23' x 54'	64	100	61	47	52	30	124
Rabbi Reich	15' x 23'	14	x	x	x	x	14	x
River Rooms (Potomac-York-Lynnhaven-James)	23' x 76'	88	155	79	75	80	30	175
Suffolk	28' x 21'	x	x	x	x	x	16	x
U-Center Conference Room		x	x	x	x	x	10	x
Virginia Beach	21' x 19'	8	20	8	11	18	8	46
Virginia Beach-Portsmouth	21' x 51'	48	110	56	48	40	30	139
Virginia Rice Webb	20' x 34'	24	50	24	19	24	24	45
Williamsburg	16' x 23'	x	x	33	x	x	x	x
York River	23' x 16'	8	20	6	19	24	10	46

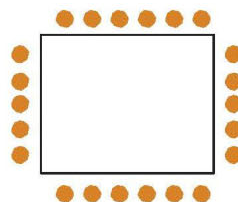
What are my room set up options? (See photo)

The Senate Chambers, Norfolk, Williamsburg, and Mane Hub/U Center Conference rooms are “as is” spaces, meaning the room set up cannot be changed.



Square Style

Conference tables placed in a square or rectangular outline with open space in the middle. Great for medium or larger group meetings.

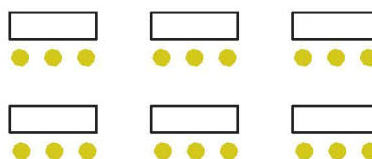


Conference Style

Conference tables placed in a square or rectangular shape with the middle filled in. Ideal for small groups or project meetings.

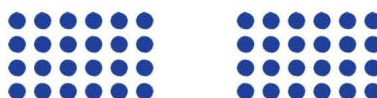
Classroom Style

Rows of tables with 2-3 chairs at each one, with tables arranged to face the front of the room. Most desirable for groups who will be listening while taking notes or working on an activity.



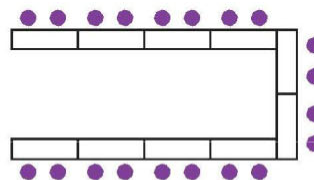
Auditorium Style

Rows of chairs facing the front of the room, usually divided by center and/or side aisles. Appropriate for lectures or larger groups that do not require extensive note-taking.



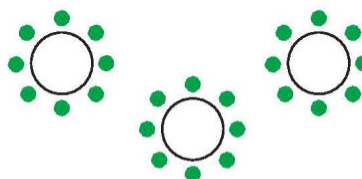
U-Shape

U shaped table set up with chairs on outside perimeter. Perfect for presentations that include group discussions, note-taking or handouts.



Banquet Style

Round tables with 8 chairs. Perfect for served meals and/or conference sessions with small breakout or discussion groups.



- What do the different statuses mean on my confirmation?
 - Confirmed: the meeting request has been submitted, approved, and final
 - Confirmed- Pending Meeting: the space is available for use and held for the group, however the request is determined to be a “complex event.” In order move the reservation to final approval (confirmed), the event sponsor must meet with Scheduling office at least three (3) weeks in advance to the event to finalize details.

Confirmed – Pending Set-UP : the space is available for use and held for the group, however the request did not state specific enough information in regards to set up and more conversation about the space set up is needed. You can provide a diagram for our use or contact the office to talk through how you would like the room to look.

Tentative: Scheduling is unclear what your event entails/not enough details were given in the description. Once the event host and Scheduling Office speak then the status can be changed.

Denied: The event is not approved to proceed and space is denied to use. The reasons for this can include the space is not available or the event does not follow University, Webb Center, or LSI Scheduling policy. The request could also have been denied for early submission. If you have submitted before the appropriate advanced scheduling deadlines, you will receive a denied email with the date that you can resubmit your request.

OTHER SPACES FOR USE BY STUDENT ORGANIZATIONS

NOTE: Due to COVID-19 the hours, availability and capacity limits of the university facilities may be adjusted. Please contact the LSI Scheduling for information on specific facilities.

