



MORGAN STATE UNIVERSITY STUDENT CENTER POLICY MANUAL

The policies found in this document are subject to addition, revision and deletion as the University Student Center management deems necessary. These policies do not create a contract between the University Student Center and its clientele or employees

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ADVERTISEMENT

Updated 7/6/2011 8:18 AM

There are three authorized methods of advertisement within the University Student Center. Any other methods of advertisement must be approved by University Student Center management prior to being implemented.

1. Flyers/Print

- a. All flyers and advertisements on the campus of Morgan State University must be approved by the University Events Office. Any flyer or advertisement placed in the University Student Center without the approval of the Assistant Director of Operations will be removed and possibly destroyed without notice.
- b. Student Organizations, University Departments and Non-University Entities interested in placing flyers/advertisements at the University Student Center Information Desk must submit flyers to the Main Office for approval. The University Student Center staff will place all approved flyers at designated locations in the University Student Center. Flyers will not be posted immediately.
- c. To ensure that events receive adequate visibility it is recommended that flyers/advertisements be submitted no less than seven (7) business days prior to the event.
- d. The University Student Center reserves the right to refuse any flyers/advertisements that have not been scheduled properly with the University Events Office, that contain offensive or distasteful graphics or text, that promote events or activities not being held on the campus of or sponsored by Morgan State University. Flyers for activities held off campus will be placed based upon space availability.
- e. Student Organizations, University Departments and Non-University Entities interested in posting flyers/advertisements in academic facilities are subject to the posting policies set forth by the academic department responsible for that facility.
- f. Student Organizations, University Departments and Non-University Entities interested in posting flyers/advertisements in Residence Halls must get the approval of the Resident Director of that facility and are subject to guidelines set forth by the Office of Residence Life.
- g. Student Organizations, University Departments and Non-University Entities interested in posting flyers/advertisements in the Dining Hall must get the approval of the Food Service Department
- h. Under no circumstances are chalk designs an acceptable means of advertisement.
- i. Under no circumstances are flyers/advertisements to be posted on any glass or plexi-glass surfaces.
- j. Under no circumstances are flyers/advertisements to be posted on walls, floors, ceilings, columns, light fixtures or doors.
- k. Under no circumstances are flyers/advertisements to be posted on the Welcome Bridge (adjacent to McKeldin Center) or the New Bridge (between Banneker and the New Communications Building).

2. SIGN FLASH (Flat Screen Monitors)

- a. Option I- Authorized events taking place on campus
 - i. 8.5"x11" JPG or PDF formatted flyers are uploaded through the advertisement section on msustudentcenter.com

- ii. Display options
 - 1. 15 seconds- standard format
 - 2. 30 seconds standard format (charges apply)
 - 3. 15 second full screen (charges apply)
 - b. Option II -Student Organizations or University Departments advertising off campus events
 - i. 8.5"x11" JPG or PDF formatted flyers are uploaded through the advertisement section on msustudentcenter.com
 - ii. Display options
 - 1. 15 seconds- standard format
 - 2. 30 seconds standard format (charges apply)
 - 3. 15 second full screen (charges apply)
 - c. Option III- Non University Entity advertising on sign flash
 - i. 8.5"x11" JPG or PDF formatted flyers are uploaded through the advertisement section on msustudentcenter.com
 - ii. Display options
 - 1. 15 seconds- standard format
 - 2. 30 seconds standard format (charges apply)
 - 3. 15 second full screen (charges apply)
- 3. Public Announcement
 - a. Option IV- Adverting authorized events on the University Student Center PA system
 - i. Advertisement scripts must be entered through the advertisement section on msustudentcenter.com

CO-SPONSORSHIP/PARTNERSHIP

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In order for a Non-University entity to be considered for co-sponsorship/partnership with Morgan State University there are minimum criteria that must be met.

