



# **Loyola University Maryland Clubs and Organizations Handbook**

**2020-2021**

**Student Activities**

**Andrew White Student Center, Suite E315**

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## Mission and Philosophy

### Overview

The Office of Student Activities is an essential component of the Division of Student Development and the overall mission of Loyola University Maryland.

Students who want to start a new club must meet the following requirements:

- A list of at least five club members
- A mission statement
- A full-time faculty member or administrator who will act as a moderator and will verify this in writing

New and existing clubs must act in accordance with and reflect the mission and core values of the institution, the Community Standards, and the Student Code of Conduct. Our primary emphasis is grounded in Jesuit ideals such as care for the whole person and decision making for the universal good. Through participation in a Loyola club or organization, students are expected to uphold University mission and vision and contribute toward helping to achieve these ideals.

Any organization that fails to uphold the University's mission or core values, Community Standards, or Student Code of Conduct will go through the student organization disciplinary process as outlined in the section on student conduct. Violations of Community Standards or the Student Code of Conduct will be reported to the Office of Student Conduct.

## Club Requirements and Expectations

The following information is a requirement for any Club or Organization registered through the Office of Student Activities:

1. Any policies and procedures of the organization must be consistent with the purposes, policies, and regulations of the University.
2. Student groups must adhere to the Community Standards and standard of conduct set by the institution.
3. At least one representative from each group must attend Club Kickoff at the beginning of each year. That representative must then inform their group of all rules and policies reviewed at Club Kickoff.
4. Clubs must work with the Student Activities Program Coordinator for all funding processes (i.e. fundraisers, spending, SGA allocations, etc.). Clubs must attend Club Kickoff or the required funding workshop before applying for SGA funding.
5. Clubs will develop transition documents relevant to their organization and work with new leadership to ensure a smooth transition.
6. Clubs will submit a club roster each year by October 9th. If a group is concerned about submitting their roster, please reach out to the Program Coordinator by September 15.

### **Role of Moderators**

Every club and organization registered through the Office of Student Activities is required to have a full-time faculty, staff member, or an administrator as a moderator of the organization. The group must also provide proof of written agreement from that individual that they agreed to be the moderator for that group. The purpose of moderators is to advise the group and be a mentor to students.

## Standard of Conduct

All Clubs and Organizations are expected to conform to the policies and regulations of the University, Club Handbook, Community Standards, and federal and local laws. As representatives of the University, Club and Organization participants' behavior reflects on the University's reputation. Club and Organization participants must conduct themselves, on and off campus, in socially acceptable ways reflecting the highest standards of the University.

In addition to policies set forth in this Handbook, Clubs and Organizations and student participants will be held accountable to the Student Code of Conduct set forth in the Community Standards.

The following information is directly from the Community Standards set forth by the University. Students must adhere to the entire Community Standards, and are not limited to what is listed here.

### **Harassment**

Harassment is defined as abusive, threatening, intimidating, or seriously offensive language or other behavior that adversely affects an individual's living, working, or learning environment. Examples could involve:

- a) Technology, email, social networking sites, or Internet including violations of the University's technology policies. Making or attempting to make an audio or video recording of any person(s) without their expressed permission is prohibited and unlawful.
- b) Graffiti or written messages.
- c) Verbal.
- d) Phone calls, voicemails, or text messages.
- e) Profanity, pornography, lewd pictures or words.
- f) Language or actions, written or spoken, expressed with the intent or effect of inciting violence and to place the targets of the words in danger of harm.

**Standard sanction: suspension or expulsion from the University.**

### **Hazing**

Hazing is defined as any action that may endanger, abuse, degrade, or intimidate a person physically, mentally, emotionally, or psychologically in connection with initiation into, or affiliation with any group or organization, regardless of the person's consent or lack of consent. This includes, but is not limited to:

- a) Planning, organizing, or intending to commit such action;
- b) Recklessly or intentionally endangering the mental or physical health of an individual;
- c) Forced or coerced consumption of alcohol or drugs; or
- d) Other inappropriate activities as defined by the Loyola University Maryland Community Standards.

**Standard sanction: suspension or expulsion from the University.**

### **Organizational Disciplinary Process**

Violations of conduct will be given a verbal warning. A second violation will result in a written warning and a meeting with the Program Coordinator. Further violations will result in loss of club status and/or privileges. This includes accessing the resources offered to registered clubs such as funding, printing, room reservations, and general support.

