

2023-2024
Student Organization
Policies and Procedures Manual



Office of Student Life & Campus Events
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Introduction

Recognized Student Organizations (RSOs) are an important part of the co-curricular experience at Muhlenberg College. RSOs provide students with opportunities to form new friendships with individuals that share common interests and to experience leadership development opportunities

The Muhlenberg College Student Organization Handbook is designed to familiarize an organization's leadership and their **associated advisor** with the policies related to registered student organizations, thereby helping the organization to be both compliant and successful at Muhlenberg College. This document is not comprehensive of all Muhlenberg College policies.

All RSOs and advisors should also be aware of policies found in the [Muhlenberg College Student Code of Conduct](#). *Any violation(s) of College policy may result in suspension or termination as a registered student organization.*

Privileges

RSOs are afforded privileges on Muhlenberg College's campus as recognition of the importance of co-curricular opportunities. These privileges are reserved for Muhlenberg College recognized student organizations that remain in good standing with the Office of Student Life & Campus Events and the College. These privileges include the following, which are permitted under certain conditions:

- Ability to use College facilities for meetings and activities (subject to College program priorities and scheduling);
- Access to audiovisual equipment by reservation through Berg Productions;
- Access to special services for organizations such as student organization workshops and any and all other services and activities developed for the benefit of registered student organizations (i.e., leadership development programs, conferences, retreats);
- Access to campus bulletin boards and plasma screens for marketing use;
- Inclusion on the Student Life website;
- Invitation to participate in the Student Involvement Fairs (registration required);
- Access to Student Government Association (SGA) funding if the organization meets all the SGA appropriation requirements and is approved for funding.

The Office of SLCE can provide further explanation of policies and processes found within this handbook, which will help make student organizations successful.

Expectations & Responsibilities

Each organization should meet the following standards in order to help the Office of Student Life & Campus Events remain aware of which organizations are active on campus, ensure contact information is up to date, and maintain the privileges of a RSO

- Complete the bi-annual Student Organization Recognition form which will be emailed to current Presidents at the end of each semester (December/May). The form will close at the due date specified in email communications.
- Maintain a constitution that will be submitted to the Office of Student Life & Campus Events bi-annually.
- Complete the appropriate paperwork when the organization is participating in high risk activities, travel, extended stays away from campus, or are hosting a fundraising event.
- Ensure that all contracts are sent to the Office of Student Life & Campus Events for review and signature.
- Accept responsibility and accountability for organization members and guests at all on and off campus events.
- Maintain an active on campus advisor.
- Attend mandatory training at the start of each semester and participate in additional leadership development opportunities offered through departments within College Life.
- Accept responsibility and accountability for organization members and guests at all on and off campus events.
- Adhere to all College policies, including the Student Code of Conduct, both on and off campus.

Membership

NONDISCRIMINATION POLICY

Consistent with the [Muhlenberg Equal Opportunity and Nondiscrimination Policy](#) no student organization may discriminate on the basis of age, ancestry, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sex*, sexual orientation, veteran status, or any other basis protected by applicable federal, state, or local laws (“Protected Classes”).

SINGLE SEX ORGANIZATIONS

Title IX does not apply to the membership practices of a social fraternity or social sorority if the active membership consists:

- of students in attendance at Muhlenberg College;
- the organization has tax-exempt status under the Internal Revenue Code;
- the organization is defined as a “social fraternity” by the Department of Education.

The Department of Education uses the following questions to determine if a group is defined as a “social fraternity”:

- Is the organization’s membership limited to persons pursuing or having interest in a particular field of study, profession, or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at the college?

If a group answers “yes” to any of the questions, it is not a “social fraternity” and is not exempt from the requirements of Title IX. Professional fraternities and sororities, service and honor societies are subject to the requirements of Title IX and may not exclude members on the basis of sex.

LEAVE OF ABSENCE POLICY

It is important to note that **only Muhlenberg College students who pay the Student Activity Fee may hold membership in registered student organizations.** Students that are on a leave of absence from Muhlenberg College are unable to participate in student organizations until they return to full-time status.

Recognition Process

NEW STUDENT ORGANIZATIONS

To gain official recognition by Muhlenberg College, a club or organization must:

- Originate from the interest of students and have a minimum of 4 students interested in starting an organization. The minimum student requirement may be waived with expressed permission from the Office of Student Life and Campus Events. The name's and email addresses of the interested students must be submitted with the application.
- Be open to all full time enrolled undergraduate students without regard to race, creed, gender, gender identity, age, physical ability, national origin, religion, political affiliation, pregnancy, childbirth and related medical conditions, or sexual orientation. National Greek lettered social fraternities and sororities are, through Title IX, exempt with regard to gender only. Exceptions may be made by the Dean of Students Office.
- Promote and support the academic and social standards of the College in keeping with its stated educational mission.

