



GSAS GRADUATE STUDENT GROUP
EVENT PLANNING GUIDE

Fall 2018



GSAS GRADUATE STUDENT GROUP EVENT PLANNING GUIDE

OVERVIEW

The information in this guide will help you plan and execute your graduate student group event, large or small. GSAS and the University will be pleased to collaborate with you to ensure that your event runs smoothly.

When hosting an event, be mindful that you represent Columbia University at all times. GSAS expects your best effort in abiding by University policies (see <http://www.essential-policies.columbia.edu/university-event-policies>) as well as those of any off-campus venue. Appropriate conduct is expected before, during, and after your event.

This guide is for student organizations recognized by the Graduate Student Advisory Council (ASGC) <http://ASGC.columbia.edu> that are currently in good standing. A list of RECOGNIZED GROUPS - ASGC can be found here: <https://council.gsas.columbia.edu/content/student-groups>. A student organization that fails to meet the guidelines set forth by GSAS and the University, may lose its official recognition and associated privileges. In addition, student organizations hosting events must agree to the terms described below.

Student groups must:

- Observe all Columbia University rules and procedures, as well as all state and local government laws and regulations, in planning and carrying out the event;
- Follow all University event policies as outlined on the University Events Management (UEM) website at <http://uem.columbia.edu>;
- Obtain necessary permissions to hold the event, and follow instructions from both within and outside the University (if applicable);
- Cooperate fully with University officials assigned to the event before, during, and after the event;
- Pay in full any fees incurred from hosting the event.

Student group leaders should inform the GSAS Advisor about plans for upcoming events in a timely manner and, note any relationships or partnerships your group may have with Columbia University departments or outside organizations, prior to hosting an event. Questions about your organization's account and procedures for funding events, ticketing, or creating contracts, can be directed to GSAS Business Office.



PLANNING STUDENT GROUP EVENTS ON CAMPUS | GENERAL INFORMATION

Planning a graduate student group event on campus requires strict adherence to policies, procedures, and timelines, and the coordination of services from a number of University offices. The following information pertains to planning a student group event ON CAMPUS.

PROPOSAL

An event proposal is required for all student events considered complex and sent to Ann Madigan, GSAS Advisor for graduate student groups (alk1@columbia.edu). Depending on the complexity of an event, see [Event Classification](#), an Event Review may be required. Your **proposal** should provide the following general event information:

GENERAL EVENT INFORMATION

- Host (group name)
- Event Leaders (student leader names, UNIs)
- Title of event
- Purpose of event
- Date / Time (proposed)
- Location (proposed)
- Description and Format of event
- Approximate attendance
- Composition of attendance (group members only, CU ID holders, CU + outside guests)
- How it will be advertised
- Refreshments (food/beverage, proposed source)
- Alcohol served (yes/no, type)
- Audio/Visual needs
- Other support required (Facilities, Custodial)
- Ticketing (yes /no; if yes, what method, is money being collected)
- Budgeting (source of funds for the event)
- Special event criteria present that warrant additional protocols and notifications



PLANNING STUDENT GROUP EVENTS ON CAMPUS | UEM

University Event Management (UEM) oversees booking space inside Lerner Hall as well as residence hall lounges, classrooms, and outdoor space. The Office of Student Events in UEM helps coordinate the support services your event may need. UEM's office is located on the 7th floor of Lerner Hall. For an overview of the event-planning with regard to UEM, please refer to the [UEM](#) web site.

Based on the nature of your event, not every step below will be necessary.

STEPS TO FOLLOW

- Review [Student Event Policies](#) and steps to follow on University Events Management (UEM) website <http://uem.columbia.edu/student/plan-event>.
- Once you know the overall format of your event, review [Event Classification](#) to see if your event is a Standard or a Special Event.
- Reserve venue (on line) <http://uem.columbia.edu/all-spaces>
 - Be sure your group leader has access to Virtual Events Management System (VEMS) to reserve space on campus.
 - For VEMS access write to Ann Madigan, GSAS Advisor alk1@columbia.edu, to have your account established.
 - Once VEMS approves your account, you will meet staff member of UEM at Lerner to activate your account.
- Send event proposal to Ann Madigan, GSAS Advisor (alk1@columbia.edu)
- For Facilities Support (furniture rental, labor services for special event set-ups and breakdowns, electrical support, etc.)
 - Outside of Lerner Hall <https://www.services.cuf.columbia.edu>
 - Inside Lerner Hall <https://ems.cuit.columbia.edu/EmsWebApp/>
 - Design the room layout and [Request furniture](#) (on line)
- Order refreshments (catering food and beverages)
 - For outside caterers, provide name for Student Events Office approval
 - To use Columbia University Catering, [Request Catering Services](#) (<http://uem.columbia.edu/request-catering-services>)
 - Food is not allowed in classrooms
- If serving alcohol, you must register your event using the Alcohol Registration Form on line through UEM: <http://uem.columbia.edu/faculty/events-alcohol>
- Order A/V equipment and technological support through support offices
 - AV Lerner <http://uem.columbia.edu/request-technical-services> for space in Lerner Hall and outdoor space;
 - CUIT <https://cuit.columbia.edu/> for A/V computer network assistance, A/V in GSC (301/302 Philosophy), and classrooms.
- Factor in Security needs and costs (to be determined at Event Review)