### **Bias Related Behaviors Policy**

Loyola University is a community that welcomes people of diverse backgrounds and experiences and values the God-given dignity of every human person. Every member of the Loyola University community enjoys the same basic rights, including the right to be treated as a respected member of the community, with freedom from discrimination and harassment. Bias related behaviors include but are not limited to:

1. Negative actions against an individual or group because of their actual or perceived race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, military status, gender or gender identity, any other legally protected classification, or other targeted aspects of one's identity.
2. Creating a climate that supports, encourages, or initiates an uncomfortable environment, based on a legally protected classification, for any community member. Absent an academic reason, displaying of hate symbols, including but not limited to the confederate flag, swastikas, and any symbol associated with white supremacy or other hate groups, supports, encourages, or initiates an uncomfortable environment and thus is prohibited

**A violation of the Bias Policy is considered a serious breach of our community standards and although there are no standard sanctions, a hearing panel may consider a range of sanctions that include, but are not limited to, disciplinary probation, deferred suspension and/or expulsion. Please see the Community Standards for procedures for reporting and addressing bias related incidents.**

## **Social Media/Digital Communications Policy**

All online and digital content created or posted by clubs must be in line with all Loyola policies and values, anti-Discrimination policy, Community Standards, and the Student Code of Conduct. Clubs are responsible for any content posted on their websites or social media accounts. **Any Club or Organization participant who posts inappropriate content and/or images on the Internet may be subject to disciplinary action. In severe cases, the club may lose its privileges and active status as a recognized student organization.**

All Club and Organization participants are representatives of Loyola University Maryland and the Office of Student Activities. Clubs and Organization representation has a direct impact on the University, therefore, Club participants are not permitted to post inappropriate pictures or content on the Internet including, but not limited to, a club website, club social media accounts, video chat or sessions, email, or personal page. This may include the advertisement or use of drugs or alcohol, photos of an inappropriate nature, and language that violates University policy and standards.

Club and Organization websites and social media accounts are directly affiliated with the Office of Student Activities, and by extension Loyola University Maryland regardless of the independence with which it was created.

As social media and online conversations can be challenging to navigate or easily taken out of context, it is imperative that club leaders be proactive in addressing online concerns with the Program Coordinator and the Director in the Office of Student Activities.

## Demonstration Guidelines

Loyola University Maryland is a private, Jesuit, Catholic institution, committed to the educational and spiritual traditions of the Society of Jesus and the development of the whole person. Thus, all student events and activities should align with the mission and goals of the University: a commitment to academic excellence, the education of people of compassion and competence, and to inspire students to learn, lead, and serve in a diverse and changing world.

Loyola University Maryland strives to create an environment in which members of the community may discuss questions, express opinions, and debate issues publicly while respecting the rights of others. Students at Loyola are afforded a number of rights, including the right to express one's views in a reasonable and civil manner and to meet peaceably on University property with other members of the University community. Loyola is committed to standards promoting speech and expression that foster an open exchange of ideas and opinions. The right to free speech and expression is subject to reasonable restrictions of time, place, and manner (as outlined in the guidelines), and does not include unlawful activity. In all events, the use of the University forum shall not imply acceptance or endorsement by the University of the views expressed.

In keeping with the University's commitment to promoting free speech and expression, Loyola respects the right of all members of the academic community to explore, discuss, and express opinions, and debate issues publicly in a civil, orderly, and safe manner. The University seeks to protect the right of voluntary assembly, make facilities available for peaceful assembly, and protect the exercise of these rights from disruption or interference.

Loyola University Maryland will not allow disruptive behavior or disorderly conduct on its premises to interrupt its proper operation. Persons engaging in disruptive behavior or disorderly conduct shall be subject to disciplinary action.

### **Guidelines**

These guidelines pertain to demonstrations, protests, and other organized gatherings. Demonstrations on University property or at University-sponsored events must be organized and led by students, so that there is an appropriate University contact for the demonstration. Student club or organization members planning to demonstrate, protest, or hold an organized gathering are expected to contact the office which sponsors the club or organization (Student Activities, ALANA Services, or Student Life) to schedule a meeting with the Director (or Directors' designee) of the sponsoring office. These sponsoring offices provide oversight and funding for student organizations. Students not affiliated with a club or organization should contact the Director of Student Activities (or Directors' designee) to schedule a meeting. Students are encouraged to schedule this meeting with as much notice as possible. Notice will allow University staff time to work with the student to assure the demonstration will abide by

University guidelines and maximize the learning experience inherent in the process of demonstrating.

The purpose of the meeting is to review the details of the proposed demonstration including proposed time, place, manner, planned size, and location for the event. Reservation of campus space (including the Quad) for any event will be contingent upon availability and should follow the guidelines and process established by Event Services. The sponsoring office or Student Activities will help the student coordinate the details and prepare for any additional needs (security, safety concerns, etc.).

