STUDENT ORGANIZATION SCHEDULING AND EVENT POLICY GUIDE

25Live is our campus reservation system. 25Live reservation requests may only be submitted by the approved Event Planner(s). Each organization may designate two Event Planners. The president cannot use 25Live unless they are listed as one of the organization’s two approved Event Planners. Access to 25Live will be granted to the student organization once this form is signed and returned to the Event Services office.

Event Hours
Organizations may host events during the fall and spring semester, except during Welcome Weeks, reading period, final exams, holiday/vacation breaks, and summer sessions. Events may be scheduled during the following hours:
- Sunday–Thursday 7:00 a.m.–9:30 p.m. (additional 30 minutes clean-up time provided after event)
- Friday–Saturday 8:00 a.m.–11:30 p.m. (additional 30 minutes clean-up time provided after event)

Space Booking Timeline
Room reservation requests must be submitted in 25live at least seven days before the event date. Space for large events should be requested at least on month in advance.

3 WEEKS
If you are planning an event with more than 50 people in a multi-purpose room on campus (e.g. ballroom, Point Lounge), you are required to schedule a planning meeting with Karissa Chute (Event Services office) three weeks before the event date. Failure to do so may result in the cancellation of the event or removal of event hosting privileges.

Changing, Cancelling, Ghosting
Changes and cancellations should be emailed by the Event Planner to event.reservations@umb.edu and include:
- Reservation number (e.g. 2022-ABCDEF)
- Specifics information about the change or cancellation
- Your contact information

3 DAYS
Changes and cancellations to weekly group meetings and small events must be received three working days in advance.

5 DAYS
Changes and cancellations to large events (over 50 people) or events in multi-purpose spaces (e.g. ballroom) must be received five working days in advance.

Requests for additional furniture or equipment made at the time of the event, may be denied by the Building and Events Manager.

A no-show is defined as a group not showing up within the first 15 minutes of a scheduled reservation. No-shows and late cancellations may result in the loss of scheduling privileges. The Building and Events Manager on duty makes note of no-shows and alerts the Event Services office as needed.

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Game Room Reservations
The Game Room is available for private events Monday through Friday from 5 to 8 p.m. There is a flat rate of $100 which includes staff, pool tables, usage of TVs, game systems and board games. Additional information on Game Room reservations is available on the Campus Center website.

Non-Academic Use of Classrooms and Auditoriums
- AV Services and Classroom Technology provides technology services and support in classrooms and auditoriums on campus. Please contact IT-AVServices@umb.edu in advance to request services and equipment in academic spaces.
- Rearranging furniture, teaching desks, or AV equipment in academics spaces is strictly prohibited. Inventory will be taken prior to, and after use of these spaces. Your organization will be responsible for the repair/replacement of damaged or relocated furniture and equipment.
- Food and drinks are not permitted in auditoriums.

Room Condition
Furniture and equipment will be set according to the instructions written on your reservation. Students are not allowed to move any furniture.

It is your responsibility to clean up the space immediately after the event. If you have trash that cannot fit in the existing bins, please call the Building and Events Manager to be directed to the building trash room. Do not leave an overflow of trash or food in the room.

Decorations
All decorations and event materials must be removed from the reserved space by the organization immediately following the event. If you are unsure if your materials are acceptable, please contact the Event Services office in advance to get approval. For activities involving paint or glue, you will need to cover the area with tarp.

The following are NOT PERMITTED:
- Glitter, confetti, or other nuisance materials
- Heavy Duty Tape (duct, scotch, double stick), poster foam strips, staples, tacks, or other adhesives. Only blue painter’s tape is permitted to post signs and decor to walls, tables, or other surfaces.
- Helium balloons are never permitted in University Hall.
- Outdoor materials such as potting soil, sand, etc.

Required Staff Assignments
Some events require an additional staff presence to ensure the event is successful and conducted in a manner that minimizes risk to the organization, attendees, and the university. If you are planning a large event or a dance, please reach out to the Event Services office before budgeting for the event, to discuss potential staff assignments.

Amplified Sound
Before playing music, using microphones or other amplified sound in an open space (terrace, atrium, lobby), the organization must have approval from the Event Services office. Requests for amplified sound may be made with advanced notice during the following times only:

<table>
<thead>
<tr>
<th>Campus Center</th>
<th>ISC Atrium</th>
<th>University Hall Atrium</th>
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</thead>
<tbody>
<tr>
<td>Wed-Thurs</td>
<td>Mon-Tues</td>
<td>Sat - Sun</td>
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<tr>
<td>11:00 a.m. – 1:00 p.m.</td>
<td>11:00 a.m. – 1:00 p.m.</td>
<td>After last scheduled class</td>
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<tr>
<td>Sat-Sun - all day</td>
<td>Sat-Sun - all day</td>
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Promoting and Fundraising
Do not advertise an event or send out invitations to an event until you have received an event confirmation with a space assignment. Flyers for unconfirmed events will not be accepted. You must have a confirmed space before you advertise for an event, including scheduling promotion tabling.

- **Raffles or Games of Chance:** Organizations may not hold events or tabling fundraisers in which there is an admission fee or cost to participate in any games of chance for which a “winner” or “winners” will win a prize. All participants, or donors, must win a prize. The organization may sponsor games of chance with prizes if there is no admission charge or fee to participate.

- **Bake Sales:** Organizations may conduct bake sales on campus, provided they meet the following criteria. These guidelines also apply to groups offering free food as part of their marketing or event promotion:
  - Items sold must be approved baked/dry goods in original store packaging.
  - Individually wrapped items (e.g., Nutri-Grain Bars) should have nutrition information available.
  - No homemade food products may be offered for sale or otherwise.
  - If the organization would like to prepare its own food items, it must partner with UMass Boston Dining Services (Sodexo) to prepare and serve food on-site.
  - Groups may not sell items offered by an existing campus service provider or in conflict with existing university contracts for goods or services.
  - Food sales are restricted to a four hour period and may not be offered on the first floor of the Campus Center during peak lunch hours (11 a.m.-1 p.m.).

Catering and Food Service
- **Catered Meals:** Catering for events should be provided by UMass Boston Catering (Sodexo). If they cannot fulfill your catering requests, they may approve you to use an external caterer or restaurant. Policies and dining options are further outlined on our website.

- **Non-catered meals** include pizza delivery, deli trays from the grocery store, coffee shop refreshments, or a food order that is picked-up, transported, and setup by the event planner. These are considered low-risk food services. For food safety and liability reasons, home prepared food may not be offered at events.

I understand and agree to the following:

All 25Live reservation requests will provide complete and accurate information. If the details of my event change, I will notify the Event Services office, in writing, a minimum of three business days in advance.

As the leader of an organization, I understand that it is my responsibility to know, follow, and educate members of my organization on the applicable scheduling and event policies as outlined above.

Event Planner Signature: ✗