A student organization will not be permitted to apply to recognized or renew its registration if the College finds that the student organization:

- Seeks to accomplish its objectives, goals, purposes, or activities through the use or promotion of violence;
- Engages in activities that interfere with the normal activities of the College or with the rights of others, including activities that present a danger to property or personnel;
- Seeks personal gain;
- or refuses to comply with federal or state laws and/or College policies, including the Non-Discrimination and Anti-Harassment Policy and Code of Conduct

*The Office of Student Life and Campus Events and SGA **only** approves new student organizations. This does not include membership into councils or group status including, but not limited to, Affinity status, A Cappella Council, Muhlenberg Theatre Association, Muhlenberg Comedy Association, Muhlenberg Dance Association. Any organization looking for a group status must be approved as a new student organization and then complete a separate process that will be determined by the group.

NEW STUDENT ORGANIZATION REGISTRATION PROCESS

1. Submit a completed [Application for Student Club and Organization Recognition](#)
 - a. All applications will be reviewed by the Office of Student Life and Campus Events the third Wednesday of every month.
 - b. Student organizations that are deemed as having the potential for coming with higher risk (ie. physical safety risk, emotional well-being risk, concern for adherence to College DEIB principles, risks related to socio-political concerns, etc.) must meet with a member of the Student Life and Campus Events team prior to their application being forwarded to SGA.
2. The application will be forwarded to the Student Government Association. Organizations are required to give a brief presentation to SGA which will include a Q&A.
 - a. The presentation should include: a statement of intent, which should detail the club or organization's general purpose and/or mission statement, future goals, membership information, meeting information, why the club or organization would like to be a recognized organization, and what resources/funding/support will be needed?
3. SGA will vote on the final determination of organization status.
4. If a student organization has been approved they are required to:
 - a. Meet with a member of SGA for training
 - b. Submit their constitution and bylaws to studentactivities@muhlenberg.edu
 - c. Advisors will receive separate communication detailing advisor expectations and the advisor contract

**Student organization recognition will not be final until all documents are successfully submitted and all requirements are met. Upon completing the Application for Recognition student organizations may operate in limited capacity as “interest groups” until approved or denied by SGA. Interest groups are permitted to advertise, but may not host events.

NEW SOCIAL FRATERNITY AND/OR SORORITY ORGANIZATION REGISTRATION PROCESS

Prior to reaching out to an Inter/National Headquarters Organization, students seeking to start a new organization must meet with the Associate Director of Fraternity and Sorority Life and Leadership to discuss the expansion process. In the instance that an organization is interested in expanding to Muhlenberg College without the interest of students, the organization may contact the Associate Director of Fraternity and Sorority Life. Please understand that each process will move at its own pace and the different organizations involved may delay the process.

Muhlenberg College does not support or recognize fraternities or sororities not affiliated with a national governing organization. Any group interested in expanding at Muhlenberg College must have an established Inter/National Headquarters and be recognized by one of the following umbrella organizations:

- North-American Interfraternity Conference (NIC)
- National Panhellenic Conference (NPC)*
- National Multicultural Greek Council (NMGC)
- National Pan-Hellenic Council (NPHC)
- National Association of Latino Fraternal Organizations (NALFO)
- National Asian Pacific American Panhellenic Association (NAPA)

*For expansions of National Panhellenic Conference sororities, the college will work in concert with the process as outlined in the *NPC Manual of Information* as adopted by the National Panhellenic Conference.

After meeting with the Associate Director of Fraternity and Sorority Life and Leadership, an expansion committee may be created. The committee will request a letter of intent that should outline the student group’s interest in fraternity and sorority expansion, the group’s goals, and how they could potentially fill a void and/or strengthen the Fraternity and Sorority Life community. The letter must indicate which umbrella organization the group is interested in becoming affiliated with. If the group is interested in a specific organization(s), the group must provide a brief explanation as to why the organization(s) was selected. Please note that if the expansion proposal is approved, there is no guarantee that the organization(s) listed or preferred in the letter of intent will be the final organization selected by the College. The group should also provide a list of interested students. Each interested Muhlenberg College student must be registered as a full-time student, in good standing, and have a cumulative 2.5 or above GPA. The list should include each individual’s first and last name, class year, major, leadership and involvement, and signature (by providing their signature, individuals are providing consent for the Associate Director of Fraternity and Sorority Life and Leadership to ensure that they meet the requirements and expectations for membership). Any student, who has been previously initiated into a social fraternity or sorority at any campus, shall be deemed ineligible to participate in the expansion process unless it is for their affiliated organization. Please note that, per NPC Policy, any individual who signed a MRABA or accepted a bid but did not accept or withdrew membership is bound for one (1) year to that NPC sorority and will not be eligible for membership in any other social organization until the term of the year is up.

