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# Tulane University Policies

## The Office of Student Programs Policies

### **Tulane Code of Student Conduct (preamble)**

Tulane University, as a community dedicated to learning and the advancement of knowledge, expects and requires of all of its students behavior compatible with its standards of scholarship and conduct. Acceptance of admission to the University carries with it an obligation for the welfare of the community. Freedom to learn can best be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.

All individuals and/or groups of the Tulane University community are expected to act and act with scrupulous respect for the human dignity of others, both within the classroom and outside it, in social and recreational as well as academic activities.

Tulane University will not tolerate any form of harassment or intimidation, including (but not limited to) sexual, racial, religious, age, or sexual orientation discrimination. Nor will it tolerate acts of hazing against individuals or groups or discrimination against its members solely because they express different points of view. The University encourages the free exchange of ideas and opinions, but insists that the free expression of views must be made with respect for the human dignity and freedom of others.

By accepting admission to Tulane University, a student accepts its regulations and acknowledges the right of the University to take disciplinary action, including suspension or expulsion, for conduct judged unsatisfactory or disruptive.

**For a complete copy of the Code of Student Conduct, students should refer to the University Almanac or contact the Office of Student Affairs at x5180.**

### **Alcohol Guidelines**

#### **A Student Guide to the Tulane University Alcohol Beverage Policy On-Campus Events**

This guide addresses questions you may have regarding the Alcohol Beverage Policy of Tulane University; it provides guidelines to ensure compliance, and it offers some general knowledge about alcoholic beverage consumption. The entire policy is provided below.

in The Almanac and may be obtained in the following offices: Student Affairs, Student Programs, Residence Life, and the Student Health Center's Substance Abuse Clinic.

All students are expected to be responsible for their own behavior and the behavior of their guests. You are expected to obey the law and all University policies. When the consumption of alcoholic beverages creates danger, damage, or disruption as determined by the University, you will be held accountable. All members of the Tulane community are expected to be familiar with the Alcohol Policy.

If you have any questions regarding this student policy or how it applies to a particular on-campus event you are planning, please see your student organization adviser before planning your event.

### **Summary of Louisiana State Law**

Louisiana Law provides that it shall be unlawful for any person under 21 years of age to purchase or have public possession of any alcoholic beverage.

The term public possession means the possession of any alcoholic beverage for any reason, including consumption on any street or highway, or in any public place or place open to the public, including a club which is defacto open to the public.

It is never legal for a person under 21 years old to purchase alcoholic beverages, in any circumstances. However, there are several exemptions for public possession for those persons who are 18, 19 or 20 years old which include:

- a. for an established religious purpose;
- b. when accompanied by a parent, spouse or legal guardian 21 years old or older;
- c. for medical purposes when legally prescribed;
- d. in private residences, private clubs or establishments; and
- e. if lawfully employed by a licensed manufacturer, wholesaler or retailer.

### **Registration of events**

All on-campus events at which alcoholic beverages are served must be registered. An On-Campus Social Event Agreement form may be obtained from the Offices of Student Affairs, Student Programs, or Residence Life. This form must be completed and submitted to your adviser within five (5) working days prior to the event.

All forms must be signed by two individuals. One person must have attended the Responsible Hosting Seminar. After completing the Responsible Hosting Seminar, a card will be issued to each person as proof of attendance. A copy of the Responsible Hosting Seminar card must be submitted to the appropriate office to register the event.

### **Responsible Hosting Seminar**

The host of events must send appropriate representatives to the Responsible Hosting Seminar. Responsible Hosting Seminars provide an understanding of state and local laws and University regulations regarding alcoholic beverages. The seminar will provide suggestions for successful event planning and guidelines to reduce the risk of problems associated with the use of alcohol. For further information, contact the Student Health Center's Substance Abuse Clinic at 865-5255.

### **Role of Host**

Student organizations or official living groups wishing to host an on-campus event which alcoholic beverages will be served, are to send at least one representative to the Responsible Hosting Seminar. After attending the seminar, the representative

- a. Must complete and submit the On-campus Social Event Agreement form.
- b. May not partake of alcoholic beverages for the duration of the event at which he/she is responsible, and must be present during the duration of the event.
- c. Must activate procedures for handling obviously inebriated individuals, including ensuring they are not served alcoholic beverages.
- d. Must assist with compliance of self-designated shutdown time for serving alcoholic beverages as indicated on the registration form.
- e. Must ensure that proper licenses and permits are obtained, according to state and local regulations, if alcoholic beverages are sold or if the cover charges are required for attendance to the event.

Note: Authority to approve private departmental events where alcoholic beverages are served lies with the various college Deans in academic areas, with the Athletic Director in the athletic area, and with the various Administrative Officers in other non-academic areas.

In areas where authority remains unclear, the President of the University will bestow authority as appropriate.

Those faculty and staff who have the authority to approve events where alcoholic beverages are served also have the responsibility to ensure that the intent, letter and spirit of the University alcohol policy is followed.

### **Private and Public Events**

#### **Hosts of private events must:**

- a. Restrict attendance to the hosting organization's members and their invited guests.
- b. Hold the event in an enclosed area where access is limited and controlled.
- c. Utilize a guest list or invitations to restrict access. An attendance list is then generated from the invitations.
- d. Check for proper identification at the entrance of the event. Only guests who are at least 18 years old to may consume alcoholic beverages.

#### **Public Events**

#### **Host(s) of public events must:**

- a. Open the event to all members of the Tulane University community and their invited guests.
- b. Hold the event in an enclosed area where access is limited and controlled.
- c. Ensure that proper identification is checked at the entrance of the event. All persons are required to be at least 21 years old to consume alcoholic beverages. A valid means of identification is required for all persons 21 years old or older.

Note: Areas where access is not limited and controlled include academic, athletic, residential quads and most patios, and therefore, are not suitable for events where alcohol is served (public or private). Some areas that are limited and controlled in

the Architecture School, Business School, Butler Hall and the Law School pati

### **Event Promotion**

Hosts must ensure that all event promotion is responsible and appropriate. Fly banners, signs and invitations which advertise social events where alcohol will be served must not overtly or covertly state or imply an invitation to participate in excessive drinking.