Student organizers of demonstrations, protests, organized gatherings, etc. must ensure the following:

- The demonstration prioritizes the safety of those involved, as well as the safety of those not involved in the demonstration, including those who disagree with the position taken by the organizers.
- The demonstration permits the continued operation of University functions and is not disruptive-i.e. allows free movement about campus; allows classes and university-sponsored events to continue unhindered and uninterrupted (including excessive noise in or near academic buildings); allows other students, faculty, administrators, staff, contractors, and visitors to conduct their business; allows entrance and egress from University buildings and grounds as needed. Demonstrations are not permitted in residence halls.
- The demonstration respects and preserves University property, including building opening and closing times, facility cleanliness and appearance, and structural integrity.
- Those who attend the demonstration must not engage in any violent or threatening behaviors and must abide by all state and federal laws and any University policy.

Expression that is indecent, grossly obscene, or grossly offensive on matters such as race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, military status, gender or gender identity, or any other legally protected classification is inconsistent with the University Community Standards and will not be tolerated.

### **Responsibility of Student Organizers**

Once the details of the demonstration have been confirmed, student organizers in conjunction with the sponsoring office are responsible to notify other offices of the demonstration, including the Office of the Vice President for Student Development and Public Safety. Student organizers are also responsible for maintaining peace and order, which includes educating participants about the University's expectations. Individuals or groups who organized the event are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests.

During a demonstration, the expression of viewpoints may invite or elicit a response from others, including counter-demonstrators or passersby. In all circumstances, others' right to personal expression may not be denied. Organizers should be aware that other demonstrations may also be approved that may include opposing views. Maintaining peace and order is especially important under these circumstances to support a rich campus environment that is accepting of divergent expression.

### **Presence of University Personnel**

When demonstrations are scheduled, student organizers should expect University personnel to be present for all or part of the event. This presence is often necessary to ensure organizers' own rights are protected and the University's regular operations and activities are not interrupted. A staff member from the sponsoring office (or designee of that office) and Public Safety staff must be present for the entire demonstration.

### **Responsibly Conclude the Demonstration**

The length of any given demonstration may vary. Demonstrations will usually be permitted to continue until and unless University officials determine that University operations and/or the rights of others have been compromised. This includes staff who may be attempting to close facilities according to the established closing hours of buildings.

At the conclusion of any demonstration, the student organizers are expected to make a reasonable effort to return the grounds/area to the condition it was before the event. This includes properly disposing of all garbage. Any unanticipated and accidental property damage should be reported to University administrators immediately. Any property damage related to a demonstration (whether peaceful or disruptive) may result in the assessment of fees for cleaning, repairs, and replacement of property to the organization or individuals involved in both.

## Posting Policy

### **Solicitation, Posting, and Business Operations**

All registered student organizations and individual students must obtain prior approval by the office of student activities in order to post items electronically, on bulletin boards, or elsewhere on University property or off campus student residences, and materials to be displayed in the residence halls must also be approved by the Office of Student Life. No posted materials may advertise drugs or alcohol or anything else that would be a violation of University policies either through language or artwork. Pursuit of activities in the residence halls for purposes of commercial operation is a privilege and may be revoked by the Dean of Students or designee. The following are expressly prohibited:

- a) Door to door solicitation or the sale of tickets or services
- b) Scalping tickets or services (selling for profit)
- c) Promotion of gambling
- d) Hosting or promoting an event, on or off campus, for students where excessive alcohol consumption may reasonably be anticipated (including but not limited to contracting buses)
- e) Inappropriate use of University resources (technology, email, social networking sites, or Internet) as noted by Technology Services.
- f) Use of copyright-protected materials (University seal, pictures, images, name)
- g) Commercial operations that violate University policy or continued pursuit of a commercial operation after being directed to cease operations by the Dean of Students.

In addition to other sanctions, the University reserves the right to require the cancellation, at the student's expense, of any planned event that jeopardizes the safety of students who may attend.

### **STUDENT ORGANIZATION POSTING POLICY**

**UPDATED 6/20/19**

#### **POLICY SUMMARY**

This Posting Policy provides requirements for all student organization signs, notices, flyers, posters, banners, table tents, freestanding signs, indoor displays, and outdoor displays posted on Loyola University Maryland's property.

#### **REASON FOR POLICY**

The purpose of this policy is to provide students with guidelines covering the Student posting requirements. Students and student organizations commonly post signs in designated locations as a means of informing the University community of events they are sponsoring. The University allows these practices within regulations designed to reasonably govern the time, place and manner for the protection of the students, University property, and the appearance

of its campuses. Official signage of Loyola University Maryland, building designations, regulatory and traffic control, directional signage, etc., are not governed by this policy.