The committee will evaluate the letter of intent and interested student list, along with, current chapter membership size, long-term sustainability, and the composition and interest of the general student population. Muhlenberg College reserves the right to refuse expansion if the committee, in agreement with the College, deems that the current campus climate cannot support the necessary resources for a successful and sustainable expansion. If determined that the College is ready for expansion, the committee will submit a proposal to the Vice President of Student Life. If the proposal is accepted, the committee will move forward with the expansion process.

Fraternity and Sorority Life Expansion Committee: The Expansion Committee is chaired by the Associate Director of Fraternity and Sorority Life and Leadership and is composed of:

- one (1) fraternity/sorority associated student to represent each council (preferably the President/Chair);
- one (1) member of SGA (preferably an unaffiliated student);
- one (1) unaffiliated student (preferably a senior; cannot be involved in any current Fraternity and Sorority Life Expansion applications);
- one (1) Faculty member;
- one (1) Staff member that represents the Department of College Life;
- and the Director of Student Life and Campus Events or an appointed representative.

If the committee has received approval to move forward, the Associate Director of Fraternity and Sorority Life and Leadership will reach out to the desired national governing organization and/or chapter(s) to request a letter of interest. The letter of interest shall include information regarding the desire to expand at Muhlenberg College, financial and developmental support for members during the colonization process and beyond, details of New Member Education programs, risk prevention policies and strategies, and (inter)national, regional, and local information of the organization, including alumni support. Previous recognition on campus may factor into the decision-making but does not guarantee recolonization or the opportunity to visit and present on campus. The assessment of the letter of interest will determine which organization(s) will receive an invitation to campus for a formal on-site visit and presentation. Only those organizations invited to visit shall be considered for colonization.

Potentially recognized groups must adhere to the **Unauthorized Student Organization Policy**, specifically, “Student organizations that have lost College recognition through conduct sanctions or that withdraw from the College or terminate their existence while disciplinary proceedings are pending against the organization, but continue to function, even under a different name will be deemed “unauthorized student organizations” and are not, and will not be, considered “community organizations.” Any student who is an actual or prospective member of, or otherwise participates in, an “unauthorized student organization” will be subject to disciplinary action through the College’s conduct system and may be subject to sanctions which include probation, suspension, or expulsion. **Any group that has been found to be functioning “underground” will be automatically disqualified and removed from consideration.**

The Expansion Committee may invite up to four (4) organizations to visit the campus and make presentations for the purpose of mutual evaluation. The committee shall compose a letter to those finalists inviting them to campus to meet with the Expansion Committee. The letter will include what the organization will be evaluated on and the expectation of materials to be included in their presentation.

At the conclusion of the on-site visits, the Expansion Committee will evaluate each organization and make a recommendation to the Vice President of Campus Life and Dean of Students. Possible recommendations from the committee to the Vice President of Vice President for Campus Life and Dean of Students at Muhlenberg College are: (1) Extend no invitations at this time. Such a recommendation would include specific reasons for declining colonization and, if applicable, when another presentation may be made. (2) Request more information. The committee would identify specific materials to aid them in making a final decision. (3) Extend an invitation to colonize. The committee would recommend one or more of the visiting organizations be colonized at Muhlenberg. Should the Vice President of College Life agree, a formal invitation would be sent to the organization formalizing the College’s decision.

Once an organization has been invited to colonize at Muhlenberg College, the following processes and procedures must be completed before any students at Muhlenberg College are contacted or colonization is advertised:

- **General Liability.** The national headquarters must provide the College with a certificate of insurance, submitted annually, evidencing Commercial General Liability coverage that includes, but is not limited to, bodily injury, personal injury, property damage, host liquor and contractual liability, and list the College as an additional insured by endorsement. Coverage must be written with companies reasonably acceptable to the College and at limits of least \$1,000,000 each occurrence/\$3,000,000 general aggregate. The College must be named as an additional insured.
- **Staff/Volunteer Board.** The (inter)national organization, in cooperation with the College, must appoint an alumnus and/or faculty/staff chapter advisor consistent with organization policy.

