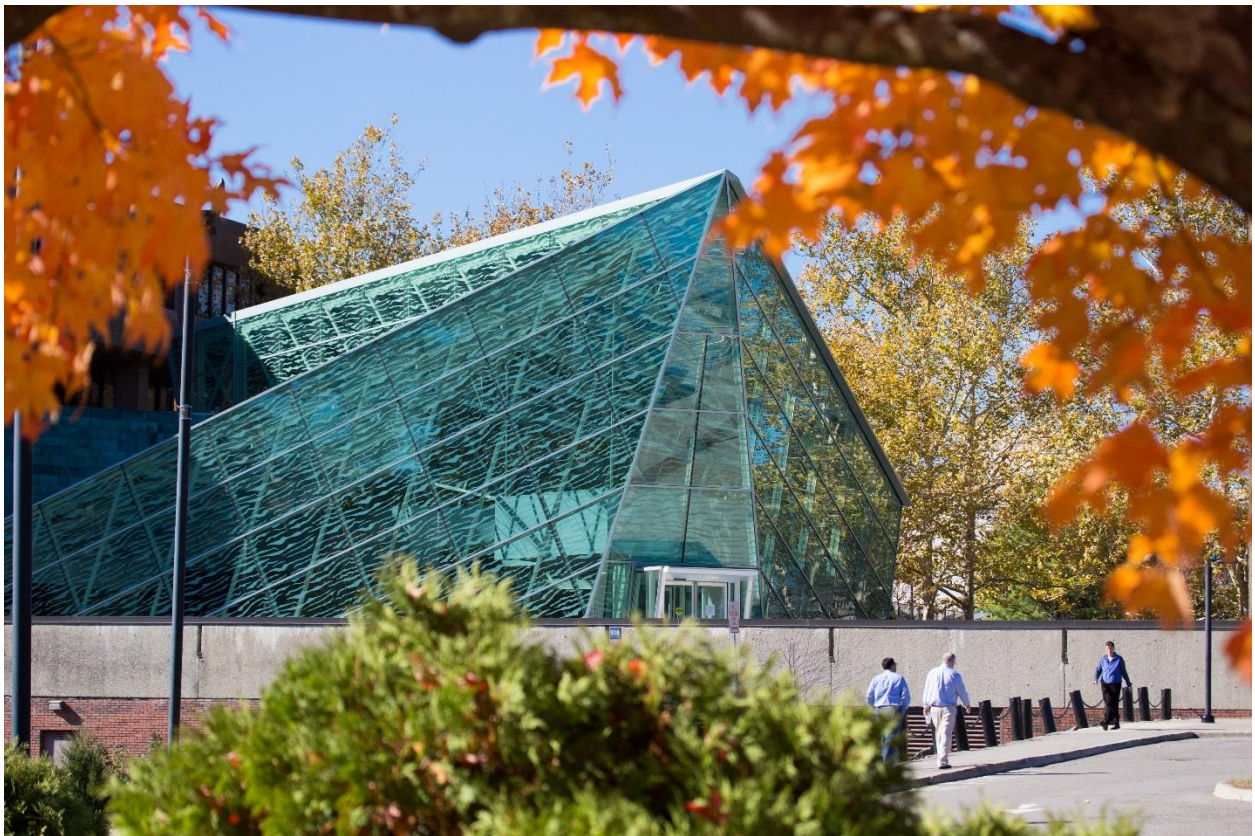


Student Union & Campus Events Policy Manual

The Center for Student Engagement



Effective August 2024

About the Center for Student Engagement

Mission

The Center for Student Engagement takes a student-centered approach to foster lifelong learners and leaders through:

- Collaborating with students, campus partners, and the New Paltz community,
- Innovative trainings, programs, and activities that are both educational and entertaining, and
- The cultivation of an inclusive environment enriches the student experience.

Vision

The Center for Student Engagement strives to provide an environment for students to develop holistically.

Values

- **Transparent**
 - We value our ability to provide the necessary information and explanation for others to receive a better understanding.
 - We value our ability to provide opportunities for all who occupy our space bravely through inquiry.
- **All-Embracing**
 - We value the welcoming and affirming space we intentionally create for all campus partners through events, programs, activities, and other connections.
 - We respect and celebrate the varying identities our students have, and the varying skill sets our students possess.
- **Student-Centered**
 - We value our partnerships that provide a systems approach to support our students, making decisions with students at the forefront and understanding the effects of these decisions.
 - We adapt our resources by inviting feedback from the student population.
- **Growth Mindset**
 - We value the ability to evaluate what was and look to improve as trends change to meet the needs of our students.
 - We respect traditions yet will continuously look at what can be done by pushing boundaries.
- **Authentic**
 - We value having an environment where we can show up as our whole selves and allowing others to do the same.
 - We commit to work on ourselves as leaders who are goal-oriented and self-aware.

Who We Serve

- SUNY New Paltz Student Scholars
- Recognized Student Organizations
- Campus Offices & Departments
- External Constituents

Organizational Structure of the Center for Student Engagement

Professional Staff

Director, Center for Student Engagement

- Administrative Assistant
- Associate Director, Center for Student Engagement
 - Assistant Director, Intercultural Student Engagement
 - Coordinator, Community & Civic Engagement
 - Coordinator, Fraternity & Sorority Life
 - Graduate Assistant, Leadership & Inclusion
- Assistant Director, Orientation & Transition Programs
 - Coordinator, Student & Family Programs
 - Graduate Assistant, Student Engagement Programs (shared)
- Assistant Director, Student Union Operations
 - Coordinator, Student Union Experience
 - Graduate Assistant, Student Engagement Programs (shared)

Student Workers/Leaders

Student Union Managers

- Student Union Managers oversee the daily functions of the Student Union Building and supervise our Event Support Staff. They are responsible for reporting common maintenance updates, opening, and closing the SUB, answering general questions and event support.

Event Support Staff

- Event Support Staff help with the breakdown and set up of any event happening in the Student Union Building.

Student Engagement Assistants

- Student Engagement Assistants oversee the office tasks in the Center for Student Engagement office, including stamping posters, selling Trailways tickets and answering general phone and email inquiries.

Orientation Leaders/Senior Orientation Leaders

- Orientation Leaders/Senior Orientation Leaders are an integral part of every new student's success on the New Paltz Campus. They are “goodwill ambassadors” trained to help

incoming first year students feel comfortable about their new “home away from home” during summer Orientation.

Transfer Liaisons

- Transfer Liaisons are a support system for our new transfer students. They are former transfer students who will help facilitate Transfer Orientation and plan programming throughout the academic year.

Intercultural Student Engagement Ambassadors

- Intercultural Student Engagement Ambassadors are enthusiastic student leaders who play a pivotal role in enhancing the campus experience by promoting intercultural student engagement and fostering inclusivity within the Multicultural Resource Center (MRC). They engage with the campus community through event programming, student outreach, and peer mentorship, collaborating closely with various campus departments and student organizations to support diversity and intercultural understanding.

Functional Areas of the Center for Student Engagement

New Student Orientation

The vision for New Student Orientation is to have students positively connect with at least one other new student, staff member, or faculty member to begin the journey for a sense of belonging at SUNY New Paltz. Students should also be able to identify at least one resource or contact who can answer their questions after attending Orientation.

Orientation plays a significant role in the onboarding process for new students. The onboarding process begins when students accept their offer to New Paltz and extends to the end of their first semester.

Student Union Operations

The vision of Student Union Operations is to create a space for students to learn and lead in a safe and supportive environment.

Student Union Operations include: the day-to-day maintenance of the Student Union Building, the Student Union Building Student Staff, event support (i.e., setup, breakdown, consultations, and timelines), general and commuter specific programming, and fees and policies associated with the Student Union Building.

Civic & Community Engagement

Civic & Community Engagement works to foster a vibrant community where every student is empowered to contribute to our global community and civic life through active participation, critical reflection, and collaborative action.

SUNY New Paltz's Community and Civic Engagement programs including one day service opportunities, Alternative Spring Break, Make A Difference Day, Clean Sweep New Paltz inspire

students to actively participate in community service and civic duties, integrating reflective practices to deepen their understanding of societal issues and their roles in creating positive change.

Intercultural Student Engagement

The vision for Intercultural Student Engagement is a diverse and inclusive campus where intercultural dialogue and understanding thrive, empowering all students to become culturally competent leaders and creating a campus culture of belonging for every student.

Intercultural Student Engagement at SUNY New Paltz is dedicated to developing and maintaining a culturally inclusive campus environment through culturally rich, dynamic and innovative programming.

Leadership

Our vision for leadership programs at SUNY New Paltz is to empower students with the skills, knowledge, and confidence to become dynamic leaders on campus, in their communities and beyond. Through innovative programming and transformative experiences, we aim to cultivate a culture of leadership excellence that fosters personal growth, social responsibility, and positive change.

Fraternity & Sorority Life

The SUNY New Paltz Fraternity and Sorority Life community is one of vibrant inclusivity and shared purpose. Rooted in diversity and unity, our community embraces excellence and the shared purpose of scholarship, brotherhood/sisterhood, and service.

Contact Information – Center for Student Engagement

- Location: Student Union Building Room 211
- Phone: 845-257-3025
- E-mail: cse@newpaltz.edu

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Section 1: General Student Union Building Information

1.1 Hours of Operation

The Student Union Building operates on the following schedule throughout the academic year:

- Monday through Thursday – 7:30 am – 11:00 pm
- Friday – 7:30 am – 12:00 am
- Saturday – 10:00 am – 12:00 am
- Sunday – 11:00 am – 9:30 pm

Building hours are subject to change, and any changes will be shared via e-mail.

During Winter Intersession, Spring Break, and Summer Break the hours of operations for the Student Union Building operate on a reduced-hour schedule. The following is the reduced hour schedule during these breaks:

- Monday – Friday: 7:30 am – 5:30 pm
- Saturday – Sunday: closed

Late Night Pass Policy

The Center for Student Engagement allows students to receive, on a limited basis, permission to stay after operating hours in the Student Union Building via a Student Union Late Night Pass. This pass can only be requested by a professional staff member, in the beginning of the academic year, for the students who need access to the building and is not active without approval from the Center for Student Engagement. If issued a late-night pass, all student names, student ID numbers, student guests, locations students are permitted to be, and hours they are scheduled to be in the building will be recorded with University Police.