## **STATEMENT OF POLICY**

### **A. REQUIREMENTS**

1. All signs, notices, flyers, posters, banners, table tents, freestanding signs, indoor displays, and outdoor displays for student clubs and organizations must be approved by the Office of Student Activities. See Section B.
2. All signs must contain the name of the sponsoring organization, the date, time and location of the event.
3. All freestanding signs, indoor displays, and outdoor displays must have a sign that denotes the sponsoring organization.
4. Materials promoting the use of alcohol or other controlled substances, including activities at bars/clubs where alcohol is served, are prohibited.
5. All signs and displays must be in line with the Jesuit, Catholic mission of Loyola University Maryland.
6. All signs and displays must be in compliance with all existing Loyola University Maryland policies.

### **B. APPROVAL**

#### **1. Signs**

- a) All signs, notices, flyers, posters, banners, and table tents for student clubs and organizations must be approved by the Office of Student Activities and stamped with the date the item is approved before any materials can be posted. It is suggested that the original copy of all items be submitted for approval before photocopies are made.
- b) Hand flyers for student clubs and organizations may be passed out on campus by members of a Loyola organization only with prior approval from the Office of Student Activities.
- c) Materials to be displayed in the residence halls must also be approved by the Office of Student Life.
- d) Materials to be displayed on tables inside of any Dining Services location must also be approved by Dining Services.

#### **2. Digital Signage**

- a) All digital signage must be sent to [digitalsignage@loyola.edu](mailto:digitalsignage@loyola.edu) for approval and posting.
- b) Digital Signage is encouraged in order to support University sustainability initiatives and maximize effectiveness.
- c) Digital Signage to be displayed in the residence halls must also be approved by the Office of Student Life.

**3. Freestanding Signs, Indoor Displays, Outdoor Displays, and Chalking (for academic purposes only)**

- a) Any freestanding sign, indoor display, and outdoor display for student clubs and organizations must be approved by the Director of Student Activities and scheduled through Event Services. If permission is not granted, an appeal may be made to the Office of Student Development.
- b) Any freestanding sign, indoor display, or outdoor display for other campus groups must be scheduled through Event Services.
- c) Chalking is for academic purposes only and must be scheduled two weeks in advance through Events Services.
- d) All requests must include a detailed description of the sponsoring campus organization, the purpose of the display, and the display's physical appearance including the dimensions, and the time frame of the display.
- e) All displays for student clubs and organizations must be registered in the Office of Student activities by using the Event/Facility Registration Form. Forms must be submitted to the Office of Student Activities at least two weeks prior to the beginning of the display.
- f) Specific informational signs or disclaimers may be required as part of the display by the Office of Student Activities.

**4. Other**

- a) Paints, and markers are prohibited on any surface.
- b) The only exceptions are the Fine Arts Department (McManus Lobby Window) and walls covered with white board paint where dry erase markers are available.

**C. TIME, PLACE AND MANNER REGULATIONS**

**1. Signs**

- a) No sign, notice, flyer, or poster which advertises a single event may be posted for a period longer than two weeks.
- b) Materials may not be placed on glass, painted, wood, varnished, elevator surfaces, or exterior doors of any kind.
- c) Flyers, posters, and banners may not be placed on the ground. Items on floors and walkways pose a safety hazard.
- d) Materials may not be placed in any one area in excessive numbers and may not cover other signs.
- e) The use of Duct, Scotch, or Masking Tape, glue, and paste is strictly prohibited. Painters tape (blue and green) are the only materials allowed to attach signs, unless using push-pins to post on appropriate bulletin boards.

**2. Freestanding Signs, Indoor Displays, and Outdoor Displays**

- a) All freestanding signs, indoor displays, and outdoor displays will be confined to designated areas:
  - i. Indoor—Boulder Atrium.

- ii. Outdoor—Maryland Hall Circle.
- b) All freestanding signs, indoor displays, and outdoor displays must be self-supporting (i.e. no part of the display can be inserted into the ground).
- c) No freestanding signs, indoor displays, and outdoor displays can be displayed for more than 48 hours (two days). Loyola reserves the right to limit the duration of any display.
- d) Helium balloons are prohibited in Boulder Atrium and McGuire Atrium for fire safety purposes.
- e) No decorations may cover the top rail of indoor/outdoor ramps, as it impedes accessibility

### **3. Restricted Posting Areas**

- a) DeChiaro Art Gallery hallway.
- b) Materials may not be placed on glass, painted, wood, varnished, elevator surfaces, flooring, paved walkways, or exterior doors of any kind.
- c) Materials may not be placed on exterior light posts or railings.
- d) Helium balloons are prohibited in Boulder Atrium and McGuire Atrium for fire safety purposes.
- e) No material may cover the top rail of indoor/outdoor ramps, as it impedes accessibility

### **D. REMOVAL**

- a) It is the responsibility of the sponsoring organization to remove all materials. Recycling is strongly encouraged.
- b) Maliciously destroying/defacing others' publicity will result in either administrative or disciplinary action.