An organization selected to colonize must agree to the following criteria:

- The initial recruitment period for the colony will be during the established formal or informal recruitment period set by the recognized council, or in agreement with the Office of Student Life, in the corresponding semester of colonization.
- Newly recognized colonies/chapters residing in recognized chapter housing will abide by all (inter)national organization and College social policies. *Fraternity housing at Muhlenberg College is not guaranteed for new organizations.*
- A member of the (inter)national organization's staff and/or the established volunteer board shall support and/or facilitate the initial recruitment and New Member Education processes.
- The colony must comply with all Muhlenberg College policy, governing council policy, (inter)national organization policy and government agency rules and regulations.
- The colony signs and abides by the College's Fraternity and Sorority Life Relationship Statement.
- The College agrees to provide the colony with the same support and resources provided to all recognized chapters, student clubs, and organizations.

*Additional criteria may be established in the case of organizations seeking re-colonization on campus as outlined in the documentation at the time of removal. Failure to abide by any of these criteria may result in the premature conclusion of the colonization process.

Chartering of colonies will be determined jointly by the Associate Director for Fraternity and Sorority Life and Leadership, the Director of Student Life and Campus Events, and the Vice President for Students and Dean of Students and the (inter)national organization. The colonies must abide by all chartering criteria designated by the (inter)national organizations. The colonies must also participate in the annual Muhlenberg College **Accreditation Process** for Fraternity and Sorority Life. The Accreditation performance and feedback will determine the success of the colonies from year-to-year. Consistently meeting or exceeding expectations of Accreditation will ultimately determine if a recommendation to charter is granted.

LOSS OF RECOGNITION:

If a student organization is found to have violated any policies listed herein, has not met the expectations and responsibilities expected of an RSO, or has violated any policies listed in the [Muhlenberg College Student Code of Conduct](#), the organization president will be notified immediately of the organization's alleged violations. If the organization is found in violation, it may lose all privileges extended to it, such as the ability to reserve rooms, utilize Berg Production services, and request funding through the Student Government Association.

UNAUTHORIZED STUDENT ORGANIZATIONS:

Muhlenberg College endorses the rights of its students to freedom of association and freedom of expression. At the same time, like most private colleges and universities, Muhlenberg has established policies governing student organizations and student behavior on and off campus. The intent of this policy is to clarify and

confirm the applicability of the College's rules and regulations to students participating in organizations not recognized by the College.

Muhlenberg recognizes that students, as members of the Allentown and Lehigh Valley communities, have a right to belong to a wide range of community organizations. Student behavior as members of such community organizations is, however, still subject to College standards, rules, and regulations whether or not such behavior takes place on or off campus. Furthermore, student organizations that have not been formally recognized by the College, have lost College recognition through conduct sanctions or that withdraw from the College or terminate their existence while disciplinary proceedings are pending against the organization, but continue to function, even under a different name will be deemed "unauthorized student organizations" and are not, and will not be, considered "community organizations."

Any student who is an actual or prospective member of, or otherwise participates in, an "unauthorized student organization" will be subject to disciplinary action through the College's conduct system and may be subject to sanctions which include probation, suspension, or expulsion. Recognized College organizations that partner with any "unauthorized student organizations" may also be subject to sanctions which include probation, suspension, or permanent withdrawal of recognition.

All current and future "community organizations" and not "unauthorized student organizations" are subject to College review to assure that they are truly community organizations and not unauthorized student organizations. Criteria used in making such judgments will include, but not be limited to, an evaluation of the membership of any such organization, the nature and focus of its activities (including recruiting activities), and the facilities utilized by the organization.

On-Campus Advisors

REQUIREMENTS:

Every recognized student organization is required to have an advisor. Student organization advisors must be employees of Muhlenberg College or be designated the privilege of this status by the administration. Individuals may advise no more than **two** groups during any given academic year. Exceptions may be granted by the Office of Student Life and Campus Events upon written request.

The advisor shall become familiar with the College's risk management expectations for club activities. The advisor shall discuss planned off-campus activities involving risks greater than those encountered on campus with the College's risk manager prior to the club's engaging in the activity. Advisors shall be familiar with College policies and procedures as detailed in this handbook and should contact the Office of Student Life and Campus Events when questions and concerns arise. The Office of Student Life and Campus Events will provide advisors with training opportunities, upon request.