There are times when student organizations want to use other spaces around campuses besides Webb Center and Outdoor space. Here are the other spaces and how to reserve them:

- Academic Space
 - Submit academic space form to reserve an academic classroom:
 - The request goes through LSI Scheduling to confirm registered student organization. A confirmation will be sent if space is available for use.
- Broderick Dining Commons
 - The meeting facilities on the 2nd floor of the Kate and John R. Broderick Dining Commons were constructed as new meeting space for the Old Dominion University Board of Visitors. The meeting facilities in the northwest wing of Webb University Center are still available for use by the campus community; however, on certain occasions, the meeting facilities in the Broderick Dining Commons may be used by other University groups, under the following conditions:
 - Only the Dining Room (2201) and Committee Rooms A (2203) and B (2205) may be scheduled for appropriate events
 - The furniture in these rooms may not be reconfigured
 - Board of Visitors events and those sponsored by the President's Office and President's Cabinet members have priority, in that order.
 - Food is allowed only in the Dining Room and must be catered by Dining Services
 - Requests for these rooms must go through Webb Center Scheduling and must be approved in advance by the requestor's respective Vice President

- Vice President's may, at their discretion, impose further restrictions for use the facility by faculty, administrators, and students within their organizations
- Procedures:
 - Requestors must first obtain approval from their respective Vice President for use of the facility
 - Requests must be made in writing from the Vice President (via email) with the date, time, purpose of the proposed function and attendees.

- If approved, the requestor forwards the request, with the Vice President's approval) to LSI Scheduling (LSIScheduling@odu.edu) to check availability.
- If the requested space is available, LSI Scheduling confirms the reservation.
- Requestor works with LSI Scheduling on meeting logistics and submits catering requests through Dining Services' online catering system (<https://oducatering.catertrax.com>)

- Education Building

Multipurpose Room Fill out

this form to reserve:

- <https://www.odu.edu/education/about/building#.WSMYvBMrKov>
- This room has NO tables and chairs in the room. A work order must be done to have a room set-up. LSI Scheduling will do the work order for any student organization that has the space. We must have at least TWO (2) weeks' notice to do the work order. No exceptions. We must receive the conformation of the booked space before we can submit the work order for the event. There will be a fee by facilities for the set-up work order to be paid by sponsoring organization.

- Senate Chambers in Webb Center

- The BOV Room can be used by student organizations for meetings.
 - This room is As-Is set-up only.
 - SGA has priority and needs to give LSI dates by May 15th for the entire next academic year.
- No food or drink is allowed in this room. No catered events.

- Any other spaces – please visit LSI Scheduling for any questions about other spaces on campus.

- SPECIFIC EVENT GUIDELINES

- Alcohol

- Student organizations requesting alcohol at any event must follow the policy governing permissible student events at which alcohol is served (in student organization handbook).
- In order to serve alcohol at an event, you need to fill out a Student Organizations Events with Alcohol Request via Monarch Groups. The form must be submitted at least seven days prior to the event. The event must comply with the Alcohol Policies, and SGA funding cannot be used to purchase alcohol.

- Amplified Sound

- Amplified sound can only be played inside Webb Center during Activity Hour (Tuesday/Thursday from 12:30pm-1:30pm) and after 5pm.
- Kaufman Mall - Sound amplification is restricted to Activity Hour (12:30-1:30 PM) Tuesdays and Thursdays and after 4 PM on Friday through Sunday at 10pm. Friday and Saturday nights no amplified sound after 11pm due to City of Norfolk Noise Ordinance.
- Perry Library/ Engineering Field - No sound amplification at all allowed.
- Any amplified music in public spaces MUST adhere to FCC Guidelines and be "radio" friendly versions.