### **Department of Public Safety**

Host(s) may be required to hire a Tulane Public Safety officer(s) for on-campus events.

#### **Private events with expected attendance below 50**

Tulane Public Safety may be required depending on the nature of the event.

#### **Private events with expected attendance over 50**

One Public Safety officer is usually required for every 50-150 persons expected to attend.

### **Public events**

One Public Safety officer is always required for every 150 persons expected to attend.

### **Sales of Alcohol**

Alcoholic beverages may only be sold by legally licensed vendors or permit holders. Louisiana state law prohibits the collection of money (before or during an event) for any purpose.

### **Other Rules Governing Events**

1. Hosting organizations have responsibility for knowledge of University policies, Louisiana law and for compliance with those policies and laws.
  2. Food must be served.
  3. Legal age requirements for drinking will be understood and enforced.
  4. Non-alcoholic beverages, besides water, must be provided for guests.
  5. Do not encourage alcohol abuse, either by stated or implied means.
    6. Alcoholic beverages in vats are prohibited.
    7. The use of grain alcohol is forbidden.
  8. Irresponsible drinking is not an acceptable excuse for irresponsible behavior. Irresponsible behavior caused or exacerbated by excessive drinking may result in disciplinary action.
  9. By making the choice to drink, the individual also assumes the personal responsibility for any actions, injuries or repercussions arising from such choice.
  10. Alcoholic beverages may not be provided as free awards to individual students or to campus organizations.
  11. No uncontrolled sampling as part of campus marketing will be permitted, other promotional activities, including "drinking contests" are prohibited.
  12. Timing of events must be sensitive to the academic mission of the University and the needs of the University community.
  13. People with alcoholic beverages are NOT permitted to leave the designated area of the event.

**Residence Halls**

Please contact the Department of Housing and Residence Life (x5724) for policies and guidelines regarding alcohol at residence hall events.

**Public Events**

Public events where alcohol is served may take place on Fridays after 5 p.m. or Saturdays.

**Final Examination and Study Period**

Beginning that last day of classes and through the close of the final examination period, there may be NO events where alcohol is served.

**Guidelines Governing Events**

1. Plan activities which can be enjoyed without drinking alcohol.
2. Attempt to develop meaningful themes which will attract students and other guests.
3. Use the following Tulane University formula in order to determine the recommended amount of alcohol to be purchased for an event:
  - a. Beer-16 ounces per person, per hour
  - b. Wine-9 ounces per person per hour
  - c. Distilled Spirits-1.5 ounces per person per hour

Combinations of alcohol classifications are allowed if the total quantity does not exceed the maximum per person per hour. When trying to determine the quantities to purchase and serve, keep in mind that not all invited guests will attend, and not all attendees will drink alcohol.

**A Student Guide to the Tulane University Alcohol Beverage Policy Events at other locations (Other Than On-Campus Locations or Greek Houses)**

This guide addresses questions you may have regarding the Alcohol Beverage Policy at Tulane University; it provides guidelines to ensure compliance, and it offers some general knowledge about alcoholic beverage consumption. The entire policy is printed in The Almanac and may be obtained in the following offices: Student Affairs, Student Programs, Residence Life, Student Health Center's Substance Abuse Clinic.

All students are expected to be responsible for their own behavior and the behavior of their guests. You are expected to obey the law and all University policies. When you serve alcoholic beverages creates danger, damage, or disruption as determined by the University, you will be held accountable. All members of the Tulane community are expected to be familiar with the Alcohol Policy.

If you have any questions regarding this student policy or how it applies to a particular off-campus event you are planning, please see your student organization adviser before planning your event.

**Summary of Louisiana State Law**

Louisiana Law provides that it shall be unlawful for any person under 21 years of age to purchase or have public possession of any alcoholic beverage.

The term public possession means the possession of any alcoholic beverage for reason, including consumption on any street or highway, or in any public place or place open to the public, including a club which is defacto open to the public

It is never legal for a person under 21 years old to purchase alcoholic beverages, in any circumstance. However, there are several exemptions for public possession of persons who are 18, 19 or 20 years old which include:

- a. for an established religious purpose;
- b. when accompanied by a parent, spouse or legal guardian 21 years old or older;
- c. for medical purposes when legally prescribed;
- d. in private residences, private clubs or establishments; and
- e. if lawfully employed by a licensed manufacturer, wholesaler or retailer

### **Guidelines for Event Planning**

It is strongly recommended that a contract or rental agreement be negotiated between the student organization and the vendor. A vendor is defined as a caterer, bar, hotel or other establishment where alcohol is served. The vendor should be responsible for dispensing, serving and sale of alcoholic beverages, and any liability related thereto. Vendors should make certain that all state and local laws are enforced during the event. Adequate security should be provided at the event.

Student organizations should send an appropriate representative to a Responsible Hosting Seminar, sponsored by the Student Health Center's Substance Abuse Clinic, room 5255, and are strongly encouraged to consult with their student organization advisor during the event-planning process.

### **Rules Governing Events**

1. Hosting organizations have responsibility for knowledge of University Policy, Louisiana Law, and responsibility for compliance with those policies and laws.
2. Non-alcoholic beverages, besides water, should be available in sufficient quantities.
3. Provision of food is strongly encouraged.
4. Alcoholic beverages may not be provided as awards to individual students or campus organizations.
5. Student organizations may not sell alcoholic beverages, as state law restricts the sale of alcohol to licensed vendor. If an admission price to an event is charged by the student organization, the price may not include free, discounted or unlabeled quantities of alcoholic beverages.
6. Promotion and advertising of events must be responsible and appropriate.凡 banners, invitations and signs which advertise social events where alcohol will be served must not overtly or covertly state or imply an invitation to participate in excessive drinking.

### **Posting Publicity Materials**

#### **Kiosks**

All recognized student organizations may post fliers on kiosks. Every Monday all fliers will be removed between noon and 5 p.m.

Fliers must:

- Not exceed 14" by 22"
- Have the sponsoring student organization's name printed or written on it

The student organization may post one copy of the flier on each kiosk. When posting an item, the student organization must place it in such a way so as not to overlap, to the degree, any materials that are already on the kiosk.