- For complex events, establish a timeline for your event elements. It should include arrival times (of group members, guests), set-up/break-down times, event start/end times, timeline for event's details (program or agenda). The Event Review team will require this information.
- Review group's account status and approved methods of payment for costs associated with the event. For budget and accounting questions contact GSAS Business Office: Harold Ansah, ha2392@columbia.edu, Assistant Director of Budget Planning and Finance,
- If there will be press, media coverage, or filming, send contact information of those agencies or entities to Ann Madigan, GSAS Advisor alk1@columbia.edu.
- *After your event is approved by Student Events and Advisor*, announce your event (advertise, send invitations)
- Set-up registration and/or ticketing.
- For any additional event services, visit:
<http://uem.columbia.edu/student/additional-event-services>
- For special events like movie screenings or BBQ events, visit UEM's website for policies and instruction.
- For reimbursement of out-of-pocket expenses, see the section on TBERs.
- For miscellaneous event-related forms and important information see "Additional Information": Advertising, Calendaring, Cancellations, Charity/Donation Events, Condition of Space, Event Reviews, Funding, Guest Lists, Important Dates, Student Waivers,



PLANNING STUDENT GROUP EVENTS ON CAMPUS | GSAS Graduate Student Center

SEMINAR ROOM - 302 PHILOSOPHY

To submit a request to reserve the Graduate Student Center's Seminar Room (302 Philosophy Hall) and use this link <https://studentcenter.gsas.columbia.edu/node/2>.

Seminar Room Policies:

- Only graduate-student groups of no more than 24 persons are allowed to reserve this room;
- If you would like *Nous Espresso Bar* to cater your group meeting, you may request by email info@nousespresso.com. All requests must be made at least three days in advance as *Nous* is unable to accommodate requests made on the day of your meeting. (Your group members are welcome to stand in line at the *Nous* counter, order for themselves, and bring their food/coffee into the room);
- If you have ordered catering, please let the *Nous* staff know when your meeting is over, so they may clear the catering;
- With or without food, groups should always remember to clear and reset the room before exiting.
- Facilities fees will be charged if extra cleaning is required by custodial services.

GRADUATE STUDENT CENTER LOUNGE - 301 PHILOSOPHY

To submit a request to reserve the Graduate Student Center lounge (Room 301, Philosophy Hall) email Ann Madigan at alk1@columbia.edu.

GSC Lounge Policies:

Use is limited to:

- Official ASGC activities (6:30-11:30pm)
- Recognized ASGC student groups in good standing (8:00-11:00pm)

Groups must follow these guidelines:

- Send an event proposal to alk1@columbia.edu at least three weeks in advance
- Group size is limited to 50 participants
- The Graduate Student Center will not be closed to other graduate students during your event. Therefore, you should expect other people to be in the room during your event and you may not ask them to leave.
- The event cannot last more than three hours

Furniture:

- Tables may not be moved
- Chairs may be rearranged for the event, and returned to their original arrangement before leaving

Alcohol:

- If you intend to serve alcohol, this must be arranged through UEM at least three weeks in advance.



- Intention to serve alcohol must be clearly stated in the event proposal.

Clean-up:

- You must clean up after the event (e.g., place all waste in the waste bins, return chairs to their original positions, and wipe up any major spills that may have occurred)
- If your event requires significant cleanup, your group will be charged for Facilities' service

Use of A/V equipment:

- A/V needs must be confirmed with CUIT at least one week in advance.

Attendees:

- Indicate who will be attending the event in your event proposal.
- If you plan to invite non-CUID card holders, this must be approved in advance.
- Provide the names of any outside guests, guest speakers, or VIPs

Inspection:

- Staff from GSAS or *Nous* will inspect the space after the event to ensure that the space is properly cared for.



PLANNING STUDENT GROUP EVENTS | OFF CAMPUS

Student groups are encouraged to hold events at venues outside of Columbia University. Depending on the nature and size of your event, the need for a contract agreement may or may not be necessary. Below are some important event-planning procedures to follow.