EXPECTATIONS:

Advisors shall . . .

- be familiar with the mission, goals, and purposes of the club he or she is advising;
- attend meetings and events, conferences, competitions, retreats, and other such activities as is practical;
- meet regularly with club officers as necessary to stay connected with the proceedings of the club;
- provide continuity in a club's program from year to year;
- assist the group in formulating long-range goals and in planning and initiating short-term projects;
- promote student awareness of, and adherence to, policies governing student groups;
- serve as a resource person for alternative solutions to problems confronting the group;
- make suggestions that will permit the officers to improve leadership skills;
- monitor the club's activities with a risk management lens.

Legal actions against colleges and universities arising from student organizations and activities are often brought under laws of negligence or intentional torts. Muhlenberg College expects its representatives to exercise reasonable care to protect themselves, students, and/or other persons from being injured during club activities. Safety is to be the advisor's first consideration when overseeing the planning, organizing, and participation in club activities. A framework in which the College proactively manages its risk and effectively resolves problem situations is in place. Discussion with the College's risk manager shall take place as part of the planning process in every situation where the activity or event involves risk of personal injury.

Advisors should expect the club's officers to . . .

- keep them well-informed of all organization activities, meeting times, locations, and agenda items;
- take initiative and follow through on commitments;
- meet with them regularly;
- treat them with respect;
- make them feel welcome at all meetings and activities;
- inform them of any potential problems that may affect the organization or the College;
- be considerate of their professional obligations and to not leave important matters to the last minute;
- be the decision-makers and initiators of the club's programming and policy;
- use them as a sounding board for discussing plans and problems.

Event Policies & Procedures

ROOM RESERVATION POLICY & REQUIREMENTS:

Use of College facilities and resources may only be requested by College departments and recognized student groups in good standing.

- The first step in planning an event on campus is to arrange for a location and associated resource needs. To request the use of Muhlenberg College facilities for a student group event, enter a request into the 25Live system (access via OneLogin).
- Student groups may designate up to two student schedulers, plus an advisor for 25Live access.
 - To update schedulers, please email teamseegers@muhlenberg.edu.
- The request should include any anticipated resource needs (ie. rolling whiteboards, coat racks, ect.), set-up type, anticipated maximum number, parking, personnel, catering, and security needs, etc.
- **Please note** - Student organizations are prohibited from hosting events during the Final Exam period.
- Additional resources and tutorials may be found on the Seegers Union website under Campus Scheduling. For technical assistance and troubleshooting for 25Live, please contact the Office of Student Life & Campus Events at 484-664-3494.

HOUSEKEEPING

Your location may dictate additional housekeeping needs and can be affected by the date, time, and/or capacity of the event. Housekeeping may be required and an overtime charge will be billed to the sponsoring student group. For more information on Housekeeping, contact Plant Operations.

SEEGERS WEEKEND EVENTS

Seegers Union is no longer able to accommodate weekly student organization meetings on Saturdays and Sundays that require specific setups. Meetings that do not require specific setups (meaning your organization can use the space as-is) can still be accommodated. Please note that this operational change will not affect weekend events; only weekly/regularly occurring weekend meetings.

You have a several alternative options for your weekend meetings:

- Consider booking a classroom space. Trumbower 130 is a favorite for larger organizations. Many of the classrooms on the first floor of Moyer have moveable furniture that can be changed to fit your needs.
- Consider booking your meeting in the Fahy Commons. All of the meeting and classroom spaces within the Fahy Commons have flexible furniture that can be moved around to accommodate any type of setup (up to 40 people).
- If you prefer to book your meeting in Seegers Union, you can still do so with the understanding that you will be booking the room as-is. The setup may be different each week, depending on prior events in the space. If you book a room as-is, you need to leave the room in the same setup as you found it, as it may be pre-set for a future event. You are also welcome to use the Red Door or the Student Life Conference Room, which do not require setups.

SECURITY

Security (either Campus Safety or a security vendor) may be required for student group events. The Office of Seegers Union and Campus Events, in conjunction with the Dean of Students, the Provost (if necessary) and Campus Safety will determine security needs. The sponsoring student group will be responsible for all fees related to event security. For more information, contact the Office of Campus Safety.

CATERING

Food and beverage for events must be ordered through Muhlenberg College Dining Services no less than ten (10) calendar days in advance of the event.