Any materials posted on this kiosk that do not comply with the stipulations above will be removed and discarded.

### **Posting of Materials in University Center**

The posting of materials in the University Center is limited to the bulletin boards and banner spaces located in the University Center. Posting of materials in any other locations is not permitted unless otherwise specified in this manual.

### **Posting of Materials in Residence Halls**

Only Residence Life staff may post posters, fliers, etc. in campus residence halls. An organization wishing to have publicity materials posted in a residence hall must take two copies of the flier (maximum) to the Residence Life Office located in Irby Hall. Posters cannot be larger than 14" x 22".

### **Mailings**

ASB-funded student organizations that wish to mail letters, invitations, packages, federal express items, etc. off-campus need to do the following:

1. Take the items to be mailed to The Office of Student Programs.
2. Complete a Mail Transmittal Form. Do not write your name in the line that "Signed By \_\_\_\_\_". Leave this blank. The Director of Student Budgets needs to sign this form.
3. Write your organization's account number on the Mail Transmittal Form.
4. Attach the Mail Transmittal Form to the bundle of mail or package and leave it with The Office of Student Programs.

### **Making Copies**

If an organization wants to make copies, they simply need their 2-account number and go to the student organization workroom (Rm. 26 U.C.)

If a student organization does not have a 2-account because they are not ASB-funded, they may use their 9-account number on the copy machine in the student organization workroom.

Each organization will be charged for their copies on a monthly basis. It is important to keep in mind the amount budgeted for copying in the organization's budget approved by the Finance Committee. Avoid spending most of the amount budgeted for copying in the first two months of fall semester. Remember that this budget has to see you through the end of the year.

entire year.

## **Copying Policy**

Copy jobs that require the services of a copy center must be made at the campus copy centers-Richardson, University Center, and Zemurray Printing and Copy Center. If any of the campus copy centers do not have the equipment or resources to complete a printing job, they will refer the job to an off-campus printer. Only the campus copy centers can render such a decision.

The Copy Centers offer competitive prices and rapid turnaround for copying work. In addition, the Centers have the capabilities to produce enlargements, reductions, oversized copying, folding, binding, stapling and some desktop publishing and typesetting. Student organizations may have large quantities of copies delivered to the Office of Student Programs.

Once a student organization receives an estimate for the cost of a particular copying job, they need to complete an Interdepartmental Transfer (IT) to pay for the copies. The organization's 2-account needs to be on this form. After allowing one to two day process, the student organization needs to take the processed I.T. to the Copy Center.

The Richardson Copy Center, located in the School of Architecture, is open from 8 a.m. to 4 p.m. Phone (x5531)

University Center Copy Center, across from the Food Court, is open from 8:30 a.m. to 6:30 p.m. Phone (x5226) FAX (504-865-6715)

University Printing and Copy Center, in Zemurray Hall, is open from 8 a.m. to 5 p.m. Phone (x5225) FAX (504-865-6708)

## **Receiving/ Sending Faxes**

Any ASB-recognized student organization may receive or send faxes in the student organization workroom (FAX 504-865-5287).

The fax machine works like a University telephone. For example, to fax something in New Orleans, you would dial "9" and then the phone number. For out-of-town calls, you would dial "7", the area code and phone number, and then your assigned long-distance code number.

If you are expecting a fax, be sure to have the person sending it put an individual's name on it as well as the student organization's name. Without this information, it is difficult to identify faxes.

## **Key Policy**

The Office of Student Programs will issue keys to authorized members of student organizations which have offices. No one should keep a key during the winter or summer break unless special permission has been received from the student organization.

adviser.

Each student desiring a key needs to complete a Student Key Assignment Form in the Office of Student Programs. These keys are not transferable. The key holder is solely responsible for any loss.

The key holder needs to return the key to The Office of Student Programs within 10 days after the election of new officers of the organization in which the key holder is a member. The key holder also needs to return the key if, at some time during the academic year, he/she resigns from the organization. If the key holder loses the key during this period or otherwise fails to return the key as required, he/she shall forfeit the \$25 key deposit.

The Office of Student Programs may recall the key at any time. The key holder will be notified in writing via his/her organization's mail in the event of a recall and must return the key by the date specified in the notification.

### **Guidelines for Conducting Raffles for Fund-Raising Purposes**

The sponsoring organization must first obtain a raffle license from the Louisiana State Police. The Office of Student Programs can provide copies of the application form. The completed form should be submitted to the address on the application form along with the required supporting documents and a \$50 license fee.

Once the state license has been obtained, the sponsoring organization needs to obtain a Bingo, Keno or Raffle License from the city of New Orleans. To obtain such a license, the following documents must be submitted:

1. A written application on the Department of Finance forms 30 days before the event will take place.
2. A copy of the IRS letter indicating that Tulane has tax-exempt status in accordance with 501 c 3 statute. This letter is available in the Office of Student Programs.
3. An affidavit from each person conducting the games stating that they are all members of the organization, are responsible for the operations of the game(s) and resides in Orleans Parish.
4. A sworn affidavit by the applicant that he does not conduct a bingo or raffle in any other parish in Louisiana.
5. A photocopy of the state's Bingo or Raffle License.
6. A check for \$100 (for a Bingo License).
7. A check for \$10 (for one annual raffle).

#### **Notes:**

- The total sum of money collected cannot exceed \$4,500 per event. This includes potential winnings.
- Upon completing the activity, the organization must submit a financial report to the New Orleans Department of Finance, Bureau of Revenue, Bingo License Section.

## Policy on Use of Tulane's Name and/or Logo By Student Organizations

Any use of Tulane University's name and/or logos by any student organization must conform to this policy. Failure to follow this policy will result in disciplinary action against the individuals involved and in forfeiture of all goods imprinted with Tulane's name and/or logos.

### 1. Application

This policy applies to any use of Tulane's name, or the use of any logo identified with Tulane University, including but not limited to the Green Wave, the interlocking "T.U.", the name Newcomb College and the oak tree logo, and those logos listed in the appendix to this policy.

This policy covers the use of Tulane's name and/or logos on any item whatsoever, including but not limited to clothing, novelty items and any other item.