The following are the general rules for late night pass access:

- a) Late Night Passes must be in a visible place for Student Union Managers to access during their closing round of the building. This pass must also be visible for University Police. All late-night passes and student ID cards of holders staying late must be presented to the Student Union Manager at their closing shift, to be reported to UPD (University Police Department).
- b) All late-night pass holders, including their guests, must be a registered student at the State University of New York at New Paltz.
- c) At least two students must remain together throughout the permission period; no student can stay in the Student Union Building alone.
- d) A maximum of two guests per late night pass holder is permitted, but only with express permission of the Center for Student Engagement (i.e. - a guest for WFNP). The guests of the late-night pass holder must be a student of SUNY New Paltz.
- e) Pass members must be in and remain in the office/location for which the late-night pass is issued at the time of closing the Student Union Building. Any pass member or their guests found to not be in the approved location will have their late-night pass revoked.

- f) Any tampering with doors and/or locks will result in suspension of the late-night pass.
- g) Noise must be kept to a minimum.

The requestor of the late-night pass is responsible for informing all group members of the policies and guidelines listed, of all regulations by the University and to ensure adherence to all the above. Failure to do so will result in the revocation of the late-night pass privilege.

1.2 Student Union Building Directory

Welcome Desk

The welcome desk is at the front entrance of the first floor of the Student Union Building, in the Atrium. The welcome desk houses the Student Union Managers who can assist with frequent questions, unlocking/locking doors for meetings, general event setup and cleanup, and directing visitors. Please contact the welcome desk attendees at 845-257-3026 in case of spills and accidents, broken or propped doors/elevators, or general building concerns.

Bookstore

The New Paltz Bookstore is on the basement level of the Student Union Building, across from SUB (Student Union Building) 62/63 conference room and the Entertainment Commons area. The bookstore is a separate entity from the Student Union Building and has different operating hours and policies.

For more information on the New Paltz Bookstore, please [click here](#).

New Paltz Student Association

The New Paltz Student Association is on the second floor of the Student Union Building, in room 210. The Student Association is the official student government that represents and advocates for students and oversees all Student Association recognized student organizations. The distribution of the activity fee is the responsibility of this body. Office hours vary for each executive board member; however, the business office is open Monday through Friday between 8:30am and 5pm.

For more information about the New Paltz Student Association, please [click here](#).

Center for Student Engagement

The Center for Student Engagement is on the second floor of the Student Union Building, in room 211. The Center for Student Engagement oversees commuter student engagement, student leadership and activities, orientation and new student programs, parent and family programs, community and civic engagement, intercultural student engagement, and Student Union Building operations. They oversee the following areas in the Student Union Building:

The Atrium

The Atrium in the Student Union Building houses our welcome desk and is seen as the gathering place in the SUB. This area is not reservable, unless approved by the Center for Student Engagement.

The ALANA Center

Coming Soon

Club Zone

Coming Soon

Commuter Lounge

Coming Soon

E-Sports Lounge

Coming Soon

Entertainment Commons

The Entertainment Commons is located in between the Bookstore and SUB 62/63 on the ground level of the Student Union Building. It is equipped with pool tables, arcade games, a jukebox, gaming consoles, computers, shuffleboard, ping pong and foosball. Items needed to utilize these games (such as game controllers, pool sticks, ping pong nets) can be rented from the welcome desk with your student ID. Items cannot be removed from the building.

This area can be reserved for club specific game nights with approval from the Center for Student Engagement.

Designated Public Forum

The Designated Public Forum is a public space outside the Student Union Building that students and third parties can use for political organization and free speech. This area is outside, by the Atrium's posterior entrance.

Please see the Use of Facilities by Third Parties for Freedom of Speech for more information and policies regarding the Designated Public Forum. [Use of Facilities by Third Parties for Free Speech.pdf \(newpaltz.edu\)](#)

El Museo Escolar

El Museo Escolar is a museum on the ground floor of the Student Union Building, between the Scholar's Mentorship Program department and the New Paltz Bookstore. It is student run and dedicated to displaying the history of Latin American and Caribbean culture.

Center for Student Media

The Center for Student Media offices are on the fourth floor of the Student Union Building and include WFNP radio station, the Fahari Libertad, New Paltz Oracle, TV Studio and more. New Paltz students can get hands-on experience in the various fields of media, while contributing to the campus and local community. There are a variety of collaborative efforts between the Campus Media Center and academic departments, campus offices, student organizations and even local community members, all coming together to serve the needs of our campus and local community.

1.3 Student Union Building Space Policy and Memorandum of Understanding

The Student Union and all spaces within the Student Union Building are the property of SUNY New Paltz. These spaces are managed by the Center for Student Engagement. The assigned spaces are to be used for legitimate activities, meetings, gatherings, and other businesses aligning with the student organizations'/clubs' mission and purpose. Sleeping, parties, unauthorized gatherings, unauthorized overnight stays, or other activities for non-organization/non-club purposes are prohibited and will result in the removal of privileges.

Memorandum of Understanding

This Memorandum of Understanding (“MOU”) sets forth the terms and understanding between the Center for Student Engagement (“CSE”) and the listed constituents (“Tenants”) who occupy space in the Student Union Building (“SUB”). The listed constituents and their respective locations are as follows:

1. The New Paltz Student Association
 - a. NPSA Business Office: Student Union Building 210
 - b. The Club Zone: TBD
 - c. El Museo Escolar: Student Union Building 45 (occupied by the Caribbean Latin Coalition)
2. The Center for Student Media
 - a. WFNP Radio: Student Union Building 423 (office) & Student Union Building 423A (Studio)
 - b. Hawk’s Studios: Student Union Building 425 (Editing Room) & Student Union Building 430 (Studio)
 - c. The Oracle Newspaper: Student Union Building 421
 - d. Fahari Libertad Literary Magazine: Student Union Building 432
 - e. Teller Literary Magazine: Student Union Building 432
 - f. Sound Booth/Recording Studio: Student Union Building 426/428
 - g. Storage Room: Student Union Building 242
 - h. Master Control Room: Student Union Building 422

The Center for Student Engagement shall provide space for activities and programming to the above tenants.

In exchange for the provided space, the above tenants shall abide by the following guidelines:

Office Care and Maintenance

The tenants must keep the occupied space clean and free of damage. The walls, windows, doors, floors, ceilings, and any fixtured of the space are the university's property. At no time shall an organization or group alter, remove, or damage these components. Painting any surface or installing equipment that may cause holes in the wall are strictly prohibited. If a space requires a new coat of paint or other repairs/modifications, please see the Director for Student Engagement

to make a request. Only make space modifications upon approval from the Director for the Center for Student Engagement.

Decorations

Decorating the provided space is encouraged to make it suit the needs of the organizations and to encourage a positive environment for its members and guests. Decorations and other items displayed within the space should not create a health, safety or sanitation hazard within the space. For any questions regarding décor, please visit the Center for Student Engagement. The Center for Student Engagement has the right to ask tenants to remove any décor that poses a health, safety, or sanitation hazard or that violates university policy.

Fire Safety

The following outlines rules for fire safety:

- Nothing shall be stored or placed on walls within 24 inches of ceiling height.
- Extension cords and splitters are not permitted. Tenants are expected to use outlet strips with surge protection which have a red on/off switch.
- Open coal or surface heating elements such as toasters, hotplates, irons, portable heaters/space heaters, candles or any flammable liquids, etc., are prohibited.
- Decorations for events should be neatly packed in boxes.

Furniture and Equipment

Office equipment such as tables, chairs, desks, etc., are not managed by the Center for Student Engagement. These requests should be made to the New Paltz Student Association's Council of Organizations Chair.

Prohibited Items

The Student Union Building is not a storage unit or residence hall. Therefore, the following items are prohibited:

- Beds, futons, pull-out couches,
- Unapproved upholstered furniture,
- Personal belongings,
- Anything posing a fire hazard (see above),
- Pets or pet containers,
- Illegal substances, or
- Other items as determined by the Center for Student Engagement.

Office Inspections

The University reserves the right to inspect the assigned space for maintenance, sanitation, and safety concerns. Walkthroughs may occur if the staff finds it appropriate or for safety reasons.

Temporary Closings

During university breaks (Thanksgiving, Winter, Spring and Summer), when tenants do not have access to their assigned space, the following process must be completed to ensure a safe environment:

- Removal of all perishable items,
- Unplug all electrical appliances,
- Remove all trash,
- Clean desks, chairs, cabinets, etc.,
- Open blinds and remove any paper from windows and doors,
- Turn off all lights, and
- Shut and lock all doors.

Failure to Comply

Tenants shall follow all rules, policies, and expectations set forth in this manual. The occupied space can be revoked due to lack of impact and usage of space, violation of the MOU, failure to comply with this policy manual, and if a need to improve the student experience as deemed by the Center for Student Engagement.

Section 2: General Student Union Building Policies

2.1 Animals

Prohibited Animals

The following animals are prohibited from entering the Student Union Building:

1. Wild Animals and Domestic Stray Animals such as: bats, rats, raccoons, skunks, foxes, and other wild carnivores.
2. Poisonous animals such as venomous snakes, insects, spiders, reptiles, and lizards
3. Unvaccinated pets including dogs, cats, ferrets, and farm animals.

Any individual who brings prohibited animals into the Student Union Building we be asked to leave.

Permitted Animals

Well-behaved leashed animals will be permitted in the Student Union Building but may be asked to leave at any time if showing aggressive or unruly behavior.

Clubs or organizations wishing to bring in animals such as a petting zoo, ASPCA event, or reptile show, must gain express permission from both Environmental Health and Safety and the Center for Student Engagement.

No animals, other than service, shall be permitted in areas of food preparation.

Service Animals

Service animals are permitted in the Student Union Building in accordance with the Americans with Disabilities Act (ADA). All service animals must be easily identifiable.

Emotional Support Animals

Emotional Support Animals (ESA) are permitted, within reason, in the Student Union Building. Some Emotional Support Animals that may be permitted can include dogs, cats, iguanas, horses, chickens, llamas, and alpacas.

Emotional Support Animals are subject to the same regulations as pets, not service animals, and may be asked to leave if unleashed, or engaging in unruly behavior.

2.2 Damage and Spills

Reporting spills and damages promptly and accurately is important for maintaining safety, minimizing unnecessary impact, and ensuring timely corrective action. Please report spills or damages to the Center for Student Engagement staff in SUB 211 or the Student Union Managers at the Welcome Desk.

Notification of spills and damage should be made immediately to initiate cleanup procedures promptly. The staff may ask for your information if you are reporting damage caused by you or your organization in case of associated fees.

2.3 Safety

Exits

Exits of the Student Union Building are on the ground, first, and second floor levels. These exits are also posted on fire alarm protocol maps. Exits are never to be blocked by anything that can obstruct traffic needed to leave the building. Any department, student organization, or individual found to have items blocking any exit can be subject to fines or other actions in accordance with Environmental Health and Safety.