- 1. Criteria
 - a. The chairperson of the sponsoring university department must submit a letter of intent indicating their desire to co-sponsor said non-university entity.
 - i. The letter must indicate the department's agreement to take on full fiscal and legal liability of the entity while on campus.
 - ii. The letter must indicate that the Non-University entity has a 501C(3) federal tax status, is a government agency anywhere within the State of Maryland, or in some way benefiting Morgan State University.
 - b. Written approval from the dean or vice-president over the co-sponsoring University Department.
 - c. All documentation must be received by the University Events Office before a reservation will be issued.
 - d. Requests for co-sponsorship will not be accepted after the original reservation has been submitted
 - e. The University Events Office reserves the right to refuse or deny any co-sponsorship application that does not serve in the best interest of Morgan State University
- 2. Terms & Conditions
 - a. The Non-University entity will not be charged a facility fee
 - b. The Non-University entity will incur A/V, staffing, and catering charges as they may apply.
 - c. The Non-University entity will be allowed no more than six (6) hours to use the facility

- i. Hours include set up time, breakdown time and actual event time.
- d. All charges for the event must be paid three (3) business days in advance
 - i. Failure to pay in full by deadline will result in the cancelation of the event.

DINING HALL

Updated 7/6/2011 8:18 AM

The Rawlings Dining Hall is the primary dining facility for the Morgan State University community participating in the University Meal Plan. Community Service projects are the only events that are allowed to take place in the Rawlings Dining Hall. Portable sound system, DJ or amplification of any kind is not allowed in Rawlings Dining Hall.

GIFT CARD

Updated 7/6/2011 8:18 AM

The University Student Center offers gift cards to make transactions at the various retail operations easier for students, faculty, staff, and guests.

1. Terms and Conditions
 - a. The only acceptable methods of payment for gift cards are cash, and credit cards.
 - b. Gift cards are only accepted at the MX Copy Center, Sweet Shoppe and Recreation Center.
 - c. NO REFUNDS, NO RETURNS once a gift card is purchased.
 - d. The USC is not responsible for lost or stolen gift cards.
 - e. Gift cards can be reloaded with cash or credit cards only as the method of payment.

INSURANCE

Updated 7/6/2011 8:18 AM

Morgan State University requires liability insurance for all events or activities in which Non-University performers, speakers or attendees are to participate. Morgan State University does not provide nor pay for liability insurance for events. Liability insurance coverage must include the following.

1. Rating
 - a. The insurance companies providing coverage must be of an acceptable financial rating as determined by Morgan State University.
 - b. Exceptions may be made however; MSU retains the right to require the A- rating.
 - c. Unrated companies will not be accepted.
2. Additionally Insured
 - a. Morgan State University, including its current & former trustees, officers, directors, employees, volunteer workers, agents, and assigned must be named as additional insured.
 - b. Morgan State University must be shown on the certificate as an additional insured for liability coverage.
 - c. This statement must be included on the certificate of insurance.
3. Occurrence Coverage
 - a. The certificates "occurrence" section should be marked.
 - b. If there is no box marked "occurrence," we require the notation "occurrence form" in the Special Conditions box.
4. Policy Limits
 - a. \$2,000,000 in the Aggregate

- b. \$1,000,000 combined single limit per occurrence for bodily injury including death, personal injury and property damage.
- 5. Policy Adjustments
 - a. The policy shall provide thirty (30) days notice to Morgan State University in the event of any modification, cancellation, or termination.
- 6. Term
 - a. Insurance policy term must be for the duration/term of contract or specific to event date(s)
 - b. The certificates shall provide 30 days notice of cancellation or material change of coverage to the certificate holders.
- 7. Other Terms & Conditions
 - a. Certificates without limits, insurance company, or coverage indicated are not acceptable.

LOST & FOUND

Updated 7/6/2011 8:18 AM

The University Student Center offers Lost and Found services at the Information Desk. The University Student Center does not guarantee the security of any items submitted to the Information Desk. The University Student Center is not responsible for any damages or repercussions associated with the misuse of information acquired from items submitted to the Information Desk.