- Contact Red Door Catering by phone at 484-664-4030 or by email at catering@muhlenberg.edu during normal office hours: Monday through Friday 8:30 AM - 4:30 PM.
- All cancellations and/or changes referring to the menu, count, and event arrangements must be confirmed three (3) days prior to the event. Functions canceled within three (3) days of the event may incur a charge.
- Preparations will be made for the estimated count and charged accordingly should a final count not be

confirmed.

The only campus locations that do not require the use of Red Door Catering are the Hoffman House, the Red Door in Seegers Union, Home of the President, Multi-Cultural Center, Hillel House, the Neuman Center, and all Residence Facilities (Residence Halls, MILE Houses, Etc.).

For additional information, please visit the Red Door Catering Guide.

RSO POLICY REGARDING EVENTS WITH ALCOHOL

Student organizations must complete an Alcohol Request Form in order to host on-campus events with alcohol.

- The Alcohol Request Form should be **completed at least 15** business days prior to the event.
- The individual completing the form must be 21 years of age and is designated as the Event Manager.
 - The Event Manager is required to be present through the duration of the event and serves as the point of contact for the event.

The Vice President of Student Affairs/Dean of Students, or designee, reserves the right to deny an application to serve alcohol during the first two (2) weeks of the fall semester and after the last day of classes of the fall and spring semesters and/or make any exceptions to the policy and herein.

Student organizations are expected to follow the [Muhlenberg College Alcohol Policy](#) when planning events that include the consumption of alcohol. Members of the Muhlenberg community are expected to abide by all federal, state and local laws, including those governing alcohol consumption and distribution.

Under Pennsylvania law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21.

BARTENDERS

All on-campus events at which alcohol will be made available must utilize the bartender services of the Muhlenberg College Dining Services' Red Door Catering for the distribution of beverages.

SECURITY & IDENTIFICATION

Security is required for all student organizations sponsored events with alcohol. The Office of Seegers Union and Campus Events, in conjunction with the Dean of Students, the Provost (if necessary) and Campus Safety will determine security needs. The sponsoring student organization will be responsible for: all fees related to event security, arranging the reservation of the ID Works system through the Department of Campus Safety, and purchasing wristbands for the event.

All event attendees are required to present either their BERG ID or a government issued identification in order to gain entry to an event where alcohol is served.

TIMING

The availability of alcohol at an event location may last a maximum of three hours, unless otherwise approved by the Dean of Students. Student organizations are permitted to register only one event with alcohol on a given date. Alcohol service must end at least 30 minutes prior to the posted event end time. Alcohol may only be consumed in designated areas.

APPROVED BEVERAGES

Alcoholic drinks must be limited to beer, wine, and malt beverages (ie. seltzers) in quantities appropriate for personal consumption. Hard liquor, wine coolers, and mixed drinks are prohibited.

FOOD

The sponsoring student group is responsible for providing adequate food and non-alcoholic beverages for the duration of the event. Breads, meats, cheeses, vegetables, pizzas, subs, etc. are considered appropriate foods;

chips and pretzels are not. Unless the event is being held in a location that does not require the use of Dining Services, this food must be provided by Muhlenberg College Dining Services' Red Door Catering. The cost of catering is the responsibility of the sponsoring student organization.

In addition to providing adequate food, the sponsoring group is required to provide EANABs (Equally Attractive Non-Alcoholic Beverages).

- All EANABs should be appealing alternatives to alcohol (soda vs. tap water) so that non-drinkers and those who choose not to drink alcohol can enjoy inviting substitutes.
- Unless the event is being held in a location that does not require the use of Dining Services, these beverages must be provided by Muhlenberg College Dining Services' Red Door Catering.

OFF-CAMPUS EVENTS WITH ALCOHOL

Student groups wishing to host an event with alcohol at an off-campus venue should follow all of the guidelines set forth for on-campus events with alcohol.

In addition, the following special consideration should be given for events with alcohol in off-campus venues:

- Student organizations intending to travel to an off campus location for an event with alcohol are required to provide transportation for their guests to and from the destination. See the College's [Trip Policy](#) and [Vehicle Transportation Policy](#) for more information.
- Events with alcohol occurring off-campus will be reviewed by Campus Safety, who will determine the need for a licensed security vendor to staff the event. The expense for security will be the responsibility of the sponsoring student organization.

TAILGATE EVENTS

Student groups are welcome to participate in the Mule Pen Tailgate Program. The Mule Pen Tailgate Program is a BYOB event that creates opportunities for student groups to gather before certain Muhlenberg College Athletic events.