Fire Alarm Protocol

In the event of a fire alarm sounding in the Student Union Building, all occupants must evacuate the building safely and with poise. All occupants must use the nearest stairwell, if applicable, to the nearest exit. Once outside, all occupants must be 20 feet away from the building. Please follow the instructions of the Center for Student Engagement staff.

Access to the building will not be permitted until Environmental Health and Safety and the New Paltz Fire Department clears it. At that time, the Center for Student Engagement staff will inform the occupants that the building is safe to access again. Any individual not following these policies will be asked to leave the premises and may be subject to disciplinary action.

Accessible Doors

Accessible doors to the Student Union Building are at the posterior and anterior entrances to the Atrium and the right-most door of the second-floor concourse entrance. In the case of doors not working, please contact the Center for Student Engagement.

2.4 Commuter Student Locker Rental

The Center for Student Engagement has a limited number of storage lockers for rent. Priority is given to commuter students. If possible, locker rentals will become available to residential students. All renters must be a SUNY New Paltz student with a valid student ID. The cost to rent a locker is as follows:

- Academic Year Rental = \$30
- Semester Rental = \$20

There is a non-refundable deposit of \$10 that will go towards the rental cost. At the end of each rental term, the renter will receive the remainder of their rental cost back if the locker is returned clean and undamaged.

Dates for renting a locker are as follows:

- Academic Year Rental/Fall Semester Rental Only: September 1st
- Spring Semester Rental Only: February 1st

Lockers are not available for rent before the dates listed above. If there are any changes to the dates, the Center for Student Engagement will email the student body with the updated dates.

Locker rental is not available during the summer.

2.5 Reserving Student Union Rooms for Meetings

SUNY New Paltz Student Scholars

Individual students who are not affiliated with a recognized student organization or a campus office/department are not permitted to submit an event or meeting request. Any individual student looking to host an event or meeting on campus must go through the following process:

- To request a meeting room for personal use, such as studying, class group work, or projects, individual students must ask the Student Union Welcome Desk staff for any available rooms. These rooms are available on a first come, first served basis, and have a maximum usage time of 3 hours.
- If a student wants to host an event on campus, they will be treated as an external constituent and subject to full fees associated with the use of the Student Union Building. Individual students must book through conference services by calling 845-257-3370 or utilizing the conference services contact form here: [Conferencing – CAS New Paltz \(newpaltzcas.com\)](https://www.newpaltzcas.com)

Recognized Student Organizations

Recognized Student Organizations must submit events and meetings through the club and organization management platform, Engage.

For events, please see the following section “Engage Event Submission.”

For meetings, clubs and organizations must go through the following process:

- In the beginning of the fall and spring semesters, an email will be sent out outlining the date recurring meeting requests will open. On that day, you can access the Engage form “Student Union Reoccurring Room Request”

Campus Offices & Departments

SUNY New Paltz offices and departments may submit event and meeting requests either through email or the Engage platform, whichever they prefer. In the beginning of each academic semester, a faculty/staff email will be sent to departments with dates they can begin requesting spaces for reoccurring and/or one-time meetings and events. Large scale events that are SUNY New Paltz traditions will be given priority booking, as they require the most time for implementation. Other events and meetings will be accepted first come, first served.

External Constituents

For both one-time meetings and larger events, external constituents must go through conference services to book the Student Union Building. No external constituents will be granted access to the Student Union Building without prior confirmation from both Conference Services and the Center for Student Engagement. For most large events, an event consultation with the Student Union Operations team will be required so an estimate can be made, and the possibility of the event can be confirmed.

Non-Solicitation Policy

The Student Union Building prohibits the sales and solicitation from commercial contractors, vendors or visitors distributing material on our premises. No sales of goods or services are permitted without the express permission of the Center for Student Engagement. Employees, students and guests of the building may not engage in the sales of goods or services, unless in conjunction with fundraising for student organizations as set forth by the New Paltz Student Association Guidelines. Any student, employee, or guest selling goods for their own financial benefit will be asked to leave the premises.

2.6 Reserving Tabling Space in the Student Union Building

The Center for Student Engagement allows student organizations/clubs and campus departments/offices to table to promote their events, causes, etc., in the Student Union Building. Organizations and businesses that are not affiliated with SUNY New Paltz are also allowed to table by contacting the Center for Student Engagement at cse-reservations@newpaltz.edu.

There are two locations for tabling:

- The Atrium: up to five (5) tables
- In front of SUB 100N: up to two (2) tables

The following are guidelines for student organizations/clubs looking to reserve a table in the Student Union Building:

- Reserving tabling space must be done through Engage. The Center for Student Engagement staff will review the requests first come, first serve.
- Student organizations/clubs can table for up to 3 hours on their approved day.
- Student organizations/clubs are limited to one table and two chairs for their tabling reservation. Due to fire safety protocols, each table can only have two seated participants at a time.
- Student organizations/clubs that are collecting funds need to coordinate with the New Paltz Student Association and must follow their policy regarding money handling, ticket sales, fundraisers, etc.
- Student organizations/clubs that are doing sales of any kinds must coordinate with the New Paltz Student Association and follow the Campus Vending Policy. Student organizations/clubs must also complete a [Fundraising and Vending Form](#).
- Amplified sound or speeches are not allowed during tabling unless prior approval is received from the Center for Student Engagement.

The following are guidelines for campus departments/office looking to reserve a table in the Student Union Building:

- Reserving tabling space must be done through Engage. If your department/office does not have an Engage profile, please contact the Center for Student Engagement at cse@newpaltz.edu. The Center for Student Engagement staff will review the requests first come, first serve.
- Campus departments/offices are limited to one table and two chairs for their tabling reservation. Due to fire safety protocols, each table can only have two seated participants at a time.
- Student organizations/clubs will have priority over campus departments/offices for tabling spaces unless there is a high priority need. The Center for Student Engagement will determine what is a high priority need.

Section 3: Campus Reservations

Campus reservations are managed by the professionals assigned to each reservable location. The Center for Student Engagement solely manages reservations within the Student Union Building and does not have the authority over other locations on campus. However, the Center for Student Engagement has the authority to approve or deny any event regardless of the location request.

Section 4: Event Submission Process

All campus events will go through a process that will be reviewed by the necessary campus partners to ensure the event is permissible. This section will identify this process for the different audiences the campus serves.

4.1 Recognized Student Organizations

Recognized student organizations are student groups officially authorized by the university that have met specific criteria and have gained approval to operate on campus. These organizations contribute to the campus community through various activities, events, and initiatives.

The following are considered recognized student organizations: Student Association Recognized Student Organizations, Academic/Departmental Student Club, Fraternity and Sorority Organizations, Residence Hall Association.

4.2 Engage Event Submission

All events hosted by recognized student organizations must be submitted through Engage. These events include major events, general interest meetings, informational meetings, weekly events, tabling, and off-campus events. This will ensure guidance from campus partners and successful marketing for all events to the SUNY New Paltz community.

Event Submission Timeline Expectation

All major event requests must be submitted at least 30-40 days (about one and a half months) prior to the anticipated event date. These major events include major productions, fashion shows, performances, galas, award ceremonies, etc.

Meetings and tabling requests must be submitted at least 10-14 days (about 2 weeks) prior to the anticipated meeting/tabling date.

Once the event request has been submitted, it will go through a brief approval process. Any requests made after the suggested timeline will be at risk of denial.

If the organization needs training on the event submission process and how to use it for advertising purposes to certain audiences, contact the Center for Student Engagement to set up an appointment.

Event Consultation

Each recognized student organization is assigned an Event Management Liaison (EML), a professional Center for Student Engagement staff member. The EML will communicate with the recognized student organization in the discussion section of the submitted request and, if necessary, by email of the event coordinators. Depending on the type of event, the EML may request a meeting with the organization. The organization is responsible for staying in constant communication with their EML and attending any required meetings regarding the event to ensure all event needs are met.

If the organization is a Student Association recognized student organization or club, the organization must simultaneously seek approval for any funding needed for the event through the Student Association Budget and Finance Committee.

4.3 Collaborations and Partnerships Policy

Student Association recognized student organizations or clubs may collaborate with recognized fraternities and sororities when the event is open to the entire SUNY New Paltz community. If funding is required, the Student Association recognized student organization or club can request approval through the Student Association Budget and Finance Committee. Funding allocation will be determined based on the proportion of Student Association recognized student organizations or clubs involved relative to the total collaborators on the event.

4.4 Campus Offices & Departments

Campus offices and departments looking to advertise any event they are hosting to the campus community should submit an event request on Engage. The approval process for these events is different from the approval process for recognized student organizations.

To submit an event request on Engage, the campus office or department must have a profile on Engage. If your office or department does not have a profile, please contact the Center for Student Engagement.

4.5 External Constituents

External constituents looking to host any event on campus must contact Conference Services first. They can direct you to the correct contact for your event's needs. No external constituents will be granted access to any venue on campus without prior confirmation from Conference Services and the hosting department.

External constituents looking to host an event in the Student Union Building can find more information in Section 2.5.

4.6 Last Day to Host Events

Events hosted by recognized student organizations can only occur when classes are in session. Events can happen up until the last day of classes. Absolutely no events can be hosted during finals week or during Summer Break, Thanksgiving Break, Winter Break, and Spring Break.

Event request submissions will close about 4 weeks before the last day of classes each semester.

Recurring club meetings can still occur during final weeks.

Section 5: Campus Event Policies and Procedures

5.1 Campus Posting Policy

The Center for Student Engagement is the designated campus office to approve the posting of any marketing materials on campus. To ensure there is consistency, the following maintenance management will be implemented.

1. The staff from the Center for Student Engagement will conduct weekly rounds on Fridays to remove any unauthorized and outdated flyers, posters, and other marketing materials from bulletin boards in the Student Union Building, public campus buildings, outdoor bulletins, and from any unauthorized posting locations (light poles, trees, windows, doors, etc.)
2. The staff from the Center for Student Engagement will conduct rounds every first Monday of each month to remove **ALL** marketing materials from of the public bulletin boards in the Student Union Building, outdoor areas, and public campus buildings.

Any person or persons, organization and/or affiliation wanting to advertise for events, student campaigning for student governments or other associations, or to provide information to the campus community must abide by the following policies:

Common Posting Policies

- All events must be approved on Engage before the Center for Student Engagement staff will approve any marketing materials (flyers, posters, etc.).
- All marketing materials must be stamped by the Center for Student Engagement staff.
- Posting any marketing materials in elevators, stairwells and on doors, windows, or walls on campus facilities is prohibited and a fire hazard. These will be removed.
- Posting any marketing materials on outdoor poles, trees, bridges, or benches are prohibited and will be removed.
- No marketing material will be approved if alcohol is advertised to promote high risk or underage drinking.
- Posting must not be obscene, libelous, slanderous, racist, sexist, or otherwise offensive to our campus community.
- Do not post on department specific bulletin boards (these boards are marked), as they are not public boards.
- The use of chalk, washable paints, crayons, markers, pens, pencils, carvings, sketches, or any other form of graffiti are not permitted without prior approval from the Center for Student Engagement and the Office of Facilities Operations.
- Posting of local, state, and federal political campaign material is prohibited. Please see the SUNY New Paltz Policy on Political Campaign Activities.
- Outside organizations not affiliated with SUNY New Paltz are only permitted to post in specific areas (see below).