- 1. Lost Items
 - a. Items submitted to the Information Desk will be logged and secured at the Information Desk or in the University Student Center administrative Office for no more than seven (7) days.
 - i. Information Desk Staff will make every reasonable attempt to contact the owners of items submitted to the Information Desk.
 - b. Items containing personal information (identification cards, credit cards, documents) will be held for no more than three (3) business days.
 - i. Personal information not claimed will be returned to the issuing organization or the owner (if known) through US Postal service or destroyed
 - c. University issued keys submitted to the Information Desk will be held for no more than three (3) business days.
 - i. University issued keys that are submitted connected to other keys will be separated and the non-university keys will be held for no more than seven (7) business days.
 - d. Items of significant monetary value will be secured in the University Student Center Administrative Office immediately
- 2. Claiming Items
 - a. Persons claiming items must be able to describe the lost items in detail before the item will be released to them
 - i. Picture IDs or items connected to picture IDs do not require a detailed description
 - b. Persons claiming items must provide picture identification before items will be released to them.
 - i. Name, identification number and identification issuer will be logged

MAJOR EVENTS (Student Organization)

Updated 7/6/2011 8:18 AM

A major event is defined as an event or activity in which there is an expected attendance over 300 persons; an admission charge is required; there will be a featured DJ, performer or speaker.

1. Admission
 - a. The sponsoring student organization must implement occupancy control measures by choosing one of the Ticket Options provided by the University Student Center (see TICKETS).
 - b. College identification is required for all parties
 - i. The University Student Center reserves the right to require college identification for any student organization sponsored event
 - c. Events taking place in the Calvin and Tina Tyler Ballroom cannot exceed occupancy of 1300 persons.
 - i. The University Student Center and University Police reserve the right to discontinue admission to any event to ensure the safety of the attendees, Morgan State University students, staff, faculty or property.
2. Advertisement
 - a. All advertisement for major events must be approved by the University Events Office.
 - b. All advertisement must indicate college identification required when required by the University Events Office.
3. Security
 - a. The University Police Department makes all final decisions concerning the security requirements for all events.
 - b. The sponsoring Student Organization is required to pay all overtime costs associated with the event.
4. Vending/Fundraising
 - a. Student Organizations are only allowed to sell snacks and beverages that have been purchased from the Sweet Shoppe (see Student Discounts).
 - b. University Student Center staff will be hired to manage the coatroom at the Student Organization expense.
 - c. Student Organizations are allowed to conduct raffles based upon the approval of the University Events Office (see Raffle).

MOVIE

Updated 7/6/2011 8:18 AM

The University Student Center offers facilities equipped with DVD and VHS players. Student Organizations, Departments or Non-University Clients may show a movie in any of these facilities.

1. University Student Center Theater/Calvin and Tina Tyler Ballroom
 - a. Written copy right approval must be submitted to the Assistant Director of Operations no less than twenty (20) business days prior to the scheduled showing date.
 - i. Once received, written copy right approvals are forwarded to University Council for review.
 - ii. The requested movie will not be allowed to be shown without the approval of University Legal Council.

- b. Movie rentals through an approved, Non-Theatrical Motion Picture Distributor are coordinated by the Assistant Director of Operations.
 - i. Requests for such rentals must be submitted in writing no less than ten (10) business days in advance.
 - ii. Once the availability of the requested movie is confirmed the requesting group will be informed of the cost of the movie in writing.
 - iii. Full payment of the movie must be provided to the University Events Office before the movie will be rented.
 - iv. Acceptable forms of payment include cash, credit card, Foundation fund requests, and purchase order
 - v. The University Events Office staff will oversee the actual playing of the movie on the day of the showing. Movies will NOT be managed or handled by Student Organizations, University Departments or Non-University Clients.
- c. The University Student Center reserves the right to refuse the showing of any movie.

OUTDOOR ACTIVITIES

Updated 7/6/2011 8:18 AM

Outdoor activities are limited to the University Hour and Weekends with the exception of Homecoming activities and I Love Morgan Day. All outdoor activities/events must be approved by the University Events Office. The University Events Office reserves the right to deny any outdoor activity.

(For outdoor alternatives please see "The Block is Hott", Cook Outs, Probate Shows or Tailgating.)

- 1. Homecoming
 - a. Official University activities sponsored by the Office of Student Activities or the Student Government Association
 - b. Events authorized by the University President.
- 2. I Love Morgan Day
 - a. Events directly associated with I Love Morgan Day (last Friday in April).
 - b. All events must be approved by the Office of Student Activities
- 3. The Block is Hott
 - a. Student Organizations are allowed to have outdoor presentations on the USC Patio located outside of the University Student Center Food Court
 - b. Events are limited to Thursday at 11am- 12pm and Wednesdays 5pm-6pm during the months of September, October, March and April
 - c. Rescheduling due to inclement weather is not guaranteed.
 - d. Portable sound, DJ and or any other amplification must be approved by the University Events Office.