The Mule Pen Tailgate has been organized to provide a venue for the College community, creating an opportunity of equity and inclusion; to foster school spirit and support the Muhlenberg Athletic teams. The Mule Pen Tailgate, also provides an environment intended to encourage responsible consumption of alcohol and social engagement.

Members of the Muhlenberg community are expected to abide by all federal, state and local laws, including those governing alcohol consumption and distribution. Under Pennsylvania law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21. Other state laws governing the use of alcohol can be found here.

While College Alcohol Policy and Pennsylvania State Laws remain in effect, College protocol has been modified for the Mule Pen Tailgate around game time.

TAILGATE GUIDELINES

To ensure safety, comfort, and enjoyment for all, we ask that you adhere to the following guidelines in the designated tailgate area:

- This event is intended for students, faculty and staff, and guests of Muhlenberg College, unless otherwise specified by the College.
- Please be prepared to show your Muhlenberg College ID and/or your government issued identification upon entry. Campus Safety or designee has the right to request identification from any participant at any time during the tailgate event.
- This event is BYOB. Beer, wine and non-alcoholic beverages may only be consumed in plastic cups (i.e., Solo products).
- Personal carry limit is defined as one (1), six-pack of 12 oz. beer, or the equivalent OR one 750ml. of wine. One alcoholic drink is 12 oz. of beer or 5 oz. of wine. All containers must be factory-sealed and

unopened.

- The following items are not permitted at any time: kegs, hard liquor, distilled alcohol products, and other common source containers.
- Anyone appearing to be intoxicated and/or exhibiting disruptive or dangerous behavior may be asked to leave the tailgate event.
- All bags, beverages, and containers are subject to inspection.
- Drinking games and devices for rapid consumption are not permitted.
- Grills are not permitted at College sponsored tailgate programs, unless otherwise authorized.
- Event access begins two hours prior to posted game time and will end at kickoff (start of game).
- Upon your departure, please leave the area clean using the provided trash brutes.
- Any student and or student group may be subject to charges of violating any policies and procedures specified in the Muhlenberg College Social Code. Students will be held responsible for their guests' behavior.

Muhlenberg College reserves the right to alter guidelines, event dates and locations.

'Berg Production, Tech Requests & Technical Resources

'Berg Production provides the student community with sound, lighting, video, live-streaming and other forms of technical/ event support through our dedicated production team. It is our mission to work with Student Organizations to produce innovative and creative events for the campus community. In order to view our production portfolio, please visit us on Instagram [@berg_production](#).

TECH REQUEST FORM:

To request the use of services, please fill out the ['Berg Production Tech Request Form](#). All requests must be made at least 10 days in advance of your event date. If you are unaware of what exactly your group will need, please fill out the form to the best of your ability and feel free to reach out to us with your questions or ideas!

PRODUCTION SUPPORT GUIDELINES:

In order to provide fair and equitable support to all student organizations and events, we have compiled the following guidelines that events must adhere to:

- Events are supported on a First Come, First Serve basis.
- Events are generally able to be supported: **Tuesday - Saturday, 5PM - 12AM**
 - If you would like your event to occur outside of this time frame, please contact bergproduction@muhlenberg.edu and we will explore your options.
- In order to receive support, events must be scheduled by student within a recognized Student Organization, hosted by an office within the Division of Campus Life, or approved for support by the Office of Student Life and Campus Events
- Events Organizers should make every effort to request support at least 10 days prior to the event.
- Unless told otherwise; we will direct any questions regarding the event to the individual who submitted the tech support request. Therefore, this individual should monitor their Muhlenberg Email account for questions that we may have regarding an event.
- Room reservations **MUST** be submitted ahead of time on 25Live. Venues must be left in the condition they were found in prior to an event. Students/Student Organizations may not re-arrange a room setup without prior approval from the Office of Seegers Union and Campus Events.
 - Priority for venues will be given to spaces within Seegers Union.
 - Other than in special circumstances we cannot support events that occur off-campus.
- Groups looking to host movies on campus **must** procure the rights to show the movie. Student Life is happy to assist interested organizations through that process. Refer to Additional Policies and Procedures.
 - *Outdoor Film events may only take place after dusk*
- Live-streaming in HD is available but is limited by the location of the event.
 - Due to limited resources we are only able to live-stream one event at a time.