Any violation of these above policies will result in the removal of your poster and possible fees for cleanup.

Promotional Approval Process & Approved Posting Locations

Any student organization/club or campus department/office needing to advertise for upcoming events must follow the listed guidelines:

- All marketing materials must be the following sizes:
 - Flyers: 8.5"x11"
 - Posters: 11"x17", 18"x24", 24"x36"
 - Table Tents/Tent Cards/Standing Triangle: 4"x4" panels, 6"x4" panels, 8"x4" panels
 - Yard Signs: 12"x18", 16"x20", 18"x24", 24"x32"
- All marketing materials must have one of the following visible for approval:
 - "(Name of student organization/club or campus department/office) presents..."
 - "Event sponsored by (name of student organization/club or campus department/office)"
- All marketing materials can be dropped off at the Center for Student Engagement at least 5 days prior to the event date.
 - Please allow 48 hours (about 2 days) for the Center for Student Engagement staff to review the submitted materials. If there are any issues, the staff will contact you via email with the necessary changes that must be made for the submitted materials to be approved.
- For flyers, only two copies of each need to be dropped off to the Center for Student Engagement office. Once approved, the student organization/club or campus department/office can make up to 50 copies of the **stamped** materials in full color only.
- For table tents, posters, and yards signs, all copies posted must be dropped off to the Center for Student Engagement office.
 - Please drop off up to 10 copies of this type of marketing material to be approved.
- All marketing materials must be printed. Any marketing materials that are handmade will not be approved.
- All marketing materials must be removed from all posting locations within 48 hours (about 2 days) after the event has occurred.

Individuals, Companies, and Businesses not Affiliated with SUNY New Paltz

Individuals, companies, and businesses not affiliated with SUNY New Paltz are not required to have their marketing materials approved by the Center for Student Engagement. However, marketing materials that do not fall within the following categories and violated any of the common posting policies will be removed immediately by the staff of the Center for Student Engagement. These marketing materials can be for job postings, apartment rentals, provided services, lost animals/items, or outside events. These types of marketing materials can only be advertised on the "For Public Use" bulletin boards at the following locations:

- Haggerty Administration Building basement, across from the mailroom
- Student Union Building Lower level, across from the elevators
- Student Union Building 2nd floor, between the Student Association and Center for Student Engagement offices
- Student Union Building 2nd floor lobby, on the square kiosk
- Student Union Building 4th floor, across from elevators to the left
- Any outdoor bulletin board around campus. Please see the map below.

Student Organizations/Clubs and Campus Offices/Departments

Student organizations/clubs and campus offices/departments must have all marketing materials for events, meetings, information, student government campaigns, etc., approved by the Center for Student Engagement. Approved marketing materials will receive an “APPROVED” stamp that has the date in which the marketing material was approved and the date in which the marketing material must be removed. As mentioned above, once the marketing material is approved, the organizers must make copies of the stamped materials in full color. Please do not exceed 50 copies for all approved marketing materials as there are several organizations needing to advertise for the events, meetings, etc.

All approved marketing materials can only be advertised at the following locations:

- Any outdoor bulletin board around campus. Please see the map below.
 - Please only post one (1) flyer on each of the outdoor bulletin boards.
- Bulletin boards in the Student Union Building that are labeled as “Campus Events”, “Club Events” or “For Student Use”.
- Any public bulletin board located in the academic buildings
 - Please only post one (1) flyer on each bulletin board.
- Residence Halls
 - Approved marketing materials must be dropped off at the Office of Residence Life, located in Capen Hall. Residence Life staff will post two (2) flyers in each residence hall.


Failure to have the appropriate stamp on the marketing material and failure to post the approved marketing material on the appropriate board will result in the immediate removal of the marketing material and a charge for cleanup.

Location of General Bulletin Boards

Poster Board Guide

Academic Buildings & Outdoor Boards

Science Hall
Take a right upon entering and walk down
Boards on the right near the lecture hall




Science Hall

Sojourner Truth Library
Tunneling from Humanities through Lecture Center
Board at the end of the hallway
Another board turning left and in front of exit doors
Upstairs, "Information Center" board in the front lobby



Sojourner Truth Library

College Hall
Immediate board on the right
Small board turning right in the hallway
Another board turning left in the hallway
Additional board further down the left-side hallway (turning right) near backdoor entry




College Hall

Fine Arts Building
Boards on either side upon entry




Fine Arts Building

Old Library
Take a right upon entering
Board on the right side




Old Library

Peregrine Dining Hall
Ask Campus Auxiliary Services for posters to be advertise




Peregrine Dining Hall

Old Main
Upstairs, turn into the left hallway
"News" board on the left side
"Campus Events" board further down the hallway




Old Main

Smiley Art Building
Boards on either side upon entry




Smiley Art Building

Van den Berg Hall
General postings boards available down the main hallway of the first floor




Van den Berg Hall

Coykendall Science Hall
Upon entrance, turn left, board further down on the right side



Coykendall Science Hall

Jacobson Faculty Tower
Near elevators, "Ziplock-like" poster areas upon entering



Jacobson Faculty Tower

Wooster Hall
Posters allowed in cabinet upon entry
Turn right into the study area, proceed all the way down, turn left, boards span the wall



Wooster Hall

Humanities
From Jacobson Faculty Tower, turning right into the main first-floor hallway
Board immediately on the right side
Two general posting boards further down the hallway




Humanities

Resnick Engineering Hall
Tunneling from Wooster Hall, turn right into the main hallway
Board further down on the left side



Resnick Engineering Hall


Haggerty Admin. Building
Down the stairs to basement level and towards mail services
"Public Use" board across mail services



Haggerty Administration Building

● - Entry Point

ALL POSTERS MUST BE CSE-STAMP APPROVED BEFORE POSTING



Outdoor Boards

Corner of Mohonk Walk and Rt. 32 South Manheim Blvd

Down Mohonk Walk near Resnick Engineering Building

Middle of Arts and Science Quad (between Bouton & Coykendall)

Outside Lecture Center (between both entrances)

Corner of Elting Parking Lot Behind Parker Theatre

To the right of Peregrine Dining Hall's main entrance

Other Policies Regarding Marketing Materials

Table Tents

The Center for Student Engagement will approve table tents to be displayed on the tables in the food services area in the Student Union Building. Campus Auxiliary Services and/or Sodexo reserves the right to limit the number of table tents displayed at one time.

Upon approval, table tents can be displayed for up to one (1) week. After the one-week timeframe, it is the responsibility of the student organization/club or campus department/office to remove the

table tents. Failure to do so will result in the Center for Student Engagement staff to remove the table tents and may incur a fee for cleanup.

Yard Signs

All yard signs must have the following information:

- Event name
- Event date
- Event benefactor (if applicable)
- Event organizer (name of the student organization/club or campus department/office)

Approved yard signs can only be displayed in specific locations around campus. These locations are as follows:

- The perimeter of the Parker Quad lawn
- The perimeter of the Peregrine Quad lawn
- The perimeter of the Old Main Quad lawn
- The grass area leading up to the Student Union Building and the Haggerty Administration Building
- The grass area leading towards the Southside Loop (Athletic Wellness Center, Esopus Hall, Lenape Hall, Ridgeview Hall)

Only two (2) yard signs per location are allowed. Yard signs can be displayed for up to seven (7) days prior to event and must be removed from the specified locations within two (2) days (48 hours) post event. Failure to do so will result in the Center for Student Engagement staff removing the yard signs and may incur a fee for cleanup.

Donation and Collection Boxes/Drives

Any student organization/club or campus department/office looking to have a collection box or donation drive must receive prior approval from the Center for Student Engagement. This can be done by contacting the office at cse-reservations@newpaltz.edu.

There are three locations where collection boxes are allowed to be at one time:

- The Entertainment Commons located between SUB 62/63 and the University Bookstore
- Beside the Welcome Desk located in the Atrium
- Near the Second Floor Elevators of the Student Union Building

The student organization/club or campus department/office can up to two (2) collection boxes in the Student Union Building. The collection box must have a sign with the following information:

- Collection purpose
- Collection benefactor
- Collection sponsor (name of the student organization/club or campus department/office)
- Contact person
- Contact information (phone number and email address)
- Collection start date and end date

The student organization/club or campus department/office must make regular stops at each collection box to ensure it is not overflowing and to collect items. The Center for Student Engagement is not responsible for lost or stolen boxes and/or the contents of the boxes as the locations are in a public space. The Center for Student Engagement cannot guarantee the safety of the collection boxes and its items.

Collection boxes are allowed in the approved locations for up to three weeks (21 days). Once the donation drive has ended, it is the responsibility of the student organization/club or campus department/office to remove the collection box. Any boxes left after the donation timeframe will be removed by the Center for Student Engagement staff. The Center for Student Engagement will hold the boxes and their contents for up to five (5) days. After five (5) days, the Center for Student Engagement will discard the boxes and their contents.

Student organizations/clubs and campus departments/offices wishing to host a donation drive in other campus buildings must arrange with the departments or offices overseeing those facilities. The Center for Student Engagement is responsible for Student Union locations only.

Easels

The Center for Student Engagement has designated specific locations within the Student Union Building for student organizations/clubs, campus departments/offices, and approved third-party event organizers to place easels for event or service promotion. These locations must be reserved. Failure to reserve these locations will result in the immediate removal of the event or service promotional material and easel. Below are the following locations where easels can be displayed:

- Outside of the Bookstore
- Outside of SUB 62/63
- Outside of SUB 100N
- The lobby of the Atrium (2)
- Outside of the Pre-function Space of the Ballroom
- Near the Second Floor Elevators (2)

Upon confirmation of reservation, the student group/organization, campus department/office, or third-party organizer will be permitted to use this approved location for one (1) week. Easel displays left after the one-week timeframe will be removed by the staff of the Center for Student Engagement. If this occurs, the easels and the accompanying marketing materials must be picked up from the Center of Student Engagement (SUB 211) within one (1) week. Items not retrieved from the Center of Student Engagement will be discarded.

More important information:

- Student organizations/clubs, campus departments/offices, and third-party organizers must provide their own easels.
 - Easels are available to rent through the Center for Student Engagement for a fee. Please see Section 6 for all fees.
- All event or service promotions must be approved by the Center for Student Engagement. These items must be sturdy and remain on easels without difficulty.