PARKING

Updated 7/6/2011 8:18 AM

The University Parking Garage hours of operation are Monday through Friday 7:30am-11:30pm. The Parking Garage can be made available for authorized events.

- 1. Requests
 - a. Requests for extended Parking Garage services must be submitted in writing to the University Events Office.
 - b. Additional changes will apply for extended hours.

ROOM HOLDS

Updated 7/6/2011 8:18 AM

In an effort to assist with event planning the University Events Office offers Room Holds to when event planners are researching available dates.

1. Criteria
 - a. Room Holds are only available to Non-University Clients.
 - b. Room Holds cannot be made for dates beyond one (1) calendar year.
 - c. Rooms will be held for fourteen (14) days from the date of the initial inquiry.
 - i. After the fourteenth day if no finalized arrangements have been made the University Events Office staff will contact the requestor to verify if the room is being held will actually be used. If the room reservation cannot be confirmed the date will be released.

STUDENT ORGANIZATION DISCOUNTS

Updated 7/6/2011 8:18 AM

1. MX Copy Center
 - a. Registered Student Organizations are allowed a 25% discount in the MX Copy Center on all advertisement printing/copying for authorized events and activities.
2. Sweet Shop Purchases
 - a. Registered Student Organizations are allowed to make purchases from the Sweet Shoppe at wholesale cost for any authorized events taking place in the University Student Center. Items purchased can be served or resold as a fundraiser.
3. Morgan Cinema
 - a. Registered Student Organizations may co-sponsor a Morgan Cinema Movie by paying \$50.00 and providing additional marketing support.
4. Recreation Center
 - a. Registered Student Organizations can sponsor free play hours in the Recreation Center by paying a service charge of \$60.00/hour.

TAILGATING

Updated 7/6/2011 8:18 AM

Tailgating is only allowed to take place on days when official Morgan State University Athletic Events are taking place. Tailgaters are responsible for abiding by state and federal alcohol consumption laws. All Tailgating activities are subject to the rules and regulations of Morgan State University

1. General Tailgating
 - a. General Tailgating is defined as an impromptu cook out operating out of the rear of a vehicle.
 - b. General Tailgating is limited to parking Lot Qn located near the corner of Hillen Road and Argonne Drive.
 - c. General Tailgating does not require prior approval from the University Events Office
 - d. All tailgaters must have a portable fire extinguisher on hand at all times when using a grill.
 - e. Morgan State University reserves the right to terminate any tailgating activity taking place on University property.
2. Tent Tailgating
 - a. Tent Tailgating is defined as a planned cook out that incorporates the use of a tent (spiked, weighted or pop up).

- b. Persons or groups interested in Tent Tailgating must submit a written request to the University Events Office fifteen (15) business days in advance.
- c. Tent Tailgating must be approved by the University Events Office
- d. Tent Tailgating is only allowed in designated areas. Space is limited and will be assigned based upon availability.
- e. Morgan State University reserves the right to terminate any tailgating activity taking place on University property.

TICKETS

Updated 7/6/2011 8:18 AM

The University Student Center offers a variety of ticket services to Student Organizations, University Departments and Non-University Clients. Student Organizations are required to use one of the services listed below for all events in which there is an admission charge. The University Student Center Management reserves the right to require Student Organizations, University Departments or Non-University Clients to use one of the services for an event.