- Animal Events
 - Events with animals must be sponsored by an officially recognized and licensed business or animal shelter. No events using personal animals allowed.
- Decorations
 - No helium balloons are allowed in Webb Center.
 - Only painter's tape is allowed to hang decorations on walls.
 - No decorations can be hung from the ceiling and touch the ground.
 - Open-air flames including but not limited to sky lanterns, grills (except as noted below), and
 - bonfires are not permitted on campus. Candles are permitted for outdoor events (vigils) only candles are prohibited in all University buildings.
- Dress Rehearsals/Practices
 - Student organizations frequently request space for dress rehearsals and practices for their events in the future (such as pageants, fashion shows, cultural shows, etc.). Here are protocol for those requests:
 - Each group can have one dress rehearsal in North Cafeteria in Webb Center with stage set up (no chairs) and media.
 - Practices can be in other rooms throughout the building.
- Free Speech Demonstrations

The university affirms the right to examine and discuss all questions of interest and to express opinions publicly and privately. Members of the University community should always be free to support causes by orderly means that do not disrupt the regular and essential operations of the institution. The outdoor space form can be used to reserve outside space for Free Speech purposes. While all indoor space has to be reserved by a sponsoring student organization or department, outside space for the purpose of Free Speech can be reserved and sponsored by individual students to express a viewpoint. Students or organizations sponsoring Free Speech events must be present and at the event during time reserved.

NOTE: Due to COVID-19, all demonstrations must abide by the following guidelines

 - To the greatest extent possible, participants should maintain a physical distance of 6 feet apart.
 - All attendees and participants are required to wear a face covering. Exception: children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
 - Participation is limited to members of the ODU Community (student/faculty/staff/alumni from local Hampton Roads area).
- Fundraising

- In order to host a fundraiser on campus, this form found on Monarch Groups: <http://cglink.me/s22601>. Must be completed at least one week prior to the event date.
- Inclement Weather
 - During times of inclement weather it may be necessary for the university to close facilities and curtail services.
 - When the university announces an official closure or late opening, Webb Center will remain open, however, all events will be cancelled for the time the university is closed.

- Rain Location Policy
 - If you are planning an outdoor event you are allowed to reserve an indoor space for a rain location either on the same date OR a different date, but only one.
 - Rain calls for outside space must be made by noon, the working day prior to the event.

- Information Tables and Fairs

NOTE: Due to COVID-19, all Information Tables and Fairs must abide by the following guidelines:

- **The facility set up must be configured to avoid congestion or congregation points.**
- **There must be at least six feet between tables within the fair area and outside the fair area (i.e., building entrances).**
- **Hand sanitizer stations must be set up throughout the fair area or on the info table. Speak with the office you booked your event with to discuss where to get these sanitation stations.**
- **Shared pens/pencils should not be used unless they are sanitized between each use. Consider the use of technology to secure contact information for interested individuals. Use QR codes or pre-printed contact information to distribute to attendees.**
- **Food is not allowed at individual tables.**
- **Individuals staffing tables must wear face covering while interacting face-to-face with attendees.**
- **Any giveaways or informational fliers must be laid on the table and not handed directly to attendees.**

Information Tables and Fairs are held in South Mall, Front Lobby, and North Mall in Webb Center.

- To reserve an information table you must choose your location (South Mall, Front Lobby, or North Mall) then choose a table(s). The tables are labeled A-I. When you reserve one of the lettered tables it reserves one table and 2 chairs, if you would like more than one table then reserve more than one lettered table.
- South Mall is allotted 9 tables, Front Lobby is allotted 8 tables, and North Mall is allotted 8 tables for individual information tables.
- Each table is labeled by a letter A-I. If you reserve one letter, then you are reserving one table. If you would like more than one table then reserve multiple lettered tables.

If you are planning on having a fair type of event or would like to reserve the entire South Mall, Front Lobby, or North Mall you must reserve “All of ____” (South Mall, Front Lobby, or North Mall)

- For fairs or events that use an entire mall/lobby additional tables are put into the space.

- South Mall is allotted 16 tables, Front Lobby is allotted 8 tables, and North Mall is allotted 32 tables for fairs and events that reserve all of the lobby/mall.

- Lock-Ins

Lock-ins are overnight events for student organizations to stay in one room until the next morning. There are no in and out for lock-ins and they are not to be used to just get a later closing time for event. A lock-in has a 6am out time at earliest and all reservations must include ending time. They are only allowed Friday and Saturday nights. City Rooms upstairs in Webb Center are the preferred rooms for these events.