- The Center for Student Engagement is not responsible for lost or stolen easels as these items will be in a public place.
- Easels are not permitted in other locations. Any easels and associated promotional materials found outside of the authorized locations will be removed.
- The Center for Student Engagement will allow usage of easels and promotional materials for day of events, conferences, and programs. This is limited to one easel in front of the Welcome Desk on the first floor of the Atrium and one in front of the reserved venues for the event, conference, or program.

5.2 Outdoor Event Policy

The university has the authority to determine appropriate time and location for events held on campus property. Factors that may affect permission for event location may include, but not be limited to:

- Proximity to classrooms;
- Proximity to residence halls;
- Proximity to campus boundaries and neighbors;
- Safety and security requirements;
- Scale/size of the event;
- Approximate attendance numbers;
- Access to power, lights, and other services;
- Construction;
- Scheduled university events (Welcome Week, New Student Convocation, Career Fair, Open House, Admitted Student Day, Orientation, Commencement, and other high priority events).

Any student organization/club looking to host an event outdoors must go through the event submission process and meet with their Event Management Liaison. This meeting with the respective Event Management Liaison is required.

The following is essential information student organizations/clubs need to know before planning to host an event outdoors:

- To support the academic mission of the institution, no amplified sound will be permitted near classroom buildings while classes are in session.
- No outdoor events will be approved during Final Examination periods.
- Work orders to Facilities for power, water, equipment, security, etc., will be placed by the Center for Student Engagement on behalf of the student group. This request must be made at least 14 days (about 2 weeks) prior to the event date.
 - Groups must provide details of power requirements for their event in advance for arranging a power supply. Groups needing excessive power access may be required to rent generators. At no time shall groups run power cords through doors and windows to adjacent campus buildings.

- Delivery of tables, chairs, etc., will be placed in the nearest authorized campus building. Please see list below:
 - For Old Main Quad: Old Library lobby
 - Parker Quad: Capen Hall lobby or Parker Theatre patio
 - Peregrine Quad: Peregrin Dining Hall lobby
 - East/West Intramural Fields: Lenape Hall lobby
 - Athletic Fields and Track: Athletics Wellness Center lobby and Track shed
 - Excelsior Concourse: Lecture Center lobby
 - Student Union Concourses: Student Union Building lobby
 - Residence Hall Quads: lobby of the nearest residence hall
 - McKenna Patio: McKenna Theatre lobby
 - ★ Student organizations/clubs must set up all equipment at least 25 feet away from any campus building entrance. No equipment should block entrance or egress from these facilities.
 - ★ Student organizations/clubs may only access these areas for picking up equipment ordered for their event.
 - ★ Equipment must be returned to the respective locations at the event's completion.
 - ★ Outside of setup and breakdown, student organizations/clubs shall not access these facilities for any purpose.
 - ★ Equipment shall never block exits or violate fire code policies when staged or stored.
- Campus buildings adjacent to the outdoor event are not designated areas of refuge in the event of inclement weather.
 - Student organizations/clubs should schedule and use a reserved rain location or rain date in case poor weather conditions are forecast.
- Campus buildings adjacent to the outdoor event are not designated bathroom facilities for the event.
 - Attendees should travel to their residence hall or the Student Union Building for access to bathroom facilities.
 - For large events, student organizations/clubs may be required to rent portable bathrooms.
- Student organizations/clubs are expected to leave the grounds as they were found. Student organizations/clubs must remove all debris, literature, etc., caused by the event. Failure to do so will result in a cleanup fee.
- Student organizations/clubs shall not damage or alter campus grounds (i.e. trees, bushes, grass, asphalt, etc.) in any way.
- Student organizations/clubs must not block any marked walking pathways or sidewalks for pedestrian use.
- Any student organization/club needing to use a tent or canopy must submit a [Tent/Canopy Permit Application](#).
- If a student organization/club is going to have a piece of equipment that needs to be staked into the ground or tied down, they must inform the Center for Student Engagement.

Hammering stakes into the ground will require the hosting group/vendor to plan for underground gas/power/etc., lines be marked.

- Any associated cost for this service is the responsibility of the student organization/club.
- Any student organization/club wishing to host a run, walk, parade, or other similar event that will leave campus property onto local village streets must complete a separate [application](#) with the Village of New Paltz.
 - Once the student organization/club receives approval of their application from the Village of New Paltz, they must submit a copy of your application and approval to the Center for Student Engagement.
- Student organizations/clubs hosting their own BBQ will only be permitted to prep and grill food if the anticipated attendance for the event is less than 50 people. Any event expected to be 50 people or more requires use of an approved vendor.
- Grills must be at least 25 feet from any campus building.

5.3 Commercial Use of Rooms – Vendor Policy

Vendors are defined as any group, business, etc., not affiliated with the University who are promoting, marketing, selling, or otherwise providing a service or product.

Use of space in the Student Union Building will only be granted to vendors associated with larger events taking place in the building. Single vendors looking to reserve space in the Student Union Building will be denied space.

Vendors are guests of the University and may be denied space or removed for violating policies or for any other reason deemed to be sufficient by the Center for Student Engagement.

When vendors are permitted based on meeting the above conditions, the following policies apply:

- Vendors are limited to the space reserved only.
- Vendors are required to display a sign listing the vendor’s company name.
- The vendor’s return/refund policy must be clearly stated if they are selling goods and/or services.
- Sales of firearms, pornographic materials, controlled substances (and paraphernalia), or other illegal/non-prohibited materials/items are forbidden. The Center for Student Engagement staff retains the right to reject any product deemed unacceptable.
- No credit card companies of any kind are permitted to sell or promote their products in the Student Union Building.

5.4 Free Speech & Freedom of Expression Policies

As found on the SUNY New Paltz website, “The SUNY New Paltz community embraces principles of free speech, recognizes the complexity of issues surrounding this topic, and believes that they require careful and ongoing thought and attention – as a community.” The complete Free Speech Policies and Resources can be found at <https://www.newpaltz.edu/free-speech-policies/>.

The SUNY New Paltz Student Handbook can be found at <https://www.newpaltz.edu/studentaffairs/regulations.html>. This handbook provides information regarding the following types of events:

- Freedom of Association in Section I.B.2.00.
- Freedom of Speech and Assembly, Picketing, and Demonstrations in Part 535.4.
- Rules for the Maintenance of Public Order in Section II.

In addition to following the policies set forth by SUNY New Paltz, students must also comply with SUNY rules found at [Rules for the Maintenance of Public Order \(suny.edu\)](#). This document explains rules and offers additional clarification regarding freedom of speech, assembly, picketing and demonstrations on campuses, including procedures and penalties for violations.

5.5 On-Campus Demonstrations, Protests, Rallies, Picketing, Vigils, Etc.

Any recognized student organization looking to host a demonstration, protest, rally, or vigil must submit the request on Engage as an event 30-40 days prior to the event date. The Center for Student Engagement recognizes the unique nature of demonstrations, protests, rallies, picketing, vigils, etc., which may arise on short notice. For these momentous events, the Center for Student Engagement will accept submissions 10-14 days prior to the event date to ensure timely support and coordination. The organization's Event Management Liaison will request a mandatory meeting with the organization to provide and gather necessary information to ensure a safe and successful event. There may be more than one mandatory meeting. The hosting student organization is responsible for maintaining effective communication and attending all meetings.

Any individual student(s), who is not associated with a recognized student organization, looking to host a demonstration, protest, rally, or vigil must meet with the Director of Student Engagement. During this mandatory meeting, the Director will gather necessary information to ensure a safe and successful event. There may be more than one mandatory meeting. It is the responsibility of the individual student(s) to maintain effective communication and attend all meetings.

Primary Points of Understanding

- Free inquiry and expression are indispensable to the objectives of a higher educational institution, and as such, the campus will not limit or restrict the freedom of speech or peaceful assembly within the Rules for Maintenance of Public Order, which outline time, place, and manner restrictions on free speech and assembly.
- Campus policy is not written to prevent or restrain controversial opinion or dissent, but rather to ensure the rights of others are not impacted and to maintain public order appropriate for a college campus.
- Organizers **must** give reasonable advance notice to the university of any planned assembly, picketing, or demonstration upon campus grounds, its' proposed locale, and intended purpose.
- An Engage event submission request **must** be completed and submitted to the Center for Student Engagement 30-40 days prior to the event date.

- Organizers **must** work with the university to ensure that prohibited conduct does not take place at their program and ensure the group maintains rules of public order.
- Students have a responsibility to conduct themselves appropriately and within the expectations of campus rules and regulations including, but not limited to:
 - Harassment
 - Physical Abuse
 - Property Damage/Destruction
 - Trespassing/Unauthorized Use of Facilities and Services
 - Disorderly/Disruptive Conduct
 - Compliance with Official Requests
- The university reserves the right to institute security perimeters around high profile campus events. In the event a security perimeter is established, the perimeter details will be available at both University Police and the Center for Student Engagement.
- The University holds the right to disband events that have become disruptive and/or violate campus rules and regulations.

If you have questions and would like more information about coordinating a protest, demonstration or other type of assembly, please contact the Director of the Center for Student Engagement in Student Union 211 or by calling 257-3025.

5.6 Policy for Political Campaigning and Visits by Public Figures

As an academic institution, SUNY New Paltz recognizes and welcomes the educational benefits of exposing students to political debate and information, including partisan political speech. The institution has made some of its facilities available to a wide range of outside speakers and expressive activities and, therefore, has a legal obligation to open such facilities to political speech as well. In handling requests for permission to use campus facilities, the institution must be guided by the principle of viewpoint neutrality and evenhanded treatment as to terms and conditions of use (i.e. rental charges, security costs, etc.)

Regarding political speech and speakers, the State University of New York has placed limits on access to its facilities. It has been a longstanding State University policy to prohibit use of State University property for partisan political candidate fundraisers. This policy is consistent with our legal obligations, the educational mission of the State University, and other strong interests such as avoidance of the inevitable impression of endorsing particular candidates.

The following information is utilized by SUNY New Paltz staff as a guide in determining use of campus facilities for political activity:

- [SUNY Board of Trustees Guidelines: Use of Facilities by Non-Commercial Organizations \(reference Policy 1, section K\)](#)
- [American Council on Education: Political Campaign Related Activities of and at College and Universities.](#)

Public Officer's Law

No state employee may use his/her official title, position, or authority in any campaign activities, including untargeted mass mailings. No state resources of any type may be used in furtherance of these activities, including, but not limited to, telephone, office supplies, postage, photocopying machines, computers (including e-mail) and support staff (see Advisory Opinion No. 93-9) nor may campaign activities be conducted from a state office or during state business hours unless leave is taken. Finally, no state employee may solicit from subordinates, as this practice is strictly forbidden by Civil Service law §107. (See also Election Law §17-158.)