VENUE SPECIFICATIONS

- **Red Door, Event Space, Great Room, Fireside Lounge, Seegers Union:** Full Support Available for Lighting, Sound, Video, and Live-Streaming.
 - The Great Room and Fireside Lounge do not have dedicated Theatrical 'Front' Stage Lighting. A stage (if desired) must be indicated in 25Live, and a work-order submitted.
- **CA Galleria, CA Recital Hall, Rehearsal House Amphitheatre:** Sound, Front Lighting, and Limited Streaming support.
- **Parents Plaza Amphitheatre:** Sound, Front Lighting, and Live-Streaming Capable.
 - Live-Streaming is not available in Extreme Heat, Cold, or Humidity.

REMEMBER: *The Office of Student Life and Campus Events was given the opportunity to support your events through a generous contribution from the Student Government Association. Therefore, if our equipment is lost or damaged we will be unable to immediately replace it.*

Questions? Contact 'Berg Productions at bergproduction@muhlenberg.edu or John Lukan, Assistant Director of Seegers Union & the Student Experience at johnlukan@muhlenberg.edu

Additional Policies & Procedures

POSTING & ADVERTISING

Student groups are permitted to advertise events by posting flyers in appropriate locations and through the use of the digital signage boards throughout Seegers Union. Please reference the [Posting of Signs and Notices Policy](#) for more information.

GAME OF CHANCE

Sales/solicitation of "games of chance" (i.e., raffles, etc.) must not only be approved, but must be registered in the College Finance Office. This is a requirement under the laws of the Commonwealth of Pennsylvania. Please email studentactivities@muhlenberg.edu in order to begin the approval process.

GIFT CARDS

Student organizations are not permitted to purchase or distribute gift cards as prizes or compensation. Exemptions may be made by the Dean of Students Office.

FILMS AND MOVIE SCREENINGS

It is illegal to show a film in a public forum without consent from the producer of the film and could subject the student organization and possibly Muhlenberg to fines. Any student group wishing to host a film screening or "movie night" must obtain the rights to the film. The cost for film rights ranges from \$250-\$1200 and can be purchased through Swank Motion Pictures or Criterion Pictures USA. Please consult the Office of Student Life and Campus Events for more information regarding film screenings.

FOOD SALES

All food sales (baked goods, pre-packaged foods, etc.) are subject to approval by Dining Services. Please email diningcomments@muhlenberg.edu.

RSO FUNDING

The [S.C.O.R.E. Form](#) is used to pay for club and organization expenses. This form must be completed by club treasurers and approved by the club advisor and SGA Treasurer/Advisor before any financial transactions are made. You must complete this form in advance so that the purchase can be approved and it is confirmed that your organization has enough funding.

NOTE: No student or organization will be reimbursed for expenses without prior approval.

MONETARY DONATIONS

To the best of the student organization's ability, donations should be submitted directly to the receiving organization.

PARTISAN POLITICAL ACTIVITY POLICY

Please refer to the College's [Partisan Political Activity Policies](#).

THIRD PARTY VENDORS

Student groups wishing to enter into a contract with a third party vendor (ie. performer, venue, service, etc.) must first be shared with the Office of Student Life and Campus Events. Once the contract is shared with the appropriate staff members, the Office of Student Life and Campus Events will work with the organization(s) to seek approval from the Treasurer's Office.

All contracts should be sent to the Office of Student Life and Campus Events for review at studentactivities@muhlenberg.edu. The Assistant Treasurer is the only authorized contract executor for student groups at Muhlenberg College for contracts above \$1,000. Students are not authorized to sign contracts or make any verbal agreements on behalf of their student organization or the College.

Transportation

Student groups intending to travel to an off campus location for an event, will need to develop a transportation plan. Any plan must first adhere to the College's [Trip](#) and [Vehicle Transportation](#) Policies.

If students are traveling more than 35 miles away from campus, they are required to meet with the Office of Student Life and Campus Events. This meeting should be scheduled at least 2 weeks in advance by emailing studentactivities@muhlenberg.edu.

All student drivers **must** complete the [Student Driver Responsibility Acknowledgement Form](#) and all student passengers **must** complete the [Passenger Independent Travel Informed Consent Form](#) All forms must be signed and submitted to the Office of Student Life and Campus Events **prior to departure** from campus.

Student groups should also consider a process and location for loading and unloading buses. Student groups wishing to use The Galleria Lobby in the Baker Center for the Arts as a bus loading area are required to request the use of that space in 25Live. In some cases, a group may be asked to hire professional security for loading and unloading purposes.

Any contracts with third party transportation or security providers must be reviewed and signed by an officer in the Treasurer's Office. For off campus events with fewer than 50 guests, consider using professional services (taxis, car rentals, Uber, etc.).

Muhlenberg College is not liable for incidents that occur in personal vehicles.