

Event Planning (page 1/2)

Major event planning requires thoughtful and thorough preparation in collaboration with University departments and, at times, off-campus businesses. Staff in the Office of Student Activities is available for consultation and support at any stage of event planning.

Important Considerations

Disability Access

Office for Multicultural Development
 Building 310, 723-3484/723-1216 (TTY)

Stanford has a legal obligation and an institutional commitment to ensure that its programs, services and activities are accessible to all members of the community, including persons with disabilities. In planning your events, consider whether they are wheelchair accessible and provide information to participants and guests of their right to request disability related accommodations, such as sign language interpreters, assistive listening devices and brailled materials. The Office of Multicultural Development can assist you with providing such accommodations.

Alcohol

Alcohol Policy

Student groups planning events with alcohol must follow the University's alcohol policy and party planning guidelines (see below more information on parties). Please note that any event involving alcohol and a ticket charge or donation is considered a legal sale in the state of California and requires a one-day beer and wine license. Only groups with membership primarily over the age of 21 will receive approval from Stanford Events and University Police to obtain a license.



Noise

OSA

Tresidder Union, second floor, 723-2733

Residential Education

Old Union, third floor, 725-2800

Since Stanford is a residential community, everyone has a responsibility to moderate noise. University policies on noise are based upon local ordinances. Please note that current noise policies will be modified during the 2001-2002 academic year. Current guidelines include:

- Amplified sound is not permitted during class hours in areas that could disturb classes.
- Amplified sound is only permitted in White Plaza between noon and 1 p.m. on weekdays.
- Amplified sound at evening events must be significantly curtailed by 11 p.m. on weekdays and 1 a.m. on weekends.
- For indoor events, open only windows and doors that face away from neighbors who are

likely to be disturbed by noise.

- Distribute a flyer beforehand to neighbors likely to be disturbed with the date and time of the event and a phone number neighbors can call before calling the police.

Contracts

OSA

Tresidder Union, second floor, 723-2733

Before signing any contract (bands, speakers, buses, etc.), be sure you understand what it is you and the other party are agreeing to do. Your signature on an agreement, even if signed on behalf of a student organization, may get you, as an individual, into legal or financial trouble.

- Never sign a large contract (more than \$500) on your own; you may be agreeing to terms incompatible with your organization and the University. OSA staff can co-sign contracts for you. ALWAYS sign your name *and* the name of the organization.
- Seek advice from OSA if you are unsure about any term or condition of the proposed agreement, especially if large fees or complicated arrangements are involved. Use standard contract forms available in OSA that help limit personal liability.
- Always make sure the University facility reservation is confirmed before the contract is signed.
- Never commit yourself or your organization to an arrangement until the terms and conditions are in writing. (Verbal agreements can be legally binding.)
- Before agreeing to a price, check with others or OSA to help you decide if the quoted fee is fair (especially if the contract involves music or other forms of entertainment). In other words, negotiate wisely!
- *Don't* ever pay for services or products before they are received; you will have little or no recourse if problems occur.
- *Don't* pay with cash or personal check. Instead, plan ahead so that you can pay through the ASSU's Banking Service.

Disputes

OSA

Tresidder Union, second floor, 723-2733

To avoid contract disputes, take good notes on your verbal discussions and document any agreement in a follow-up letter. If problems do occur, consult immediately with OSA staff. They can advise you on resolution techniques and help you decide how to proceed. Early consultation can facilitate early resolution and help avoid a problem escalating into a legal matter. Remember that, because you are representing your student organization and Stanford University, you must act responsibly. Student organizations cannot consult with ASSU Legal Counseling Office, a resource provided for individual problems only, in these matters.

Fire Safety

Campus Fire Marshal, Department of Environmental Health and Safety (EH&S)
480 Oak Road, 723-0609/723-5099

Fire Protection Services
333 Bonair Siding, 725-2129

Organizations should consider the risks associated with their events, particularly fire safety and overcrowding. Fire Marshal Office staff must review the event pre-plan and the site prior to the event. Event pre-plans should be submitted 14 days in advance and requests for inspections should be made 3 days prior to the event date. Fire safety requirements for indoor and outdoor special events and for outside festival booth construction can be found on their website (<http://www.stanford.edu/dept/EHS/fire/event.html>). The Campus Fire Marshal must always review:

- Site plans for outdoor event set-ups to ensure fire department access and compliance

- with related code requirements
- Specially built structures in or outside the venue (tents, props, stages or other large equipment)
- Use of electrical equipment and generators (Use of smoke generators will no longer be approved due to the false alarms they cause on the automatic smoke detection systems.)
- All decorations to ensure that they meet flame-retardant requirements and to check clearance around exits and fire protection equipment
- Barbecues, open fires or cooking booths

The Fire Protection Services loans fire extinguishers to campus groups for events. Contact the facilities supervisor to reserve. Email fire-protection@forsythe to request a Service Request Form to reserve fire extinguishers and allow five days for processing.

Public Safety

Public Safety
711 Serra, 723-9633

The special events coordinator works with student organizations on planning special events. Contact Public Safety at least two weeks in advance for events that meet any one of the following conditions:

- Expects more than 200 people
- Is scheduled in Dinkelspiel, Kresge, Memorial Auditorium, Roble Field, Wilbur Field, White Plaza or Frost Amphitheater
- Has been advertised off-campus via ads, flyers or invitations (parties can only be advertised off-campus after University approval).
- Involves parking for off-campus visitors
- Involves special circumstances or support, such as delivery trucks, high-profile speakers or artists

Risk Management

Risk Management
651 Serra, 723-4555

Registered student organizations and their events are generally covered by the University's insurance policies. However, there are circumstances where a student organization event may assume more risk than is covered by the University. Student organizations may be required to purchase insurance for such events. Potential risk situations include:

- Large commercial events, such as concerts, fairs and large-scale athletic events
- Events that have off-campus co-sponsors (Such events must be insured either by the student organization or the co-sponsor, preferably by the off-campus sponsor.)
- Outdoor events (Inclement weather can stop the event, but not the bills)
- Any student organization-sponsored trip or outing
- Physical activities such as trampolines, water slides, mud volleyball, etc.