### 2. Approval

Any student organization wishing to produce goods bearing Tulane's name and/or logos must first submit the design of the item to the Office of Student Programs for approval. The Assistant Dean of Students will approve or reject designs based on Tulane guidelines. Designs will be rejected if they contain:

- a. References to alcohol or drug use;
- b. Sexual references or insinuations;
- c. Racist, sexist or heterosexist overtones; or
- d. Any other matters not in good taste.

### 3. Goods Sold for Profit

If the goods bearing Tulane's name and/or logos are being sold for profit, i.e. the intent of raising money beyond the actual cost of the goods-whether or not profit is actually realized, the student organization must pay a rights fee of \$100. This fee must be paid at the time the design is submitted for approval. This fee does not apply to ASB-funded student organizations.

### 4. Goods Sold Not for Profit

If the goods bearing Tulane's name and/or logo are being sold strictly to members of the organization producing the goods without the intent to make a profit, no rights fee will be collected. In general, these goods should also bear the name and/or logo of the student organization involved. Also, the number of items produced should not exceed twice the number of registered students in the organization, and in case can the number of items involved exceed 300.

### 5. Policy Appendix - Registered Names and Logos of Tulane University

- The Tulane University of Louisiana
- Tulane University
- Tulane
- T.U.
- The Green Wave
- Lady Green Wave
- Newcomb College
  - Newcomb
  - Green Wave logo
  - Rolling Wave logo

- Newcomb Oak Tree logo
  - Tulane seal
  - Newcomb seal

## Public Demonstrations

Tulane University defends and practices freedom of thought and expression. With this in mind, certain guidelines have been established in order for student organizations to conduct their activities in cooperation with the University. The Code of Student Conduct states that an event or rally which interferes with the educational process or University-sponsored activities is considered to be a violation of the Code and of University standards of conduct. For further information refer to Article III, section 2 of the Code of Student Conduct published in The Almanac. This will ensure that individuals' personal freedoms are not infringed upon by others.

If your organization plans a demonstration or rally, it should first contact The Office of Student Programs. The organization should provide the Office with the purpose of the demonstration, the location, the time, and the expected number of participants. The Tulane Department of Public Safety should also be contacted and informed of the demonstration.

In addition, the Tulane Department of Public Safety may require a specific number of off-duty officers to be present. Because these officers will be off-duty, the student organization will be responsible to pay for the officers. Organizations need to be aware of this cost.

Rallies and demonstrations may not occur at the entrances of buildings, on crosswalks or in the streets. Instead, it is encouraged that such events occur on the University quadrangles or in ASB Pocket Park. Reservations for quads and ASB Pocket Park are required so that conflicts between organizations do not occur.

## Long Distance Telephone Calls

Long distance phone calls made by student organization members must be for University/student organization business only. Students have the option of making calls with their adviser or by acquiring a Long Distance Access Code. These codes are assigned by Tulane's Telecommunication Office. Long Distance Access Code Authorization forms are available in The Office of Student Programs, Suite 204 on the University Center.

- The user assumes full responsibility for all calls made on the long distance telephone. Phone codes issued to organization members are to be used for University business related to student organizations exclusively. All phone codes are to be kept confidential. Organization members are liable for calls made on their codes by any unauthorized parties who gain access to the code.
- The user must keep a log of all business phone calls. Long Distance Access Use Logs are available in The Office of Student Programs. Check with your organization's treasurer/business manager and adviser for more information on maintaining these logs.

## End of Semester Programming Guidelines

All student organization programming (i.e. activities, events, meetings and the like) must end by 8 p.m. on the last day of classes each semester.

### **Use of Sound Systems in Open Areas**

If approval has been given to a student organization, they may have sound system events to be held in open areas on campus. However, the student organization must adhere to the specific times to operate the sound systems.

ASB Pocket Park  
Monday to Friday  
Noon - 1 p.m. and 5 p.m. - 7 p.m.  
Saturday to Sunday  
After Noon

Quads  
Monday to Friday  
4 p.m. - 6 p.m.  
Saturday to Sunday  
Open

### **Non-affiliate Policy**

Any Tulane student may participate in ASB-funded student organizations. Although only Tulane students (full or part time), faculty, staff and alumni may hold office within these organizations, non-affiliates of Tulane University may participate by paying a \$20 student activities fee each semester. This fee will cover their membership in as many organizations as they are interested in each semester.

These non-Tulane participants must also sign a waiver relieving the University from responsibility in the case of accidents or injuries. Waiver forms are available in the Office, Suite 218, University Center.

Any organization whose membership is not based upon a select number of competitive positions may choose to have non-Tulane individuals as members. Each organization responsible for reporting these members on their membership list submitted to the Finance Committee, for collecting the fee and for turning in that money to the ASB within the first month of the non-affiliates' membership. Any group that fails to report non-affiliates will have its budget frozen until an accurate membership list is submitted and the necessary fees have been paid.

### **ASB Finance Committee**

The Finance Committee is the executive branch of the ASB responsible for allocating student activity fees to student organizations for programming and operational needs. Any ASB-recognized student organization, except for those that restrict membership in some way, may request funding; hearings are held each spring. The board deliberates funding requests and makes recommendations to the student senate, where a final decision is reached.

### **ASB Van Policies**

The ASB owns and operates a pool of vans to assist student organizations with transportation needs such as traveling to conferences, competitions or other university related events. The ASB established the ASB Motor Pool to specifically monitor the use of the vans and maintain the condition of the vehicles.

The use of these vehicles is a privilege, not a right, granted to ASB fully recognized funded organizations. Consumption of alcohol, smoking and reckless driving while using the vehicles are strictly prohibited.

The following procedures must be followed to obtain an ASB van. Failure to comply with these rules may result in forfeiture of ASB Motor Pool privileges.