### **E. NON-COMPLIANCE**

- a) Any materials in violation of the policies will be removed and recycled.
- b) Failure to comply with these guidelines by students or student organizations will result in administrative or disciplinary action. Student organizations will receive a “strike” for each violation. After three strikes, the organization will be prohibited from posting for the remainder of the semester (or for the following semester, should the final strike occur before a break).
- c) Failure to comply with these guidelines will result in maintenance costs to repair damaged surfaces.

### **SPECIAL SITUATIONS/EXCEPTIONS**

Exceptions to this Policy require written approval by the Director of Student Activities or designee.

## Club Funding

**PLEASE SEE ADDENDUM FOR GUIDELINES ON FUNDING FOR THE FALL 2020 SEMESTER. WE ASK THAT YOU EXPLORE ALL FREE OPTIONS FOR PROGRAMMING WHENEVER POSSIBLE.**

There are three sources of club/organization funding:

### Fundraising

- All on-campus fundraisers must be approved and registered in advance with the Office of Student Activities
- Clubs may apply to the SGA Finance Committee for funds to help with fundraiser start-up costs. Refer to SGA's Appropriations Procedures and Guidelines form for more information (available [here](#)).
- If a club plans to sell merchandise as a fundraiser, any design to appear on merchandise must be approved in writing by that club's moderator.
- All money raised during a fundraiser *must be brought to the Office of Student Activities immediately*. It will then be deposited for safe-keeping. Students can access this money by working with a staff member in Student Activities. Students may *not* open bank accounts for clubs.
- Students must use money obtained through fundraising by the end of the school year in which the money was raised.
- Students may not donate via the Evergreen Card unless they are purchasing a specific good or service related to a fundraiser. A club may reserve an Evergreen reader to be used during a fundraiser by filling out an Event Reservation Request Form, and indicating this on the form. A staff member in Student Activities will add the account number for the Evergreen Reader on the form.
- Student clubs and organizations attempting to sponsor a guest speaker from outside of Loyola University Maryland may not receive funding from any outside organization to use toward funding the guest speaker.
- Fundraisers must be alcohol-free.

### Student Government Association (SGA) Finance Committee

- This student-led Committee meets weekly to review requests for funding from clubs/organizations *that do not already have their own budgets*.
- Before a club/organization can request funding from this Committee, a representative from the group must first attend a mandatory workshop that addresses the club funding process. A club can schedule an individual funding training with the Student Activities Program Coordinator by emailing [activities@loyola.edu](mailto:activities@loyola.edu).
- Requests must be submitted to SGA online *at least 2 Tuesdays before funds are needed*.
- The online request form is available on [SGA's Club Appropriations website](#).

- Clubs are also required to submit the Sustainability form also located on the appropriations website.
- As noted in the [financial by-laws](#), funds are program/event specific, and money remaining after the specified event/program immediately reverts back to SGA and may not be used for any other purchases.
- Any funds that are granted to a club/organization from the SGA Finance Committee must be spent by the end of the academic year.
- Conference funding is available up to \$1000.
- Guest speaker funding is available up to \$250.
- As noted in the financial by-laws, SGA will not provide funding for food for club meetings, unless the clubs sole purpose is centered around food.

## Education for Life Committee

- The Education For Life committee (EFL) allocates funds to support educational and diversity programming outside of the classroom. EFL also provides partial support for professional development opportunities for students, and conference attendance. The committee now also accepts proposals from the graduate student community.
- Committee members review and evaluate the merits of proposals and determine appropriate amounts of funds to be allocated to a particular program, as well as provide suggestions for planning and implementation to encourage a more successful program.

Visit the [Education for Life website](#) to learn more.

## IMPORTANT NOTES

At this time use of any cash apps including Venmo and CashApp for fundraising purposes are **not allowed** by the University.

No reimbursements will be allowed for any club related purchases. Do not spend your own money on anything club-related.

Most clubs do not have their own accounts through student activities. Please keep track of all spending/fundraising for your own records within your club.