The SUNY New Paltz Student Handbook provides information regarding events that invite speakers to campus. This can be found in Section I.B.3.00.

5.7 Off-Campus Guests at Events

To ensure the ability to maintain a safe environment for any event and its attendees, the sponsoring student group(s) will be asked to select one of the following guest policies for their event. Please note, as an event becomes more accessible to the public, the likelihood of security services being required increases.

SUNY New Paltz Students Only

All SUNY New Paltz students must have a SUNY New Paltz identification card on their person to enter an event. Staff or faculty may ask for proof of identification and deny entry to the event without proper identification.

No outside visitors will be permitted into the event unless the sponsoring student group has provided an outside guest list for entry. Guests on the list must have a valid form of identification.

SUNY New Paltz Student and Their Guests

All SUNY New Paltz students must have a SUNY New Paltz identification card on their person to enter an event. Staff or faculty may ask for proof of identification and deny entry to the event without proper identification.

A SUNY New Paltz student can register up to two (2) non-SUNY New Paltz guests for an event. All guests must have a valid photo ID. Without a valid ID, guests will be denied access to the event.

Any outside visitors not registered with a **current** SUNY New Paltz student will be denied entrance into the event unless the sponsoring student group has provided a guest list for entry. Guests on this list must have a valid form of identification.

SUNY New Paltz Students and Non-SUNY New Paltz College Students

All SUNY New Paltz students must have a SUNY New Paltz identification card on their person to enter an event. Staff or faculty may ask for proof of identification and deny entry to the event without proper identification.

A SUNY New Paltz student can register up to two (2) non-SUNY New Paltz guests for an event. All guests must have a valid photo ID. Without a valid ID, guests will be denied access to the event.

A student that is not affiliated with SUNY New Paltz but has a college ID from another institution may be permitted to enter the event. These students must sign in on a “guest sign in sheet” monitored by the host student group.

A student not affiliated with SUNY New Paltz **is not allowed** to bring guests of their own to the event.

Visitors without a valid college ID will not be permitted into the event unless the host student group has provided a guest list for entry.

Open to the Public – 18+

All SUNY New Paltz students must have a SUNY New Paltz identification card on their person to enter an event. Staff or faculty may ask for proof of identification and deny entry to the event without proper identification.

A SUNY New Paltz student can register up to two (2) non-SUNY New Paltz guests for an event. All guests must have a valid photo ID. Without a valid ID, guests will be denied access to the event.

Any outside visitors not registered with a **current** SUNY New Paltz student will be denied entrance into the event unless the sponsoring student group has provided a guest list for entry. Guests on this list must have a valid form of identification.

A student that is not affiliated with SUNY New Paltz but has a college ID from another institution may be permitted to enter the event. These students also must have a valid photo ID with their date of birth. These students must sign in on a “guest sign in sheet” monitored by the host student group. A student not affiliated with SUNY New Paltz **is not allowed** to bring guests of their own to the event.

Guests under the age of 18 are not permitted to enter the event.

Visitors without a valid college ID **and** photo ID with their birth date listed will not be permitted into the event unless the host student group has provided a guest list for entry.

Open to Public – All Ages

Indoor Events

All SUNY New Paltz students must have a SUNY New Paltz identification card on their person to enter an event. Staff or faculty may ask for proof of identification and deny entry to the event without proper identification.

Any individual not affiliated with SUNY New Paltz must have proof of identification to enter the event. These individuals must sign in on a “guest sign in sheet” monitored by the host student group. The ID will be recorded on this document.

Individuals on the sponsoring student group's guest list must have a valid form of identification.

Outdoor Events

Any form of identification will not be checks for events being held outdoors unless alternate arrangements have been made in advance with the Center for Student Engagement.

5.8 Proof of Identification

In accordance with the campus guidelines on Proof of Identification, the following policies are reiterated and must be followed by student organizations/clubs:

- All SUNY New Paltz students must show their college identification card to enter an event if asked.
- All non-students must show picture identification before entering an event. Those who do not present identification will not be allowed to enter and may be asked to leave the facility and/or escorted off campus.
- All non-students must be a registered guest of a current SUNY New Paltz student.
- All IDs can be recorded at entrance and no non-student can be at an event without prior approval from the sponsoring club, New Paltz Student Association, and the Center for Student Engagement unless the event is open to the public.
- Non-students registered as guests must be with a current SUNY New Paltz student. This New Paltz student is responsible for the behavior and actions of their guest.
- SUNY New Paltz students can have a maximum of 2 guests at an event.
- If an event is open to the public, non-students will not be required to register as a guest.

5.9 Child Protection Policy

Individuals must conduct themselves appropriately with children who participate in university-related programs and report instances or suspicion of physical or sexual abuse of children. The State University of New York at New Paltz is committed to protecting the safety and well-being of children who participate in university-related programs and activities, whether on or off campus, or utilize campus facilities for activities including, but not limited to, sports camps, academic and personal enrichment programs and research studies.

Student groups coordinating events that included minors should have their program reviewed in the Center for Student Engagement to ensure compliance with the SUNY New Paltz Child Protection Policy. The complete policy is available online at <https://www.newpaltz.edu/internalcontrols/cpp.html>.

5.10 Title IX

Title IX protects all members of our campus community from gender discrimination, sexual harassment, sexual assault, sexual violence, interpersonal violence, and stalking.

Gender discrimination, sexual harassment, sexual assault, sexual violence, and stalking are strictly prohibited within the SUNY New Paltz community. All members of the SUNY New Paltz community have the right to be free from any form of interpersonal violence and discrimination. We encourage any member of the campus community to report, confidentially discuss, or raise questions and concerns regarding any instance of gender discrimination, sexual harassment, sexual assault, sexual violence, interpersonal violence, and stalking.

SUNY New Paltz offers many resources to assist students, faculty, and staff. The link below details resources if you or someone you know may need support in relation to Title IX.

[Title IX Resources](#)

5.11 Title VI of the Civil Rights Act

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities.

5.12 Conduct

If the student organization, a provisional student club, or individual student members of either are suspected as being potentially involved with the violation of one or more campus policies, campus rules, or the policies of this manual, judicial action may take place against the individuals, the group, and/or the organization. This could be the result of violations of rules and policies set by the Center for Student Engagement, behavioral concerns, risk management, and/or failure to adhere to college regulations or New York State Law. For more information about the policies and procedures associated with potential violations of campus policies, campus rules, and the policies of this manual, please see the New Paltz Student Handbook (<http://www.newpaltz.edu/studentaffairs/regulations.html>).

Occasionally, the Center for Student Engagement and/or the university are presented with information where the student organization, provisional student club, or individual student members are perceived to be in non-compliance with university policies. The Center for Student Engagement and/or the university may respond to this information in several ways, including, but not limited to, an informal inquiry process, a judicial hearing, and/or legal action. The Director for the Center for Student Engagement serves as the Conduct Administrator. If the Director for the Center for Student Engagement is not able to serve in this capacity due to involvement with the case, the Division of Student Affairs will appoint a Conduct Administrator.

5.13 Parking for Events

All visitors who park on the SUNY New Paltz campus must display a valid Visitor/Day Parking Permit on the vehicle's dashboard or hanging from the rear-view mirror, Monday - Friday between 6:30 a.m. - 6:30 p.m.

Visitor/Day Permits purchased from the Park & Pay machines and are date-stamped for 24 hours from purchase time. They must be purchased each day if necessary and cannot be pre-bought.

Visitor/Day permits are available at the Parking Office in Wooster Hall through the Office of Student Accounts (Room 114). Visitor/Day permits are also available at the park-and-pay machines located on Hawk Drive at the West entrance, the Route 32 parking lot, and the Main Elting Lot. These machines only accept credit cards (Visa, Master Card and Discover). Visitor/Day permits are \$3.00.

Overnight parking on campus applies to the hours of 2:00 a.m. - 6:00 a.m. unless otherwise stated. Any guest or visitor parked on campus past 2:00 am must be in either Route 32 Lot or Wallkill Lot.

Disability spaces are labeled as such and are designated by blue paint. Any blue grid area is considered a part of the designated disability space adjacent to it. Under **no** circumstance is parking allowed in a disability space without a properly displayed and valid disability permit. The minimum fine for this offense is \$75.00. You must also display a valid SUNY New Paltz parking permit.

The disability permit expiration date and both permit numbers must be clearly visible.

5.14 Event Security

The Center for Student Engagement in partnership with the University Police Department will determine if a campus event requires security based on the following criteria:

- The anticipated attendance for the event is more than 125 participants; or,
- The scope and nature of the event has possible risks to the health, safety, or wellbeing of the participants or to the campus population; or,
- The history of the event has security needs.

If the Center for Student Engagement and the University Police Department determine that a campus event requires security, the sponsoring organization will be contacted and must meet with a staff member from the Center for Student Engagement. The Center for Student Engagement will help coordinate a security plan with the sponsoring organization. The plan must be reviewed by and approved by the Center for Student Engagement, the University Police, and the sponsoring organization at least 72 hours (about 3 days) prior to the event.

Any charges associated with the security services will be presented to the sponsoring organization, who will be financially responsible for the charges.

5.15 Movie & Film Copyright Policy

Any student organization/club planning on showing a movie, film, video, or other multimedia presentation understands that there are legal restrictions regarding copyrights. All student events are considered a “public performance” and will require that the group obtain copyright approval,

regardless of if a fee is charged to view the movie. Groups can acquire copyright approval one of two ways:

- Paying for the copyrights for the film through an authorized vendor
- Acquiring written permission from the distributor and/or studio that produced the film.

Often, a license for a film can range from \$100 - \$800 depending on the movie and only covers the viewing of the film at a specific date and time. A license does not give the student organization/club the right to show the film at any time in the future.

Purchasing a movie from a local store, renting a movie from a video store, or borrowing the movie from a library **does not** give authorization to show the film at an event. These methods are **not** legal ways of acquiring a license to show the film.

For assistance, please speak with a staff member in the Center for Student Engagement. Be advised that acquiring copyright approval can take many weeks, so please plan on starting early.

Groups that do not acquire legal approval to show the film or movie put the group and college at risk of substantial legal fines and violations of copyright law.

5.16 Food & Beverage Policy

For the safety of event attendees, food and beverage may be prohibited at events. If this is the case, you will be informed at or before entry. Failure to comply with event policies on food and beverages can result in an event's cancellation.