### Procedures

1. A completed request form must be submitted to The Office of Student Programs located in Suite 204 of the University Center. Vehicle requests are due at least three weeks in advance of the planned departure date. A vehicle issuance form, which details the status of an organization's request, will be returned to the organization's mailbox approximately two weeks prior to the date of departure. Priority status will be given to those groups that have used the vans least and earliest in their request on time.
2. No request form will be processed unless it is completed in full, including, but not limited to the organization's account number, purpose and destination of the trip, name(s) of the organization's member(s) who will be driving as well as the signature of the organization's adviser. For in-state trips, a list of all passengers who are not students and employees of Tulane University must be submitted. For out-of-state trips, a list of all passengers is required.
3. In emergency situations, requests will be accepted at the discretion of the Vice President of Student Affairs, the E.V.P. and the ASB Resource Associate.
4. One contact person should be designated by the organization making a vehicle request. This person should communicate with the ASB Resource Associate and is the designated person to pick up keys once a request has been approved. Keys are available one workday prior to departure in The Office of Student Programs, Suite 204 of the University Center. The contact person should present appropriate identification and the vehicle issuance form in order to receive keys.
5. University risk management and insurance policies require that each person driving the vehicles obtain certification prior to driving the vehicles. The certification requires that one have a valid U.S. driver's license and that one complete a short check-out drive with a proctor approved by the ASB Resource Associate. This certification process is arranged through the ASB Resource Associate located in Room 27 of the University Center and is offered at least three times each year throughout the school year.
6. The vans are parked in designated spaces in the Favrot lot, which is located behind the Reily Recreation Center, and must be returned to these assigned spaces.
7. Van keys and Vehicle Inspection Forms, which must be completed for each van used, must be returned to the ASB Office, Suite 218 of the University Center, by 10 a.m. of the workday morning immediately following completion of the scheduled trip. Drivers are responsible for inspecting the van before and after the trip.

## Policies

1. Only ASB fully-recognized and funded organizations may use ASB vans.
2. Vehicle requests are due three weeks prior to trip departure and priority status be given to those groups who have used the vans the least. Requests are accepted after August 1 for fall semester trips and after December 1 for spring semester trips. Summer trips will be decided on a case-by-case basis by the ASB Resource Associate. Due to competition between approximately 200 groups eligible to use ASB Vehicles, it is advantageous to submit requests as early as possible in order to enhance the chance of receiving a vehicle for a requested date.
3. The organization is responsible for returning the van with a clean interior. Garbage should be disposed of at the end of each trip. Extra garbage bags, inspection forms and a utility brush are provided in the dashboard compartment of each van.
4. Absolutely no smoking or alcohol consumption will be permitted in the van.
5. The vehicle must be returned to an ASB Motor Pool assigned space in the F parking lot with a full tank of gas and be left with all doors and all windows closed and locked.
6. Organizations are responsible for all damages to the vehicles that occur while in their possession. The organization's 9-account will be charged for all damages and fines. (The organization president will be responsible for handling these payments.) If these monies are not submitted within one month of notification of the amount owed, van privileges will be suspended. At this point, the ASB will work with the organization to set up a payment plan. The following fines for possible infractions will be assessed to the organization:
  7. In the event of an accident, organizations will be responsible for the first \$2000 in damage repairs plus 30 percent of the balance exceeding \$250. Protocol to follow in the event of a breakdown or accident are in the dash pocket of each van.
  8. If an organization takes a trip greater than 2000 miles round trip, it must be sure the van is serviced according to the maintenance schedule. (Oil must be changed every 3000 to 4500 miles.)
  9. Any organization found to have intentionally provided false information, or to have used a van for any purpose other than stated on the van request form, will automatically be suspended (or a like sanction to be decided by the Motor Pool Advisory Board) from the privilege of using an ASB Motor Pool Vehicle for the full year from the date the van was illegitimately used.
  10. Failure to notify the ASB Resource Associate of cancellation of vehicle reservations will result in suspension of that organization's vehicle privileges.
    - If the vehicle was to be used for less than 24 hours, the organization will be suspended from using a Motor Pool Vehicle for one month from the date the vehicle was to be used.
    - If the vehicle was to be used for more than 24 hours, the organization will be suspended from using a Motor Pool Vehicle for two months from the date the vehicle was to be used. Cancellation must be made in writing 24 hours in advance of the organization's scheduled departure. However, out of consideration to other organizations who may wish to use vehicles, please notify the ASB Resource Associate of cancellation as soon as possible.

## Quad Policies

There are seven Tulane quads available for student organization use: Bruff Quad, Engineering Quad, Monroe Quad, Newcomb Quad, Brown Field, University Center Quad, and Zimple Quad. The Department of Campus Recreation is responsible for maintaining and reserving all outdoor recreational facilities. Campus Recreation has established a list of specific requirements for quad events.

1. Bottles and cans are prohibited on the quads.
2. Trucks or other vehicles are not to be driven onto the quads under any circumstances. Expensive sprinkler systems have been installed beneath the surface of the quads and will break under the pressure of a car or truck.
3. Student organizations wanting to set up tents on the quad(s) must make special arrangements with Physical Plant before driving stakes into the ground.
4. Campus Recreation reserves the right to withdraw the use of any quad in the event of inclement weather.
5. The Tulane Alcohol Policy must be followed when using Tulane quads.
6. Crawfish are permitted only on specially designated sites. The Bruff, Newcomb, Brown Field, and University Center Quads will NOT be made available for crawfish. An organization which reserves other quads will be required to pay a fee to have the quad vacuumed by Physical Plant. This fee ranges from \$4 to \$1,000.
7. Vendors are only permitted on University quads during student-sponsored events. Before a vendor reservation can be confirmed, a copy of a completed vendor contract for a sale must be on file with Campus Recreation's Programs Office in the Reily Center. Student organizations may not sponsor more than two vendor reservations per semester. After approved, vendors are permitted a maximum of three days per semester. These conditions coincide with University Center vendor policies.
8. During student-sponsored activities, animals will not be permitted on any University quad. In addition, bicycles, motorcarts, etc. are also not permitted.

## Quad Vendor Policy

1. Merchandise vendors must submit, in proposal form, a description of the merchandise or products and price list, to the student organization and to Campus Recreation's Programs Office, in the Reily Center. All vendors will be required to furnish all customers their permanent address and telephone number for customer complaints, problems or concerns.

All vendors must comply with all laws, statutes, regulations and ordinances of the State of Louisiana and the city of New Orleans, and all agencies thereof.