## Room Reservations

**PLEASE SEE ADDENDUM FOR GUIDELINES ON EVENT REGISTRATIONS FOR THE FALL 2020 SEMESTER. THE FOLLOWING INFORMATION IS HOW ROOM RESERVATIONS USUALLY WORK.**

To reserve a space, table at Boulder, or Evergreen reader:

1. Student club/organization leaders must fill out an [Event Reservation Request form](#)
2. Moderators signature is ONLY required for events/programs (not for regular club meetings).
3. If the event is a recurring request, **all dates** must be listed out on the form.
4. The completed form must be emailed to the Program Coordinator or dropped off at the front desk of the Student Activities/ALANA Services suite.
5. The student who filled out the form will receive an email confirmation from Event Services once the reservation is official.
6. If you are a student and would like to request a table but are not affiliated with a club or organization, please email the Program Coordinator with details prior to submitting a request.
7. Any events requiring rehearsal dates should include the rehearsal dates and details with the initial event request.

### IMPORTANT NOTES

- Request forms must be submitted to Student Activities *at least FIVE full business days in advance of when you plan to start advertising your event.* NOT five days in advance of your event date. Two weeks is preferable.
- This is the same form that must be filled out to reserve a table and an Evergreen reader for a club fundraiser.
- A reminder that beverages at a club/organization-sponsored event must be Pepsi products. Club/organization-sponsored events must be alcohol-free.
- Clubs/organizations are responsible for cleaning up after any event and leaving campus spaces as they were found.

This is a Fundraiser. If yes, what are you selling? \_\_\_\_\_  I need a Cash Box  Some or all of proceeds will be donated

<b>LOYOLA UNIVERSITY EVENT SERVICES EVENT RESERVATION REQUEST</b>					
Please complete this form and return it to Event Services: OFFICE: NEWMAN TOWERS EAST 04   SCAN: events@loyola.edu					
Requests are not officially reserved until a confirmation is generated by Event Services and received by the Event Requestor.					
CONTACT INFORMATION					
Name:			Phone:		
Sponsoring Department:			Loyola E-Mail:		
EVENT INFORMATION					
Event Title:					
Event Type ( <i>circle one</i> ): Meeting    Info/Promo Table    Social    Lecture    Meal    Other:					
Event Date(s):			Inclement Weather Date:		
Event Start Time:			Additional Time Needed for Setup:		
Event End Time:			Additional Time Needed for Breakdown:		
LOCATION					
Requested Location(s):				Estimated Attendance:	
Inclement Weather Location(s):					
Food: Will food be provided at this event? Yes / No    If yes, please contact Evergreen Catering at (410) 617-5858 or catering@loyola.edu					
Setup ( <i>please indicate the requested setup – round tables, lecture style, etc</i> ):					
TECHNOLOGY NEEDS					
Media Presentation	Computer Needed	Bringing own laptop? MAC / PC	Conference Phone	Podium & Microphone	Videotape Event
Presentation Source? DVD / Blu Ray Disc / USB / saved to network / own laptop / other:				Other:	
Evergreen Card Reader Account# _____ (18 digits)					
ADDITIONAL INFORMATION					
Are classes required to attend?			Expecting off-campus guests?		
Are classes offered extra credit to attend?			Is there a contract or rider for this event?		
Is the event ticketed?			Is paid admission required to attend?		
SIGNATURES					
I, the undersigned, understand that I am responsible for all aspects of this activity, including restitution for any damage incurred as a result of this event. I understand the general procedures for the conduct of Loyola University as well as the policies specific to the facility to be used and agree to comply.					
Requestor Name:			Requestor Signature:		
Advisor/Moderator Name:			Advisor/Moderator Signature:		
Sponsoring Dept. Rep. Name:			Sponsoring Dept. Rep. Signature:		
Date received in sponsoring dept. office:			Date faxed/scanned to Event Services:		
FOR EVENT SERVICES OFFICE USE ONLY					
Date:		Time:		Call Sign:	

## Parkhurst Catering

### **THERE WILL BE NO CATERING FOR THE FALL 2020 SEMESTER. THE FOLLOWING INFORMATION IS HOW CATERING NORMALLY WORKS.**

Catering is only required if the total amount spent will exceed \$150. It is the club's responsibility to contact catering and mark this on the event request form. Clubs must specify that they wish to order from the club and organization "No Frills" menu included below. Please contact [catering@loyola.edu](mailto:catering@loyola.edu).

## **POLICIES AND PROCEDURES**

In an effort to accommodate limited budgets of student organizations, this guide was developed to meet your financial need. This no frills alternative eliminates delivery and set up costs because orders are picked up by your group. We ask that the following procedures be adhered to in exchange for the discount pricing.