Alcohol Policy

The consumption of alcoholic beverages is prohibited by the university and the Center for Student Engagement for any student organization/club. Any students found with alcohol at an event will be asked to provide identification and may be removed from an event.

Campus departments/offices hosting events with alcohol must work with Flavours by Sodexo. No outside alcoholic beverages are permitted at an event.

- Please note, catering needs at least 20 days (about 3 weeks) to obtain permits for any building outside of the College Terrace to serve alcohol.

Section 6: Student Union Building Reservation Policies

6.1 Reservation Fees

The Student Union Building use by guests is subject to applicable fees including staffing, setup and common maintenance requirements. Certain fees are waived for student organizations/clubs and campus departments/offices. Outside groups are billed for all applicable fees.

To maintain the integrity of our equipment, the Center for Student Engagement furniture, equipment, and technology **cannot** be used outside of the Student Union Building.

The Atrium and Scholars Perch are not reserved spaces in the Student Union Building. These areas are designed to be social gathering places. Functions requested in these spaces will be denied unless prior approval from the Center for Student Engagement has been given. Additional fees may occur.

Common spaces on the second and fourth floors come “as is”. In rare cases, the Center for Student Engagement may approve a different layout for these locations. There will be a convenience fee for a change of layout and maintenance for these rooms.

For large events, the Center for Student Engagement requires 2 hours for setup before the event and breakdown after an event to prepare for the next event. Therefore, event requests that are congruent to another event may be denied. If an event can happen directly after the end of the previous event, a fee may be applied, or the event may have to use the same layout as the previous event. For smaller events, an hour maximum for cleanup and setup is recommended between events.

Usage Fees

All fees are inclusive of any standard layout (round tables, rectangular tables, chairs), technology where applicable, and to help mitigate the cost of wear and tear to our items. Custom layouts and the use of large equipment (pipe and drapery, extra staging, etc.) will incur additional fees.

- Internal departments (such as academic departments and administrative offices) are billed prorated fees for any rooms/additional resources requested. These amounts help defray the cost of wear and tear to our frequently used items, allow for adequate staffing, and to make your event successful.
- Non-Profit organizations and government agencies will be charged at the departmental rate. The New York State Board of Elections will have all fees waived.

Ballroom Fees – Including the Pre-Function Space

The Ballroom must be reserved in 4-hour increments to limit the number of setups and breakdowns.

- Morning Events: 8:00am – 12:00pm
- Afternoon Events: 1:00pm – 5:00pm
- Evening Events: 6:00pm – 10:00pm

Any organization, department, or office may reserve the Ballroom for 4 hours, 8 hours, or 12 hours. To reserve the Ballroom for a full day (12 hours), the host will have access to the venue between 8:00am – 10:00pm.

Maximum Capacity: 400

AV/Tech equipment is included in the reservation fee. Below are the costs for reserving the Ballroom.

Group/ Attendance	Recognized Student Organizations	Campus Offices and Departments	External Constituents/ New Paltz Students without Club Affiliation (minimum of 4 hours)
0-50	<i>waived</i>	\$50/hr	\$75/hr
50-150	<i>waived</i>	\$50/hr	\$75/hr
150-250	<i>waived</i>	\$100/hr	\$150/hr
250 +	<i>waived</i>	\$100/hr	\$250/hr

SUB 62/63

Maximum Capacity: 125

AV/Tech equipment is included in the reservation fee. Below are the costs for reserving SUB 62/63.

Group/ Attendance	Recognized Student Organizations	Campus Offices and Departments	External Constituents/New Paltz Students without Club Affiliation
0-25	<i>waived</i>	\$25/hr	\$50/hr
25-75	<i>waived</i>	\$50/hr	\$75/hr
75+	<i>waived</i>	\$75/hr	\$100/hr

SUB 100N

Maximum Capacity: 150

AV/Tech equipment is not included in the reservation fee. AV/Tech equipment and other equipment fees can be found below under the subject title “Equipment Rentals”.

Below are the costs for reserving SUB 100N.

Group/ Attendance	Recognized Student Organizations	Campus Offices and Departments	External Constituents/New Paltz Students without Club Affiliation
0-25	<i>waived</i>	\$25/hr	\$50/hr
25-75	<i>waived</i>	\$50/hr	\$75/hr
75+	<i>waived</i>	\$75/hr	\$100/hr

Conference Rooms – Second and Fourth Floors

Maximum Capacity varies per room.

AV/Tech equipment is not included in the reservation fee. AV/Tech equipment and other equipment fees can be found below under the subject title “Equipment Rentals”.

Below are the costs for reserving conferences room on the second and fourth floors in the Student Union Building.

Group/ Attendance	Recognized Student Organizations	Campus Offices and Departments	External Constituents/New Paltz Students without Club Affiliation
0-50	<i>waived</i>	<i>waived</i>	\$75/hr

Non-Standard Venue Rentals:

AV/Tech equipment is not included in the reservation fee. AV/Tech equipment and other equipment fees can be found below under the subject title “Equipment Rentals”.

Below are the costs for reserving non-standard venue spaces in the Student Union Building.

Location	Recognized Student Organizations	Campus Offices and Departments	External Constituents/New Paltz Students without Club Affiliation
Ballroom Pre-function Space Only Maximum Capacity: 100	<i>waived</i>	<i>waived</i>	\$100/hr
Entertainment Commons Maximum Capacity: 75	\$25/hr (includes rental of pool table, ping pong, foosball, shuffleboard and Nintendo Switch equipment)	\$50/hr (includes rental of pool table, ping pong, foosball, shuffleboard and Nintendo Switch equipment)	\$100/hr (includes rental of pool table, ping pong, foosball, shuffleboard and Nintendo Switch equipment)
The Atrium including Scholars Perch: Maximum Capacity TBD <i>This space is reservable with permission from the Center for Student Engagement</i>	\$25/hr	\$50/hr	n/a

AV/Tech Equipment Rentals & Other Equipment Rentals:

	Recognized Student Organizations	Campus Offices and Departments	External Constituents/New Paltz Students without Club Affiliation
Pipe and Drapery	\$25 per 60” unit	\$50 per 60” unit	\$75 per 60” unit
JBL Bluetooth Speaker with two wireless microphones	\$100.00	\$100.00	\$150.00
Podium (no tech)	<i>waived</i>	<i>waived</i>	\$25.00
Computer Cart (100N, 2 nd or 4 th floor rooms)	<i>waived</i>	<i>waived</i>	\$50/hr
Additional Staging	\$50/panel	\$50/panel	\$50/panel

Personnel and Other Fees:

- If a student worker is requested, workers will be required to work the ½ before and after the event. This request will add an additional hour of payment to the reservation total fee.
- If a student organization/club fails to properly reset a conference room or thoroughly discard any decorations and trash, intervention from the New Paltz Student Association will be needed. Other consequences including and up to incurred charges and/or freezing reservation requests may occur.
- If campus offices/departments or outside organizations fail to properly reset a conference room or thoroughly discard any decorations and trash, hosing events in the Student Union Building may not be available in the future.
- All fees are subject to change without prior notice.

	Recognized Student Organizations	Campus Offices and Departments	External Constituents/New Paltz Students without Club Affiliation
Request for On-Site Student Union Manager Support <i>This staff will be on-site for the event</i>	\$20/hr	\$20/hr	\$30/hr

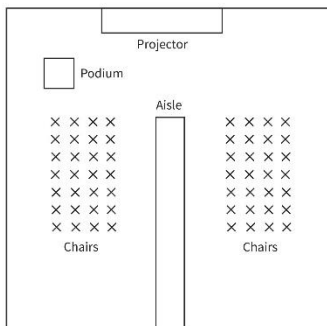
<p>Damage, Clean-up, and Room Reset Fee</p> <p><i>Applies to events where damage or excessive disarray occurs.</i></p>	<p>1st Instance: New Paltz Student Association Intervention</p> <p>2nd & 3rd Instances: \$20</p> <p>Additional Instances: Revocation of venue usage</p>	\$25	\$50
<p>Late Event Request Fee</p> <p><i>Applies to event requests submitted less than 21 days (about 3 weeks) of event date and/or with 150+ anticipated attendees</i></p>	<p><i>Waived</i></p> <p>event will be denied if unable to accommodate</p>	\$50.00	\$100.00
<p>Event Cancellation/No Show Fee</p> <p><i>Applies to any event cancelled within 24 to 48 hours (about 2 days) prior of event date or no prior correspondence about the need to cancel an event will incur this fee</i></p>	\$15.00	25% of total estimated cost	50% of total estimated cost
<p>Overnight Storage in Event Space</p>	\$20.00	\$25.00	\$50.00
<p>Cash/Check Surcharge</p>	15.30% of total amount billed	15.30% of total amount billed	15.30% of total amount billed

Standard Room Configurations:

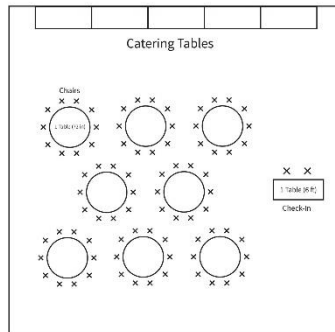
Standard room configurations are the most common configurations for events and meetings. These are recommended for a quick and appealing setup. These configurations will not incur any additional fees as these are pre-set to the respective rooms.

If the hosting organization chooses a configuration that is not seen below, this is considered a *custom* setup and will be an additional charge. The use of pipe and drapery, extra staging, or storing equipment overnight is not included in the standard room configuration and will be subject to additional costs. Please note these configurations are not to scale and are based on your attendance needs.