2. Sponsored merchandise vendor sales are limited as follows:
  - a. Sales are limited to the duration of the event.
  - b. A maximum of one display and sale per semester is allowed for each vendor.
  - c. Each student organization may have a maximum of two sales per semester.
3. Items sold must adhere to the following guidelines:
  - a. Weapons, drugs, or drug paraphernalia are prohibited.
  - b. Merchandise must not reflect an irresponsible attitude toward alcohol.
  - c. Merchandise must not be of serious offense to other groups or individuals.

- d. Merchandise must not be in direct competition with the University Bookstore or other student organization sales.
- e. Merchandise may not be unsafe or hazardous to a group or to an individual's welfare.

4. Vendors will not be permitted to store or leave any merchandise, product equipment overnight on the University's quads.
5. Vendors must meet all necessary requirements for product liability toward individual and property while vending on campus. Refuse and debris generated in the vending area is to be removed at that time.
6. Campus Recreation's Programs Office reserves the right to approve or disapprove a vendor and his/her product. All regulations and fees are determined by Campus Recreation.
7. Vendor (food, beverage, merchandise) fees are as follows:
  - o rental fees = \$75/day/quad

All fees must be prepaid at time of vendor registration at Campus Recreation's Programs Office, in the Reily Center.

All fees are Non-refundable

8. Appropriate signed forms from Campus Recreation must be prominently displayed on the site. The name of the sponsoring student organization must be displayed and must be on all vendor advertisements.
9. Vendors may not solicit or coerce individuals in order to promote the sale of merchandise. Only tables and the area provided for sales are to be utilized. External equipment must have prior approval. Permanent fixtures/equipment in the quads are not to be used.
10. Vendors must adhere to all University policies and may not cause disruption to the normal operation of the University's quad areas.

## **Requesting Quad Space**

### **Major Traditional Events Planned Each Year**

1. An Outdoor Facilities Request Form should be filed with the Programs Office and the Department of Campus Recreation as per established deadline dates.
2. Specific event information should accompany all requests in writing, outlining the activities of the event.
3. Events will be reviewed for appropriateness, priority listing and space availability.
4. If necessary, a meeting will be arranged with the organizational representative and adviser to review and evaluate the requirements for the particular event.
5. A timetable for completing the specific requirements will be forwarded to both the organization and the adviser. This will include specific Tulane policies regarding the use of Physical Plant, the Department of Public Safety, alcohol, food and vending.
6. A signed confirmation of standing reservation will be sent to the organization and its adviser upon successful completion of the specific requirements.
7. The Tulane Department of Public Safety will receive a copy of this confirmation.
8. All deletions/additions to the event once confirmed must be reviewed by the Programs Office.

### **Special Events (A "one time only" event)**

1. A formal written notification should be received by the Programs Office or the Department of Campus Recreation at least four weeks in advance of the specific event.
2. Specific event information should accompany all requests in writing outlining activities of the event.
3. Events will be reviewed for appropriateness, priority listing and space availability.
4. If necessary, a meeting will be arranged with the organizational representative and its adviser to review and evaluate the requirements for the particular event.
5. A timetable for completing the specific requirements will be forwarded to both the organization and the adviser. This will include specific Tulane policies regarding the use of Physical Plant, the Department of Public Safety, alcohol, food and vending.
6. A signed confirmation of standing reservation will be sent to the organization and its adviser upon successful completion of the specific requirements.
7. The Tulane Department of Public Safety will receive a copy of this confirmation.
8. All deletions/additions to the event once confirmed must be reviewed and approved by the Programs Office.

### **Weekly Activities**

1. All requests should be made to the Programs Office of the Department of Campus Recreation.
2. All requests will be reviewed with existing scheduled events.

### **Priorities**

#### **First**

Programs administered by the Department of Campus Recreation or Exercise Science which primarily serve the student population. These include Informal Recreation, and Intramural Sports, Exercise Science credit classes, and ROTC Academic class experiences.

#### **Second**

Other programs sponsored by the Department of Campus Recreation, Exercise Science or campus programs working in conjunction with Campus Recreation or Exercise Science. These include Adult Activity Classes, Children Programs, Cardiac Rehabilitation Program, Physiology Testing, Health First and University College credit classes.

#### **Third**

Programs sponsored by organizations renting the facility as categorized into three levels: USER, SPONSORED, and NON-AFFILIATED.

#### **Fourth**

Non-rental campus events or groups wanting to hold their event on campus.

## **University Center Policies**

**Access:** Students are not permitted in the University Center after hours without specific permission.

permission from the Director or Assistant Director for Operations of the Center.

**Animals:** No Animals are permitted in the University Center except for those assisting the visually or physically impaired.

**Bicycles:** No bicycles are permitted in the University Center. Owners are subject to a fine.

**Clothing:** Shirts and shoes must be worn in the University Center at all times.

**Fires:** The University Center is protected by a system of smoke detectors tied into the main building alarm. In the event that the alarm sounds, patrons must proceed immediately to the nearest building exit. Once outside the building, patrons must go to an area at least 40 feet from the exterior of the building. No one is allowed on the terrace of the University Center when the alarm has sounded. Everyone must remain outside the building until the all-clear signal has been given by the Department of Public Safety and the building is reopened.

No candles or other open flame may be used in the University Center.

**Gambling:** Gambling of any nature is prohibited in the University Center.

**Rollerblades, Skates or Skateboards:** Use of rollerblades, skates or skateboards is not permitted in the University Center.

**Smoking:** Smoking is not permitted in the University Center except in the Rathskeller. Smoking is not permitted in the lounges, corridors, rest rooms, meeting rooms, offices occupied by more than one person (as required by the University Smoking Policy.)

**Vendors:** See [University Center Vendor Policy](#).

## Room Reservation-No Show Policy

1. Student organizations which are registered with The Office of Student Programs are eligible to use University Center (UC) facilities. Scheduling requests will be granted only to those organizations in "good standing" as defined by The Office of Student Programs.
2. Only executive board members and advisers are permitted to schedule UC facilities for use by student organizations. Requests must be made in person at the UC office, Room 109. This may be accomplished by completing a reservation form at the UC office, signed by the organization's adviser. Cancellations or changes or additions may be accomplished by visiting or phoning the UC office, ext. 5196.
  - o Student organizations under review by the Student Body Administration and the Council of the Associated Student Body for provisional recognition are permitted to reserve one (1) UC room, one (1) banner space, and one (1) UC booth. During this time, the signature of the SBAC Adviser, in the Office of Student Programs, is required.
3. A student organization is considered a "no show" if group members have not utilized reserved area within 30 minutes after scheduled time. "No shows" will be charged for the reserved area.

monitored by UC staff on a semester basis. The sanctions listed below will be imposed for violations of the "no show" policy.