- Evergreen catering is the exclusive caterer of Loyola university. All student organizations are required to coordinate their on-campus catering needs with the catering office. No outside food or beverages may be brought on campus without prior written approval of the catering department.
- **All orders must be placed at least one (1) week in advance.** Orders placed 5 business days or less to the event will be billed an additional 10%, with a minimum of \$10.
- Final guaranteed amounts are due at least 72 hours in advance of the event.
- All orders must be picked up by 8pm on weekdays, or 7pm on weekends.
- Disposables plates, utensils and napkins are included with your items and will be provided based on the number of servings ordered. Additional disposables will be an additional cost.
- Catering services does not provide delivery, service or clean up of any event. This responsibility is of the sponsoring organization.
- All items are to be picked up from Iggy's Kitchen.
- A 5% administrative fee will be added to all orders.
- Any borrowed equipment must be returned to the catering office on the following business do, or a replacement fee will be charged to the organization.
- For more information, please call or email our catering department.



<b>COOKOUTS</b>	
<i>GRILLING EQUIPMENT NOT INCLUDED IN PRICE</i>	
<b>*ADD \$13 PER CASE FOR COOKED FOOD</b>	
<b>HOT DOGS (UNCOOKED*)</b> SERVED WITH BUNS AND CONDIMENTS	<b>\$100/CASE OF 80</b>
<b>HAMBURGERS (UNCOOKED*)</b> SERVED WITH BUNS AND CONDIMENTS	<b>\$160/CASE OF 80</b>
<b>TURKEY BURGERS (UNCOOKED*)</b> SERVED WITH BUNS AND CONDIMENTS	<b>\$80/PACK OF 40</b>
<b>VEGGIE BURGERS (UNCOOKED*)</b> SERVED WITH BUNS AND CONDIMENTS	<b>\$50/PACK OF 24</b>
<b>MILD OR HOT SAUSAGE</b> SERVED WITH ITALIAN BUNS	<b>\$60/PACK OF 24</b>
<b>PULLED PORK (25 PORTIONS)</b> SERVED WITH BUNS AND CONDIMENTS	<b>\$70</b>
<b>SAUTÉED PEPPERS &amp; ONIONS (25 PORTIONS)</b>	<b>\$12</b>
<b>PASTA SALAD (25 PORTIONS)</b>	<b>\$45</b>
<b>POTATO SALAD (25 PORTIONS)</b>	<b>\$45</b>
<b>BAKED BEANS (25 PORTIONS)</b>	<b>\$25</b>
<b>EQUIPMENT</b>	
<b>WIRE CHAFFER KIT</b> INCLUDED TWO 2-HR STERNOs, ALUMINUM WATER PAN & WIRE RACK (TO BE RETURNED AFTER EVENT)	<b>\$8/EA</b>
<b>EXTRA STERNOs (LASTS 2 HOURS)</b>	<b>\$2.50/EA</b>

## **NIBBLES**

SMALL (SERVES 15) / MEDIUM (SERVES 25) / LARGE (SERVES 50)