- Lion's Den

The Lion's Den is the game room located on the first floor of Webb Center. It can be reserved for private events for \$30 per hour with a two hour minimum. Complete this form <http://cglink.me/s23101> to reserve. Payment will be made to Webb Center.

- Loading Dock of Webb Center

Webb Center Loading Dock is available to student organizations, and campus groups. The Loading Dock should be used for events and programs that have items to be loaded in and out. Arrangements to use the Loading Dock should be made at the time of the reservation with the Webb Center Director. When necessary, other arrangements to use the Loading Dock may be made with the Webb Center Director at least two (2) business days prior to the event.

- **Movie Showings**
 - Any copyrighted film (DVD, Blue-ray disc, streamed content, etc.) in any University facility, other than a private residence hall room, cannot be shown unless a public performance license to show the film is obtained or special permission from the owner of the copyright is received. This requirement is mandatory regardless whether or not an admittance fee is charged. See Event Management Website (<https://www.odu.edu/event-management/policies/#tab210=1>) for more information on the Film Policy and how to obtain a license.

- **Outdoor Event Clean-Up**
 - Clean-up by Facilities Management will be assigned to an event if there is food at the event or if more than 50 people are anticipated to attend the event. Trash cans will be assigned at a ratio of one can per fifty people. Departments will be required to pay for these services.
 - Student Organization events with over 250 people will be required to pay for the additional services; the University will pay the costs up to 250 people. See costs for clean-up in number XVII Outdoor Event Costs.
 - **The scheduling department and/or Dean of Students may, in his or her sole discretion, require a greater number of event clean-up resources than stated above.

- **Outdoor Event Tables and Chairs**
 - Sponsoring departments or organization may want tables and chairs for their outside events. These can be acquired in this way:
 - Kaufman Mall - has 10 tables and 45 chairs for use free of charge. Anything above that will need to be ordered from facilities and sponsoring group charged for those expenses. Work orders for tables and chairs have to be done at least one week in advance, no exceptions.
 - Any other outside space - Student organizations are permitted up to 5 tables and 10 chairs at no cost for outdoor events. Additional tables and chairs will result in a cost to the Student Organization. University departments and private events are responsible for the full cost of tables, chairs, and delivery.

- **Outdoor Event Costs**
 - There are costs associated with certain items for outside events. Here is a list of the items and costs associated with them:

ITEM	COST	NOTES
Permits	\$150 per item	

inspection	\$400 per device	
Tables	\$50	

Chairs	\$50	
Recycling Bins	No Charge	
Set Up/ Take down outside stage	\$95	
Flood Lights	\$100 per flood Light	
Pipe and Drape Set up and Take Down	\$50 each	
Electrician	\$27/hour during routine hours, \$40/hour during overtime	Routine hours are M-F 7AM-3:30PM
Generator	\$25 per event, per generator for small generator, \$50 per event, per generator for large generator	Large generator is 6kw, small generator is 1-2kw
Hang/ Take down a Banner	\$30 each	
Trash Cans	No cost for cans to be rented. \$0.50 per trash bag	2 bag minimum per can
Event Clean Up	\$20/hour/person	2 hour minimum outside of M-F 7AM-3:30PM
Irrigation Turned Off	\$20/hour	Usually will not exceed 1 hour
Tarp for Event	\$20 per 12x16 general purpose tarp	TBD if needs exceed this
Mark Irrigation	\$20/hour/person	Minimum 2 hours. Subject to contractor pricing if in house staff unavailable

- Scavenger Hunts
 - Scavenger hunts are not permitted as a timed event and are not permitted as an event that has a prize.
- Sunday Meeting space