- The first "no show" will result in the student organization receiving a written notice of warning from UC staff via the adviser.
- The second "no show" will result in the student organization losing scheduling privileges for a period of two (2) academic weeks. During the time of suspension privileges, all previously approved scheduling requests will be canceled.
- The third "no show" will result in the organization losing its scheduling privileges for a period of eight (8) academic weeks. During the time of suspension of privileges, all previously approved scheduling requests will be canceled.

4. To avoid a "no show", student organizations should make cancellations as soon as possible prior to the scheduled event.
5. Appeals must be directed to the Chairperson of the University Center Advisory Committee.

### **University Center Vendor Policy**

1. Vendors must be sponsored by a recognized student organization or University Department.
2. Sales in the University Center are permitted at counters and areas provided for reservation only through the University Center Operations and Reservation Office, Suite 109, University Center.
3. Counter space reservations must be made by the sponsoring student organization or University Department, not the vendor.
4. Vendors must submit, in proposal form, a description of their merchandise, product(s) and price list(s) to the student organization or University Department and to the University Center Operations and Reservation Office, Suite 109, University Center. Vendors must also leave a permanent address and telephone number in order to refer any customer complaints.
5. Vendors must comply with all laws, statutes, regulations or ordinances of the State of Louisiana and the City of New Orleans, and all agencies thereof.
6. The sale of merchandise by sponsored vendors shall be limited as follows:
  - a. A three-day period of display and sale of merchandise is permitted.
  - b. A maximum of one display and sale privilege per semester is allowed for the vendor.
  - c. A maximum of two sales per semester is allowed for each sponsoring student organization.
  - d. Merchandise may only be placed on the top of the counter.
  - e. All sales must end at time agreed upon.
7. Items sold must adhere to the following guidelines:
  - a. No weapons, drugs or drug paraphernalia may be sold.
  - b. Items must not reflect an irresponsible attitude toward alcohol.
  - c. Items must not degrade groups or individuals.
- d. Items must not be in direct competition with the University Bookstore.
- e. No bake sales may be held in the University Center.

8. Vendors selling food must meet the following conditions:
  - All food must be prepackaged.
  - Food labels must list the ingredients of the product.
  - No baked goods and other food items are permitted to be sold in the University Center.

University Center, except for pre-packaged, labeled foods that have been prepared at a licensed business establishment or company.

9. Vendors are not permitted to store any merchandise or materials in the University Center. The University Center reserves the right to dispose of any material merchandise left in the Center.
10. Vendors are asked to keep their areas neat and to dispose of any trash that is generated.
11. The University Center reserves the right to approve or disapprove a vendor and his/her product. Also, they reserve the right to determine regulations and set rules. Booth space can be revoked at any time.
12. The established fees for sponsored vendors occupying space in the University Center are as follows:
  - a. A \$50 fee must be paid in advance to the sponsoring organization. A check must be made payable to the sponsoring organization; this must be paid to the sponsoring organization, prior to sales, in The Office of Student Programs, Suite 204, University Center. In addition, any commission or the percentage of sales must be agreed upon prior to sales.
  - b. Rental fees are payable in advance to Tulane University Center, Suite 204, University Center.
    - Counter or table space: \$20 rental fee per day
      - UC Square: \$40 rental fee per day
      - Pedersen Lounge: \$70 rental fee per day
  - c. The names of the sponsoring student organization or University Department and the vendor must be prominently displayed on the front of the sales booth and on all vendor advertisements.
  - d. Vendors must remain behind the sales counter and may not approach persons passing through the University Center to promote the sale of merchandise.
  - e. No object external to the booth may be used in the University Center without written permission. This includes display cases, carts, etc., but is not limited to these items. In addition, vendors utilizing booth space are not permitted to adhere anything to walls, glass or the ceiling.
  - f. Student organizations must deposit their collected fees and any percentage of the sales at the end of their stay with Student Programs, Suite 204, University Center.
  - g. Vendors must adhere to all University policies and not disrupt the normal operation of the University Center.

### **Glass-Encased Bulletin Boards**

The University Center has a number of bulletin boards. Every bulletin board is designated for a specific type of publicity material.

#### **Media Notices**

This board is for the display of materials directly related to student media on campus. Supervision of this board is the responsibility of the Director of Student Media. To display materials on this board the key must be obtained from him/her.

TUCP, Club Sports, Health Services, Associated Student Body, Intramural Sports, CACTUS and Greeks These boards are for the display of materials of the above organizations or departments and may be utilized as they deem appropriate.

Organization leaders should have the key(s) to the board assigned to their organization.

The bulletin boards in the University Center are the property of the University Center and are assigned on a year-to-year basis by the University Center Advisory Committee.

All publicity materials placed on bulletin boards in the University Center must have the sponsoring student organization's name on them. A publicity item or notice may only be put on one bulletin board in the University Center, although it may fall under a number of the bulletin board categories. This is stipulated so that all organizations have an opportunity to display materials.

The University Center reserves the right to remove any material from the bulletin board if it deems inappropriate or which fails to comply with any of the rules set forth here.

## **Banner Policies and Locations**

There are four locations in the University Center where banners may be displayed. These four locations are:

- The glass above the quad entrance doors.
- The railing overlooking the main lobby on the second level of the Center.
- Two locations along the railing overlooking the main lobby on the Mezzanine level.

A banner location may be used for up to three days prior to the event it is publicized plus the day(s) of the event itself. The total number of days may not exceed five. If a banner is not advertising a specific event, the banner location may only be used for three days.

A banner hung on the Mezzanine and UC railings may not exceed 3' in height and 3' in length.

A banner placed on the glass over the Quad Entrance door may be made in two ways:

1. A banner can be made using three pieces of paper so that each piece is attached to a glass section. Each glass section measures 5' 3/4" x 5'6 1/2".
2. A banner can be made on one piece of paper which should not be larger than 3' in length and 5' 3" in height.