1. Ticket Option 1 (In House Printing Only)
 - a. The University Student Center Box Office provides counterfeit proof tickets for authorized events at a rate of \$.20 per ticket.
 - b. Tickets can be sold independently by the Student Organization, Department or Non-University Client.
 - i. The University Student Center Box Office will not be used for sales.
 - c. This option requires that all event charges must be paid in full 72 hour prior to the event.
2. Ticket Option 2 (Box Office)
 - a. The University Student Center Box Office provides counterfeit proof tickets for authorized events at a rate of \$65.00 (Student Organization), \$80.00 (University Department), \$100.00 (Non-University Client) per event.
 - i. Only Cash payments for this option
 - b. Tickets will be sold from the University Student Center Box Office by University Student Center staff.
 - i. All monies collected will be applied to the charges indicated by the University Events Office
 - ii. Only CASH transactions will be accepted when using this Option
 - iii. Student Organizations will not be required to provide full payment for the event 72 hours prior to the event.
 - iv. All monies collected in excess of the event charges will be refunded in cash to the Student Organization, Department or Non-University Client within five (5) business days after all charges have been finalized.
3. Ticket Option 3 (Ticketmaster)
 - a. The University Student Center Box Office provides official Ticketmaster ticket services for authorized events at a rate of \$75.00 plus Ticketmaster Charges, (Student Organization), \$100.00 plus Ticketmaster charges (University Department), \$120.00 (Non-University Client) per event.
 - i. Tickets can be purchased online at www.ticketmaster.com.
 - ii. Additional service charges apply.
 - iii. Tickets can be purchased at any Ticketmaster outlet
 - iv. Additional services charges apply

4. Tickets will be sold from the University Student Center Box Office by University Student Center staff.
 - a. All monies collected will be applied to the charges indicated by the University Events Office
 - b. Student Organizations will not be required to provide full payment for the event 72 hours prior to the event.
 - c. All monies collected in excess of the event charges will be refunded to the Student Organization, Department or Non-University Client in the form of a check within thirty (30) business days after all changes have been finalized

VENDING

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Selling of merchandise and soliciting are only permitted in the University Student Center. Under no circumstances will open food, open candy, open beverages, credit cards, cellular phones, or any other products/services requiring personal information (i.e. social security number, credit card number) be permitted. Exceptions to this policy must be authorized by the University Student Center Director or his/her designee.

1. Vending Tables
 - a. Student Organizations, University Departments and Non-University Clients must submit written requests to the University Events Office.
 - b. Upon approval, the University Events Office will provide one (1), 60" table and two (2) chairs.
 - c. The University Student Center does not provide additional equipment for the vending area (i.e. television, laptops, sound equipment etc.) Any audio/video devices must be kept at minimal volume at all times.
 - d. A maximum of ten (10) vendor tables are allowed in the vendor area.
 - e. Vending tables will only be allowed between the hours of 11:00am and 10:00pm Monday through Friday.
2. All Student Organizations, Departments and Non- University Clients must adhere to the following guidelines.
 - a. Vendor tables are available on a first come first serve basis.
 - b. Only one (1) table and two (2) chairs allowed per request.
 - c. Student Organizations and University Departments vending table requests are limited to a maximum of five (5) days per month.
 - d. No more than two (2) persons can occupy a vending table at one time.
 - e. Under no circumstances are vending tables to be moved without the permission of the University Events Office.
 - f. All supplies, decorations, equipment or displays must be confined to the table provided by the University Student Center. (BALLOONS ALLOWED IN THE UNIVERSITY STUDENT CENTER)
3. The University Student Center reserves the right to immediately cancel any present and/or future vending table reservation for any Student Organization, University Department, or Non-University Client that does not adhere to any of the aforementioned policies and procedures.

VIRTUAL EMS

Updated 7/6/2011 8:18 AM

Virtual EMS is the online event scheduling system used by the University Events Office.

All Student Organizations and University Departments are required to use Virtual EMS system when scheduling events

PAYMENT

Updated 7/6/2011 8:18 AM

The University accepts multiple forms of payment for services. Depending on the nature of the charges, payment may be due prior to services being rendered.

1. Payment Methods
 - a. Cash
 - b. Money Orders
 - c. Personal Check
 - i. Checks over \$150.00 will not be accepted
 - d. Personal or business credit cards
 - i. AMEX, MasterCard, Visa, and Discover
 - ii. MSU purchasing cards are not accepted
 - e. MSU Foundation Fund Request
 - i. Copies of finalized fund request with Foundation Financial Manager signature
 - f. Purchase Order
 - i. Copies of finalized purchased orders must be submitted in advance
2. Payment Due
 - a. Payment for only purchases is due at the time of purchase
 - b. Payment for services coordinated by the University Events Office is due three business days prior to the date services are to be rendered.
 - i. Failure to meet payment deadlines will result in the cancellation of services.