- Sundays are used frequently for student organizations meetings. The only buildings open and available for Sunday meeting space on campus are Webb Center, BAL, MGB, and the Cave.
- Table Covers
 - If you are having food at your event and want table cloths (meetings, events, etc.), you must request table cloths through Monarch Catering on your Catertrax order.
 - If you are not having food at your event but want table clothes, Webb Center has certain amount of table covers that can be used for events. Please reserve through EMS scheduling and quantities are limited.
- Tent, Stage, Amusement (Rides/Inflatables), and Other Event Support Services
 - Event tents, staging and amusements require a permit for use, therefore event reservations must be submitted at least four weeks prior to the event date. Completed requests will be evaluated by Facilities Management to determine whether a Commonwealth permit is required, suitability of item for the intended area and/or levels and type of support necessary to ensure the success of the event. More information is available at [Permit Requirements](#)
- Vigils
 - Candlelight Vigils can be sponsored by any student organization. Space must be reserved but normal reservation timeframe requirements are not necessary. LSI can support vigils by providing candles and lighters.
 - Due to COVID-19, all vigils must abide by the following guidelines:
 - To the greatest extent possible, participants should maintain a physical distance of 6 feet apart.
 - All attendees and participants are required to wear a face covering. Exception: children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
 - Participation is limited to members of the ODU Community (student/faculty/staff/ alumni from local Hampton Roads area).

NIGHT PARTY/DANCE EVENTS

- Student Organization Night Party Events

Night Party Events are social events hosted by student organizations that include Webb Jams, Nighttime Activity Hours, Block Parties, Dances, or other similar events. These night events typically fall into one of two categories: Free, social gatherings (Type D such as nighttime activity hours) and dances that serve as fundraisers (Type E such as Webb Jams).

- Student Organizations must reserve space to hold a night party event. The only space allowed for these events is North Cafeteria in Webb Center.
- Student organization must reserve the space at least 21 days in advance.
- Once space request is submitted, student organization must have a meeting with LSI Scheduling staff to fill out and sign event checklist.

General Conditions/Requirements for both Night Party Events (Nighttime Activity Hours and Webb Jams)

- LSI Scheduling determines type of event.
- Student Organization Advisor (Faculty/Staff or Chapter) must be present for all late night events.
- Student organization must have volunteers to work during the entire time of event.

- The Webb Info Desk can be used to sell tickets in advance.
- Security will be required – LSI and ODU PD to determine.
- WID Event Staff and full time staff member will be in attendance at event.
- No re-entry for any guests
- Once capacity is reached, no other guests allowed in. There will be no out/in policy (one guest leaves, and someone in line can get in).
- Ability to have up to 12 Nighttime Activity Hours/Webb Jams per academic year (6 per semester). The events are booked as first come, first served basis.
- Please see next section on specific protocol for these events.
- The University covers the security expenses for Nighttime Activity Hours. If an organization is utilizing a Webb Jam for a fundraising event then the organization is responsible for covering security expenses.

- Nighttime Activity Hours/ Block parties (TYPE D):

Nighttime Activity Hours can only occur Sunday – Thursday evenings until 11pm. Capacity is 500 for these events

These events are only hosted in the North Café, are free of charge, and may not exceed 4 hours.

Entrance will be into North Cafeteria from North Mall

The University covers the security expenses for Nighttime Activity Hours. The organization is responsible for all other expenses.

Leadership & Student Involvement will provide at a minimum one staff member per event. The organization is responsible for providing event volunteers and LSI will determine the number needed.

Free tickets for non ODU college students are distributed at the Webb Information Desk with a limit of 100 non-ODU College tickets. Non-ODU College tickets will require a name to be recorded for the event entrance list and must match the ID at the door of the event to receive entry. Tickets will stop being sold at noon the day of the event.

ODU Students must pick up a ticket at the Webb Information Desk and present the ticket at the event to receive entry to the event. No re-entry is permitted. ODU students will be swiped at the door to check currently enrolled at ODU.

Guest list of alumni will be provided by the organization(s) hosting to LSI by noon on event day and will be deducted from the 100 non-ODU College tickets available at the Webb Information Desk. Alumni tickets will be given at a “will-call” counter at the event. The number of alumni tickets requested will need to be determined before tickets go on sale at the WID.

Tickets will not be sold at the event. All tickets must be picked up by noon day of the event. Metal Detector Wandering will occur at entrance

Lights have to be partially on in room.

Organization Advisor must be present at event.

Space must be booked at least 21 days in advance of event.

There will be 6 officers in attendance to help with crowd and event control.