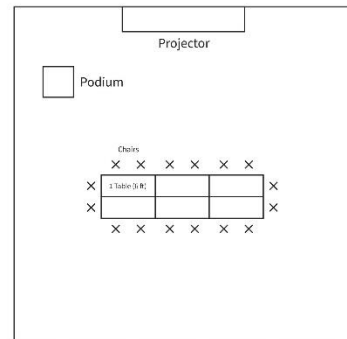
Auditorium Style



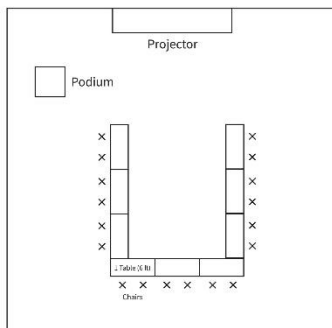
Large Banquet



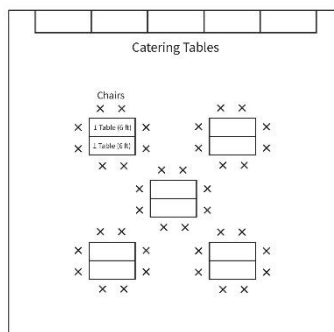
Conference Style



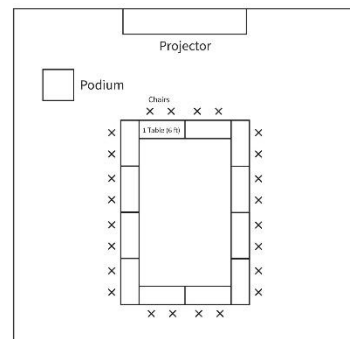
U-Shape



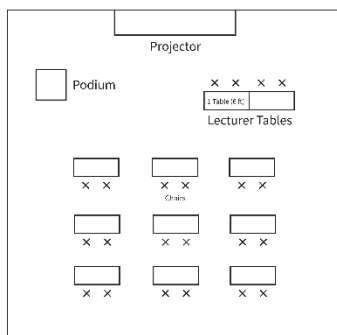
Small Banquet



Closed Square



Classroom Style



6.2 Overtime Use

Overtime use is defined as any hour the Student Union Building is open outside of its regular scheduled hours of operation. In some cases, the Center for Student Engagement will open the building early or keep the building open late for events at an additional fee. These fees are and include:

Additional Fee	Description	Fees/Charges
Conference Rooms: Before & After Hour Fee <i>Early Opening/Late Closing</i>	Applies to events that need the building open before and/or after operating hours	\$25 flat rate
Ballroom, SUB 62/63, SUB 100N: Before & After Hour Fee <i>Early Opening/Late Closing</i>	Applies to events that need the building open before and/or after operating hours	\$50 flat rate
Opening & Closing Staff	Applies to events that require facilities to be opened outside their normal hours of operation and requires a 3-week advance notice. This is charged by the hour and includes the Student Union Manager's arrival 30 minutes prior to scheduled opening and/or 30 minutes after scheduled closing.	\$35/hour per Student Union Manager

Only clubs/organizations, departments or external constituents sponsored by a department can request the building be open overtime. External constituents and New Paltz students not affiliated with a department or club/organization will be denied overtime use.

Overtime Use of the Ballroom, SUB 62/63, and SUB 100N

Overtime use of the Ballroom, SUB 62/63, and SUB 100N is defined as any time before 7:30am and after 10 pm. These venue spaces are extremely popular and may require event setup for the activities happening the next day. Th Center for Student Engagement recommends all constituents be mindful of events happening prior to and after their event by monitoring the events calendar that can be found on Engage.

6.3 Cancellation Policy

Cancellation by the Center for Student Engagement

The Center for Student Engagement reserves the right to cancel or temporarily suspend any event for the following reasons:

- The event has been insufficiently planned as determined by the Center for Student Engagement staff.
- The event hosts have not met the requirements stated in the agreements/contracts.
- While the event is happening, the host and/or the event itself violates campus policies outlined in the manual.

Cancellation/No-Show by Host Organization, Office, or Department

Student organizations/clubs, campus offices/departments, and external organizations must provide between 24- to 48-hours' notice of cancellation of their event. Failure to provide proper cancellation notice has been outlined in Section 6.1.

If there is consistent failure to provide proper cancellation notice by the student organizations/clubs, campus offices/departments, and external organizations there will be consequences up to the inability to reserve venue space for future events until a meeting is held with a staff member from the Center for Student Engagement.

6.4 Fronting Policy

Personal vs. Business

Student organizations/clubs, campus offices/departments, and full-time faculty and professional staff of SUNY New Paltz are prohibited from serving as "fronts" for off-campus organizations. This means the previously mentioned cannot sponsor, schedule, or plan events on behalf of individuals unaffiliated with the university or off-campus organizations for the use of discounted rates.

Any Student organizations/clubs, campus offices/departments, or full-time faculty/professional staff member found in violation of the fronting policy puts their organization at risk of losing reservation privileges.

Inactive Organizations

During the term an organization is preliminary or does not have any active members, its focus should be to gain active members and work on any other organizational functions. Therefore, that organization may only enjoy the following privileges:

- The only events permitted on campus are general interest meetings.
 - For fraternities and sororities, the only events permitted are approved new member programs such as New Member Education activities.

- The student organization/club may not host any other activities, including social events, meetings, educational programs, philanthropy events, fundraising, dinners, etc.
 - For fraternities and sororities: in the case that the (Inter)National organization or advisory Graduate Chapter would like to host such events, the group will be referred to the Conference Services Office and may complete the reservation as an outside organization.
- The student organization/club may post approved marketing materials that promote membership in accordance with the Campus Posting Policy found in Section 5.1.
- The student organization/club will be invited to participate in the Club and Involvement Fair at the discretion of the New Paltz Student Association and the Center for Student Engagement.
 - Fraternities and sororities can participate in United Sorority and Fraternity Association's Fraternity & Sorority Night event each semester. The Coordinator for Fraternity and Sorority Life or a member of the USFA Executive Board will communicate the details of the event to the organization's contact.

Section 7: Student Union Event Policies

7.1 Event Risk Management Policies

Insurance

All New Paltz Student Association Recognized student organizations/club should speak with the New Paltz Student Association Business Office staff, located in SUB 210, about their insurance policy.

Health & Safety

Fire Alarm Policy

In the event of a fire alarm sounding in the Student Union Building, all visitors must exit the building through the closest emergency exit. Guests will be ushered to either the front Atrium concourse (Level 1) or the Second Floor back concourse (Level 2) by a Center for Student Engagement professional staff or Student Union Manager. Guests must remain a safe distance from the building's entrances – about 25 feet.

- For the Atrium concourse, this is by the entrance and stairs by the Haggerty Administration Building.
- For the second level concourse, this is past the benches.

Access to the building will not be permitted until Environmental Health and Safety and the fire department clear it. At that time, a Center for Student Engagement Staff Member will permit guests to re-enter the Student Union Building.

Any guest found to violate this policy will be asked to leave the premises and can be subject to disciplinary action.

Any guests with mobility restrictions and/or disabilities can find further information about fire alarm evacuations at <https://www.newpaltz.edu/firesafety/alarms.html>.

Smoking

Smoking, vaping, smoking e-cigarettes, or any other kind of smoking is strictly prohibited inside any building on campus. Smoking is allowed only outdoors and 50 feet from any building entrance or exit, any state owned or leased vehicle and any roof.

Any guest found to be smoking of any kind inside the Student Union Building will be asked to leave and will be subject to sanctions according to the Student Code of Conduct.

Safe Conduct

Horseplay, unnecessary running, and practices inconsistent with the ordinary, responsible, or common-sense rules of conduct are not permitted.

Safekeeping

The Center for Student Engagement will demonstrate reasonable care but shall not be liable in the event of loss, destruction, or theft of any items left in the Student Union building unattended.

Blocking Egress & Exits

All guests must keep emergency exits and corridors free of chairs, filing cabinets, small tables, rugs, or any item that could cause people to trip or block their egress.

In the event of a fire, this is the way to safety. During a fire, the corridor could be smoky and dark, with alarms blaring. Anything in the way could cause injury and slow the evacuation of the building.

- No wooden door chocks are allowed as they damage doors and make them not close properly. Every door serves to protect all guests from a fire by slowing the spread of fire and smoke. Some offer more protection than others, like Fire Rated Doors. If a door is open, it has a fire rating of zero minutes and offers no protection.

Prohibited Items and Alternatives

Decorations

Student organizations/clubs, campus offices/departments, and external organizations are permitted to decorate for events to suit the needs and aesthetics intended. However, decorations must adhere to safety standards and not cause excess health, safety, or sanitation hazards in the event space. Items that are prohibited from use in events include, but are not limited to, the following:

- Corrosive tapes including duct and scotch.
- Confetti or glitter
- Fog machines
- Hazardous materials for use in crafting or DIY (Do it Yourself) events (such as the use of lye for soap making)

- Latex balloons/ balloons filled with helium
- Fake blood
- Decorative candles including pillars, tea lights, and votives.
- No open coal/surface heating including toasters, hotplates, irons, and portable heating units

Alternative items that are acceptable to use include:

- Painters, frog, or masking tape to hang decor
- Mylar balloons with air instead of helium
- Battery operated candles

Signage for Events

Student organizations/clubs, campus offices/departments, and external organizations can use signage to promote upcoming or current events. Signage can include directional posters, foam boards, dry erase easels, and outside stanchions.

To prevent overcrowding and safety, no more than two easels/arrows should be displayed for an event.

The use of walls or pillars to post signage/directions is strictly prohibited.

Damage or Excessive Trash

When planning an event that will produce trash, the host organization must take proper precautions to keep the Student Union Building and the reserved venue space safe.

Any event that includes crafting, such as cupcake decorating, or paint and sip nights, should always have tablecloths on work surfaces and tarps underneath the areas being used.

Events that include live-action role playing/tagging participants with nerf or airsoft equipment are only permitted outside of campus buildings.

Events that include food should be cleaned up and thrown out at the end of the event. There are many instances of events running back-to-back. Host organization must devote the last 15-20 minutes of the event to clean up rather than waiting until the official end time of the event.

Any boxes used to store decorations, food, etc., that are no longer being used should be broken down and left next to the closest recycling bins to venue space.

If the host organization sees any damage caused prior to the start of their event or during their event, they must report this to the Center for Student Engagement immediately.

Failure to clean properly or any excessive damage can incur fees including overtime of custodial and maintenance staff.

Section 8: Center for Student Engagement & New Paltz Student Association Partnership

The Center for Student Engagement and the New Paltz Student Association work together to support all recognized student organizations/clubs. This partnership is to ensure that all student organizations/clubs are successful in organization management, branding, event management, and more.

This policy manual outlines how the Center for Student Engagement is a resource to the recognized student organizations/clubs.

Students and student organizations/clubs should contact or visit the New Paltz Student Association if they have questions about the following:

- Starting a new organization or club
- Student organization/club re-registration process
- Policy about fundraising and money handling
- Student organization/club membership
- Conflict resolution within the student organization/club

Section 9: Consequences for Failure to Follow Outlines Policies

Failure to abide by the policies outlined in this policy manual will be met with consequences such as corresponding fees, warning status, and/or restricted status.

Warning Status provides a formal notice of violation and reprimand to the hosting organization. For recognized Student Association organizations/clubs, the business office for Student Association and Council Chair will be notified. This status will last a minimum of 60 days (about 2 months). Organizations are reminded to become familiar with and follow all the policies outlined in this policy manual. A second occurrence of policy violation during the *Warning Status* period may result in an escalation to *Restricted Status*.

Restricted Status prohibits an organization's ability to make reservations within the Student Union Building for at least one semester. After the *Restricted Status* period has passed, this status is lifted.

- Please note that other campus offices and departments have their own consequences when the policies and expectations they set forth are not met by the host organization.