### **CUBED CHEESE AND CRACKERS**

SM \$35.00 / MED \$65.00 / LRG \$120.00

### **VEGGIES AND RANCH**

SM \$35.00 / MED \$50.00 / LRG \$100.00

### **FRUIT SALAD**

SM \$35.00 / MED \$55.00 / LRG \$100.00

## **MUNCHIES**

**CHIPS OR PRETZELS (SERVES 8-10)** **\$4.00/1LB BAG**

**TORTILLA CHIPS AND SALSA (SERVES 8-10)** **\$12**

**7 LAYER DIP W/ TORTILLA CHIPS (SERVES 15)** **\$35**

**BUFFALO CHICKEN DIP (SERVES 25)** **\$38**  
SERVED WITH TORTILLA CHIPS

**TORTILLA CHIPS & NACHO CHEESE (SERVES 8-10)** **\$20**  
SERVED WITH OR WITHOUT JALAPENOS

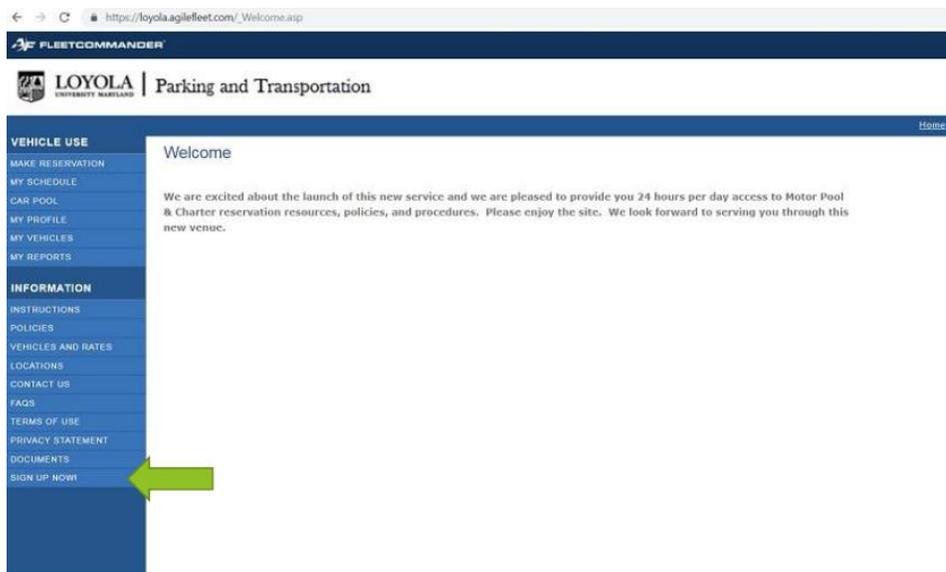
**RANCH DIP** **\$5/16oz**

## Vehicle Reservations

**ALL VEHICLE RESERVATIONS ARE SUSPENDED FOR THE FALL 2020 SEMESTER. THE FOLLOWING INFORMATION IS HOW RESERVATIONS NORMALLY WORK.**

Cars and Minivans (4-8 people)

- Students must first complete the Driver Clearance process on Agile Fleet. (You MUST receive confirmation that you are cleared. If you haven't received the confirmation in a week, please contact Motor Pool to verify that you are cleared.) Only cleared students are eligible to move on to the next step. Start this step at least 4 weeks in advance of your intended reservation date.



The screenshot shows the 'User Registration' page of the Loyola Agile Fleet website. The browser address bar displays 'https://loyola.agilefleet.com/\_UserRegistration.asp'. The page features a blue header with the 'FLEETCOMMANDER' logo and 'LOYOLA UNIVERSITY MARYLAND | Parking and Transportation'. A left-hand navigation menu is visible. The main content area is titled 'User Registration' and contains a 'REGISTRATION' form. The form includes sections for 'Site Information', 'User Information', 'Contact Information', and 'Additional Information'. A text box on the right side of the form contains the following text: 'To drive, you must supply your D.O.B. and your complete Driver's License information so that an MVR check may be completed prior to allowing you to operate a Loyola vehicle.'

- Once cleared, the driver can complete the Vehicle Reservation Request form, which is available online [here](#), or in the Office of Student Activities. The person who completed the Driver Clearance process is the only person eligible to submit the form. Please bring the completed form to Student Activities *at least 10 business days in advance* to be processed.
- **The Office of Student Activities will submit the form to [Motor Pool](#) on your behalf** as students may not submit their own requests to Motor Pool. The student who submitted the form will receive a confirmation from the Student Activities Office when the reservation is confirmed.
- There is no fee to use Loyola cars or minivans for off-campus club events. There is, however, a fee to reserve [charter buses](#). Please refer to the website for prices. Requests for charter buses must be submitted at least **14 business days in advance** (this does not include weekends and holidays). Students do not need to complete the Motor Pool Driver's Clearance process to request a charter bus.

## Addendum

### **FALL 2020 CHANGES TO ACCOMMODATE REMOTE ENGAGEMENT DURING COVID-19**

#### Event Reservations

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- Event reservations are required so events can be added to the Master Calendar. Please complete the [Virtual Event Reservation Form](#) so your event can be added and promoted.

#### Funding

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- Please try to collaborate and hold free events as often as possible.
- The process of requesting money through SGA will be the same this semester. Students will still apply by completing and submitting the form located here: <https://www.loyolamdsga.org/club-appropriations>.
  - Clubs should allow enough time to attend a senate meeting and explain the nature of their request if needed
- Reimbursements will only be available for students that have been preapproved by Lea Brisbane (Program Coordinator) in writing. **DO NOT ASSUME YOU WILL BE REIMBURSED WITHOUT WRITTEN CONFIRMATION.**
- After confirmation from Lea, students will purchase necessary materials, then submit the receipts to Lea, and fill out all necessary paperwork. If students have their self service setup on Inside Loyola, they will be reimbursed through that. If not, they will be sent a check
- There will be no cash fundraisers this semester. All fundraisers must take place remotely or online. Checks should still be sent to the Office of Student Activities

## Acknowledgement

All clubs and organizations registered through the Office of Student Activities are required to sign and return this sheet to the Program Coordinator to be considered a registered group. By signing below, you as the club leader acknowledge that you have read and agree to follow all policies and procedures outlined in this handbook. This includes abiding by the University's Community Standards. Additionally, you acknowledge that you are responsible for sharing all this information with your general club membership.

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Club Name

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Printed Name

Signature

Date