📄 Webb Jams (TYPE E):

Webb Jams can only occur Friday and Saturday evening until 1am and are only open to current ODU students. No re-entry is permitted.

These events are only hosted in the North Café, are a fundraiser hosted by the student organization, and may not exceed 5 hours.

Entrance will be into North Cafeteria from

North Mall Capacity is 800 for these events.

If an organization is utilizing a Webb Jam for a fundraising event (charging admission) then the organization is responsible for covering security expenses. The expenses are as follows:

Capacity	Cost to the Organization
500 or less	\$1000
600	\$1100
700	\$1300
800	\$1400

Leadership & Student Involvement will provide at a minimum one staff member per event. The organization is responsible for providing event volunteers and LSI will determine the number needed.

Metal Detector Wandering will occur at entrance Organization Advisor must be present at event.

Space must be booked at least 21 days in advance of event.

STUDENT ORGANIZATION EVENT SECURITY FOR INDOOR EVENTS

ODU PD is required at certain events for the protection of attendees and the University campus. Events are categorized based on factors including, but not limited to, the type of event, location, and potential risk. The Director Leadership and Student Involvement, or a designated staff member, will assign an event category to a proposed event after consultation with event sponsors. Once the category has been determined, the event sponsor is responsible for proper planning and adherence to these guidelines and other applicable University policy. The decision regarding the category assigned to a particular event may be appealed to the Dean of Students whose decision is final. The Director of Leadership and Student Involvement and the Dean of Students may, in his or her sole discretion, require a greater number of police officers or security guards for a particular event than is stated below.

- **Types of Events**

Type A – This type of event is a seated event and the set-up is usually banquet rounds or auditorium style. Examples of this type of event include dinners,

banquets, and award ceremonies. There is no admission charged for these types of events.

Type B – This type of event is a seated event for spectating and the set-up is usually banquet rounds or auditorium style. Examples of this type of event include speaker/ performance, pageants, and fashions shows. There can be an admission charged or no admission charged.

Type C – This type of event is a combination style event, with guests in a combination of seated or activity stations. At this event, the guests actually participate in activities. The set up usually consists of part of the room being seated, part of the room at tables doing different events. Examples of this type of event include Friday Night Lives, Service events, or events that have different activities.

Type D – This type of event is a standing/ dancing event and the set-up is usually a cleared floor. Examples of this type of event include Nighttime Activity Hours, Block Parties, and concerts. There is no admission charged. For Type D events, sponsoring organization must adhere to the Night Party/ Dance Events policies and procedures.

Type E - This type of event is a standing/ dancing event and the set-up is usually a cleared floor. Examples of this type of event include Webb Jams and concerts. There is usually an admission charged. For Type E events, sponsoring organization must adhere to the Night Party/ Dance Events policies and procedures.

Type F – This type of event is a formal dancing event, or catered dinner followed by dancing event and the set up usually includes a cleared floor. Example of this type of event is Formals or Galas for student organizations. There can be an admission charged or no admission charged. Type E events are only open to the sponsoring organization's members and their guests. Type E events must have a ratio of one ODU student organization member for each guest. The roster for student organization membership will be pulled from Monarch Groups.

- General Security Requirements
 - LSI will order officers for all events deemed necessary. Requests must go in at least two (2) weeks in advance.
 - For Type A, B, and C events – capacity under 500 participants does not require an officer. Any capacity of over 500 requires one officer.
 - LSI will pay for one officer per event.
 - For Type A, B, and C events, if an admission charge in cash is taken at the door that automatically adds one officer to the requirement.
 - If accepting electronic payments then an officer is not needed. All Type D and E events must have minimum of 6 officers.

Type F events requires 2 officers.