Emergency Procedures

Risk Management
651 Serra, 723-4555

If an incident occurs at your event:

- Call for help, 9-911 (on campus) or 911 (off-campus)
- Report all incidents to Risk Management, 723-4555
- Complete a University Incident Report through OSA or **available online**

Sales Tax

ASSU Business Office
Tresidder Union, second floor, 723-4331

OSA
Tresidder Union, second floor, 723-2733

By law, all student organizations must pay and report sales tax on goods and services bought or sold. This is true even for nonprofit groups. Nearly all types of sales are taxable (CDs, tapes, T-shirts, food, etc.); with few exceptions. The ASSU will process sales tax payments. Consult the ASSU Business Office or OSA to arrange for collecting and paying tax in advance.

Lotteries, Raffles and Free Drawings

The distribution of prizes or gifts by chance where money is exchanged is against University policy, and therefore prohibited. However, free drawings may be held if:

- All persons who request a ticket are accommodated; and
- Donations or purchases are not necessary to obtain a ticket for the drawing, and this is printed on the tickets; and
- It is made clear whether or not the ticket holder needs to be present in order to win.

Recycling

Stanford Recycling Center
723-0919

Peninsula Sanitary Service
321-4236

Stanford Recycling provides services for recycling aluminum, glass, paper, cardboard and many types of plastic. Contact them at least three days in advance of the event for this free service.

Food and Beverage Sales

OSA
Tresidder Union, second floor, 723-2733

All food and beverage sales require a county health permit through the Santa Clara County Department of Environmental Health (408-737-8933). Any event involving alcohol and ticket sales, charges or donations at the door requires a one-day liquor license. Contact the Office of Student Activities for details.

Special Types of Events

Conferences

Non-Academic Room Scheduling (Registrar)
Old Union, room 141, 723-6755

Summer Conference Office
Encina Commons, 723-3126

University policy requires that all conferences on campus must be sponsored by a recognized student group or department and must be scheduled and approved through the Registrar's Scheduling Office (during the academic year) or the Summer Conference Office (during the summer). The Office of Student Activities and Stanford Events must approve student-sponsored conferences at least 8 weeks prior to the event and before speakers are arranged, sponsors are sought or advertising is conducted. There are also other requirements that must be met prior to approval, including a careful review of any off-campus sponsorships. Only limited involvement from an off-campus sponsor is permitted since student groups are required to assume full initiative in the planning and execution of all conferences they sponsor.

Concerts

Stanford Concert Network
ASSU Lobby, Tresidder Union, 723-1635

Student-sponsored major contemporary music acts must be initially approved by the Concert Network and then must meet appropriate University policies, including OSA approval. (The Network may also be a good sponsor for smaller concerts.)

New Student Orientation

New Student Orientation
Tresidder Union, second floor, 723-2733

Student organizations are asked to refrain from conducting information and recruiting efforts beyond those sponsored by New Student Orientation until the fourth day of the orientation period except for information tables in White Plaza which are permissible beginning the second day of orientation. Other information tables on campus, speeches at house meetings, or singing tours or speeches are not permitted during the first three days of orientation. In addition, student groups are expected to maintain an alcohol-free environment during New Student Orientation -- student events with alcohol are not permitted.

Speakers

ASSU Speakers Bureau
ASSU Lobby, Tresidder Union, 723-2880
OSA
Tresidder Union, second floor, 723-2733

Groups should take great care in contacting speakers and should consult with OSA or the ASSU Speakers Bureau before making any agreements or settling on a fee. All major speakers (a person well known to the public or booked in a large campus space) must be approved by the Office of Student Activities and Stanford Events before a verbal or written agreement is made. ASSU Speakers Bureau also offers funding, advice and support for such events.

Religious Services

Memorial Church, 723-1762

All religious services and major religious events on campus must be registered with and approved by the Dean of the Chapel.

Parties

OSA
Tresidder Union, second floor, 723-2733

All parties on campus must be registered with the Office of Student Activities via the **online form** provided on the OSA website. Planners are required to attend a party planning workshop. Parties involving alcohol, large numbers of guests or off-campus guests should fulfill additional planning requirements, which are available on the Party Planning website and in the following section of this handbook.

Programs Involving Local Children or Youth

Haas Center for Public Service
562 Salvatierra Walk, 723-0992

Any student group sponsoring programs for local children or youth, whether on- or off-campus,

must consult with the University early in the planning process. Sponsoring such programs requires prior approval due to the considerable responsibility involved. The Haas Center for Public Service must be consulted prior to the implementation of any tutoring programs. The Office of Student Activities must be consulted before youth overnight trips (on- or off-campus) or day-long conferences are planned. Waivers might also be required by the Office of Risk Management.

Trips

OSA

Tresidder Union, second floor, 723-2733

Extra care must be taken when making trip plans as they often involve special transportation arrangements, overnight lodging and potentially risky activities such as skiing and water sports. Please leave your plans and contact information with someone on campus for emergency purposes. Arrangements with bus and tour companies and lodging businesses should be confirmed in writing. Deposits should always be avoided; ASSU purchase orders are the recommended alternative. Use of a waiver form (available from OSA) for each participant is highly recommended.



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2001-2002 Student Organization Handbook
Office of Student Activities
Stanford University