Note: Remember to leave at least a 1-inch border and plan for the dividing mullions when doing it this way. The mullions are 2 3/4" wide.

It is the responsibility of the organization to hang and remove their banner. An organization can use up to one banner location per month.

To arrange for use of a banner location, the organization needs to submit a Banner Request Form. The wording and a description of the illustration must accompany the request. Forms are available in the University Center Operation and Reservations Office, Room 109 of the University Center. The University Center Operations and Reservations Office will confirm the request based on availability of space. A banner

location space is only confirmed when an organization receives a Computer Reser Form from the University Center Operations and Reservation Office indicating th request has been confirmed. In addition to these four interior locations, there is additional space which is located above McAlister Drive in front of McAliste Auditorium.

To have a banner hung over McAlister Drive, the organization needs to:

1. Complete a Physical Plant Job Order and take it to the Physical Plant Offi weeks before banner is to be hung.
2. Arrange with Physical Plant to hang and remove the banner.
3. Submit a Job Order three days before banner is to be hung to pay for cost hanging and removing the banner.
4. Deliver banner to Physical Plant three days before banner is to be hung

The estimated fee to have a banner hung across McAlister Drive and to have it ren is \$75. However, this fee may be adjusted depending on the extent of labor need

Organizations making banners to hang over McAlister Drive need to use 6 yard unprinted duck canvas. Do not write on the border of the canvas and remember to 8-10 inches on each end, and at least 2 inches on the top and bottom of the ban There also needs to be a seam on the top and bottom to hold the rope. The stud organization must provide the rope.

## **Department of Public Safety Policies**

The Tulane Department of Public Safety is composed of POST certified police of whose primary job is to protect the Tulane campus. Department of Public Safet presence is required at certain campus events. All security arrangements for both and off-campus events where the officer(s) will be paid by a Tulane University cl must be arranged through the Tulane Department of Public Safety Office. Reques all security needs should be addressed to Chief Alvin Jefferson, Associate Direct Field Operations, Department of Public Safety, x5381.

A Tulane Public Safety Officer or New Orleans Police Officer is always require open events on and off campus. Specifically, one officer is required for every 0- persons expected to attend an event; and depending on the nature of the event, add officers may be required.

For closed events on campus, a Tulane Public Safety Officer may be required e when expected attendance may be less than 50 people. A minimum of one office required when attendance is expected to be between 50 and 150 persons; and depe on the nature of the event, additional officers may be required.

For closed events off campus, a Public Safety Officer is not required when the exp attendance is less than 150 people; however, an officer is required when expect attendance is 150 people or more. Depending on the nature of the event, additio officers may be required. Officers will ensure that all University policies concerni event, whether open or closed, are adhered to and that safety and general order pr Officers should be present during the entire course of the event as well as 30 min

before and after it. The Department of Public Safety will report infractions of the alcohol policy and policies governing open or closed events, on or off campus, to proper University authorities. Disciplinary action against the student organization violating any policy may occur.

The sponsoring student organization for each activity held on or off campus needs to coordinate with the Department of Public Safety to determine if the minimum number of officers will be adequate. The Department of Public Safety is authorized to deviate from the specified number of officers based on special circumstances. Student organizations are urged to cooperate with the Department of Public Safety in its efforts to insure adequate traffic control, fire watch, ambulance availability and crowd control during campus events.

Costs for Officers are as follows (subject to change):

#### On-Duty Charge Per Hour

	Regular	Holiday
Lieutenant	\$ 25.00	\$45.00
Sergeant	\$ 22.50	\$37.50
Officer	\$ 18.00	\$30.00
NOPD Supervisor	\$ 22.50	\$22.50
NOPD Officer	\$ 20.50	\$20.50
Shuttle Driver	\$ 12.50	\$21.00

#### How to Request Public Safety Officers for Events

A request for officers to be at a particular event must be submitted to the Department of Public Safety at least 10 days before the date of the event. The following guidelines need to be followed:

1. The request should be submitted to the Department of Public Safety on a Transfer/Interdepartmental Transfer (IT).
  - a. Be sure to fill in the name of the organization to be charged, the account number and an object code.
  - b. Give a complete description. Explain the officer's function fully. Write the following details on the IT:
    - The date of the event.
    - The location of the event.
    - The number of officers the organization is requesting.
    - The time the officers should be at the event.
    - The time the event ends.
  - c. Obtain the signature of the organization's adviser.
  - d. Submit the IT to The Office of Student Programs, Suite 204, University Center, to be processed which will take 1-2 days.

## Fundraising Policies Relating to Tulane Alumni

The University has developed a set of clearance policies in order to:

- Avoid confusion and uncoordinated solicitation of the same prospect.
- Afford coordinated access to potential donors by all parts of the University.
- Make sure all donors are solicited for their maximum potential and are not reserved by any one division at the expense of the entire University.

### **General Guidelines**

The following guidelines apply in all situations:

1. Requests to solicit individuals, corporations, or foundations for gifts of \$1,000 or more should be made in writing to the Associate Vice President for Development, 104 Monk Simons Building. This will help you avoid embarrassment if you attempt to solicit them at the same time another part of the university is approaching them.
2. Your request should be type-written and contain the following information:
  - a. Name of prospective donor;
  - b. Name of contact person, if the donor is an organization;
  - c. Dollar amount to be solicited;
  - d. Purpose for which the gift will be used;
  - e. If that donor has supported this particular program in the past (for example, a previous donor to Direction), it is very helpful to indicate amount and date of most recent gift; and
  - f. Your name and phone number.
3. If you actually receive a gift, please send the donor's name, amount, purpose and date of the gift to the Associate Vice President for Development. The donor will get credit for this gift on the University's records, and will also receive an appropriate thank-you letter from the central administration. Please note that this is extremely important, should you or other students plan to solicit this donor in the future, in fostering good relations with donors to university programs.
4. Enjoy fundraising for your program! It is a wonderful way to allow people and organizations outside the university to have the opportunity to invest in the work done here on campus. You can help them feel involved in Tulane by making them happy donors.