See below grid for security requirements:

Type of Event	Capacity	Charging Cash at Door	# of Officers	Organization Cost
A	Less than 500	No	n/a	n/a

A	Greater than 500	No	1	LSI covers cost
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A	Less than 500	Yes	1	LSI covers cost
A	Greater than 500	Yes	2	\$38/ hour for one officer
B	Less than 500	No	n/a	n/a
B	Greater than 500	No	1	LSI covers cost
B	Less than 500	Yes	1	LSI covers cost
B	Greater than 500	Yes	2	\$38/ hour for one officer
C	Less than 500	No	n/a	n/a
C	Greater than 500	No	1	LSI covers cost
C	Less than 500	Yes	1	LSI covers cost
C	Greater than 500	Yes	2	\$38/ hour for one officer
D	500	No	6	LSI covers cost
E	500 or less	Yes or No	6	\$1000
E	600	Yes or No	6	\$1100
E	700	Yes or No	7	\$1300
E	800	Yes or No	8	\$1400
F	200	Yes or No	2	\$38/ hour for one officer

OUTDOOR STUDENT ORGANIZATION EVENTS

All Guidelines applies to student organization events with the addition of the following protocols. The following protocols do not pertain to University departments.

- Brock Commons can be booked through Virtual EMS through the Performance Venue Request Form. Your confirmation will be sent through email if approved by the Facilities Manager. Fees associated will be discussed with the Facilities Manager upon booking.
- All outdoor spaces must be sponsored and reserved by student organizations or University departments. Community requests must have a campus sponsor or be approved and managed by the Office of Community Engagement. A University employee must serve as the event's point of contact for all communication regarding the event with University event services including being onsite at the event.
- The following outdoor event types must conclude by 7:00 p.m., Sunday – Saturday, for Student Organization events. University departments are permitted after 7:00 p.m. (see Event Management Protocol for further details.)
 - Festivals
 - Novelties
 - Concerts/music
 - Sporting events

Speakers/ performances

Informational tabling

Demonstrations

The following outdoor event types must conclude by noise ordinance policy:

Vigils

Outdoor movies

- Advisors are required to be at complex events. A student organization event will be defined as “complex” at the discretion of Scheduling staff when the event includes two or more of the following items:

Attendance (expected or historical) set at 100 or
above Audience includes community members
(open event) Contracted Services (performance
contract, etc.)

Advance Audio Visual Support/ Amplified Sound

Multiple work orders required (tables/ chairs, electrician, clean-up, etc)

- Outdoor Event Security (In addition to the outdoor security matrix in the Event Management Protocol)

	Student Organizations Only					
	0–49, closed event	0–49, open event	50 – 249	250 – 500	500 – 1000	+1000
Informational tabling	No security required unless deemed by the scheduling office.					
Number of Police Officers for speakers, ceremonies, sporting events, etc.	0	1	1	1	1	2
Number of Police Officers for festivals, parties, carnivals, etc.	0	1	1	2	3	4

- The University covers the expense of one Officer for a maximum time of four hours when necessary. Student Organizations are responsible for additional security expenses.
- Department events are expected to have employed ODU faculty/ staff in attendance for the duration of the event.
- Any activity that is deemed to pose serious security management concerns may not be held on campus.
- An EMT and ambulance may be required by the scheduling office for events with large attendance and/or the type of the event.

MONARCH DINING POLICIES AND PROTOCOL

- All catering, food and beverage must be provided by Monarch Dining (Aramark).
- There are limited number of Outside Caterer/ Restaurant waivers available for events on campus. Groups must submit an application (available from Monarch Dining) and meet all requirements. The application must include the outside Caterer/ Restaurant application, the Outside Caterer/ Restaurant Waiver Policy and well as the Outside Caterer/ Restaurant Guidelines. Monarch Dining approves will notify group if approved or denied.
- Fundraisers/ Sales – No bake sales, candy, sales, donut sales, food sales, etc. are allowed on campus. Groups can choose to purchase pre-packaged product from Monarch Dining for sales. No sales are allowed from stores or vendors outside Monarch Dining.
- Homemade and Baked Goods give-aways or sales are not permitted on campus. The one exception is Relay for Life once a year. Homemade food can be made and sold at that event. There are no other exceptions.
- Donated Food – Groups can accept food donations to be given away at events ONLY if meet two criteria: a. donated by restaurant or b. donated by business or store and therefore prepackaged. However donated food events cannot be “sponsored” by these outside entities so there can be no signage, named sponsored event advertising, and/or no on-site advertising. It must be a philanthropic donation and noted on space reservation as such.
- Brown Bag Lunch events are allowed and approved through space reservation requests.

- Potlucks are not allowed in reserved spaces on campus.
- Food Eating contests are prohibited.

- Outdoor Grills around campus are allowed for personal use. NOTE: Due to COVID-19, non-personal use of outdoor grills is not allowed. Group cookouts must be handled through Aramark.
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- Groups can reserve spaces with grills but can only use them if closed meeting or for only group members. No group can reserve outdoor grills and cook food for open event or invited students outside of their organization.
- Table Cloths – If table clothes are desired for an event, they can be added to Catertrax order at \$5 each. Blue and White are colors available or special colors by notice one month out only. If you are having catering at your event, you must request table cloths through Catertrax. If you are not having food at your event and would like table cloths, then you can reserve them through LSI Scheduling.

PUBLIC RELATIONS/ADVERTISMENT

- Banner Protocol
 - Student organizations and departments may request placement of banners to advertise events and/or marketing to accomplish a goal of the university. Please submit a request in Monarch Groups <http://cglink.me/s22987> using the Webb Center Banner Request Form. The following information and guidelines also apply:
 - Banners must be professionally made and can be hung in the following locations only: Outside on the front grill of Webb Center facing Kaufman Mall, inside Webb Center hanging from the north or south catwalks,
 - Requests to hang banners must be made at least two weeks in advance
 - All banners outside must be hung by Facilities Management. A work order for hanging and taking down banners will be placed by LSI and costs incurred charged to the department or organization.
 - Banners on or in Webb Center can be hung for a maximum of two weeks.
- Posters
 - All posters that are hung in Webb must first be taken to the Office of Leadership & Student Involvement and signed for approval and can stay hung in Webb Center for two (2) weeks.
- Chalking
 - Student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form in Monarch Groups <http://cglink.me/s23195> to LSI Scheduling and must comply with the following guidelines:
 - Chalking may only be done in designated areas (Kaufman Mall, BAL, and Student Recreation Center).

- The chalk may only advertise an event sponsored by a student organization on campus (i.e. no personal announcements such as “Happy Birthday”)
- The advertisement must be approved by Leadership and Student Involvement.
- Events may only be advertised two days prior to the event.
- Failure to follow the chalking guidelines will result in loss of chalking privileges.

- Axis TV

To put an advertisement on the Webb Center TVs, students should email the advertisement as a PowerPoint slide to axistv@odu.edu. Only one slide is allowed per event/advertisement. The beginning and end date for the amount of time the slide should run must be included in the email.

ODU RESOURCES FOR YOU

- ODU Event Management
 - If you have any questions about Webb Center, hosting an event, or Webb Center policies/protocols please visit <http://odu.edu/event-management> or call LSI Scheduling at 757-683-3436 or email us at lsischeduling@odu.edu
- Webb Media (http://ww2.odu.edu/forms_admin/viewform.php?formid=5877.)
 - Use this form to request A/V needs (projector, microphone, podium) in any room in Webb Center.
 - If you have any questions about this form please contact Webb Media at 757-683-6228 or webbmedia@odu.edu
- Monarch Catering
(<https://oducatering.catertrax.com/index.asp?intOrderID=&intCustomerID>)
 - Use this form to request all food for events occurring in Webb Center. Please see “Monarch Dining Policies and Protocol” on Page #9 for more details on Monarch Dining.
 - If you have any questions about this form please contact Monarch Catering at 757-683-4691 or catering@odu.edu or sxboone@odu.edu
- Ticket Sales Request Form: <http://cglink.me/s23190>
 - Use this form if you would like to sell tickets for your event at the Webb Information Desk located in the Front lobby of Webb Center.
 - If you have any questions about this form please contact the Leadership & Student Involvement Office at 757-683-3446 or studentinvolvement@odu.edu
- Parking Request Form
 - Use this form if you would like to request parking
 - If you have any questions about this form please contact Transportation & Parking services at 757-683-4004 or parking@odu.edu.