STEPS

- Know your account status;
- Define your event (purpose/format);
- Select your venue and estimate the costs;
- Consult with GSAS Business Office for best practices (for payments/reimbursements).
- Advertise, announce, set up registration, etc. as needed.

CONTRACT AGREEMENTS

- When using an outside vendor, you must obtain a contract agreement well in advance for vendor and payment approval.
- Once you have chosen an outside venue and created a contract agreement, forward the contract (immediately) to GSAS Business Office: Harold Ansah (ha2392@columbia.edu) Assistant Director of Budget Planning and Finance; it will require approval by the Purchasing Office.
- If approved, GSAS will contact you and you may continue planning your event.
- If the contract agreement contains any indemnifying language or issues, it will require additional review by the Purchasing Office or the Office of General Counsel. In such cases, the contract may take as long as 3-4 weeks to process.
- The Purchasing Office will work directly with the vendor to make contract changes; once finalized, the appropriate authority will sign, forward it to the vendor, and you will be notified by GSAS.

**Students may never sign a contract on behalf of the University.*

OUT OF POCKET EXPENSES | USE OF TRAVEL BUSINESS EXPENSE REPORTS

Students groups are encouraged to ask for invoicing and use contract agreements for event expenses when possible. Before dipping into personal funds, please read the following instructions for reimbursement. As always, it is highly recommended you consult the GSAS Business Office for best practices with regard to forms of payment.

TBER INSTRUCTIONS

Determining the type of expense

- Before filling out the basic info (name, address, etc.), determine whether or not your expense is related to Travel or Business. Note: All expenditures made during travel are a Travel Expense, e.g. purchasing supplies for an event during your travel.
- On the form, both types of expenditures will require the first date of the related expense. Travel Expenses require the travel end date, normally the date of your last expense, e.g. taxi or any other means of transportation home. Business Expenses use a Period End Date, which is the last date of the related expense, not the date of which the expense is related. (e.g., supplies purchased on Monday for an event on Friday, should have Monday's date.)

Your Personal Information

- On the form, use your Columbia University affiliated residence, not your home address. Payments will be sent to your address on file. If your address has changed since your last reimbursement, check the box on the TBER form to indicate change of address; this notifies the TBER processor to contact Vendor Management with your new info.
- Always sign the Payee's Signature section of the form.

Overall Business Purpose

- This section of the form cannot remain blank. You must describe in detail the purpose of the expense.
- For travel to conferences or meetings, you must provide documentation in the forms of a flyer, registration forms, or any type of announcement for the event and, you must specify the dates of the event in the corresponding section.

Itemized Expense Descriptions, Documentation, and Receipts

- List every item for reimbursement by number in the corresponding section and state the business purpose. If you need to use more lines, the worksheet has an additional page on the tab at the bottom of the worksheet; it will automatically tally amounts onto the first page.
- Segregated expenses: the most common is alcohol; list this in segregated expense column.
- Meals: add the names/UNIs if your group is less than 10 individuals. If the group is greater than 10, you simply document the total number of attendees.
- Save and submit all itemized receipts. A receipt from a restaurant should show every food/beverage item purchased and not simply the bill total.
- Missing receipt: If you have no receipt, itemized or not, go to www.finance.columbia.edu and search Missing Receipts Worksheet (upper



right hand corner of the webpage). Items for the missing receipt can be listed and submitted as documentation.

- Indicate how a purchase was made by circling on the receipt the form of payment (credit card or cash). For missing receipts, an account statement showing the expense will suffice.
- Providing documentation: do not submit anything with staples. Tape your receipts to a blank 8.5 x11" sheet of paper. You may tape multiple receipts on one page.

PLANNING STUDENT GROUP EVENTS | ADDITIONAL INFORMATION

- Advertising
- Calendaring
- Cancellations
- Condition of Space
- Donations and Contributions
- Event Reviews
- Funding
- Guest Lists
- Important Dates
- Student Waivers

ADVERTISING

A student group's advertisement/flyer:

- May not support or promote illegal activities including but not limited to the sale and/or use of illicit drugs.
- May not promote or encourage the consumption of alcohol.
- May not promote for-profit gambling ventures.
- May not include sexually explicit images or content.

Student organizations may flyer around campus as long as they follow all policies and procedures outlined by individual department and building policy, and as outlined in the Essential Policies for the Columbia Community. Student organizations are further subject to New York City ordinances when flyering off-campus. Please contact your local police precinct if you have a question or concern about off-campus flyering. Student groups should also be aware that placing flyers on pavement or ground is a hazard for individuals living with disabilities, and will be removed promptly by Columbia University staff.

**You may contact the Office of Communications, GSAS for possible assistance in promoting your event; it is strongly encouraged to do this at least 3-4 weeks in advance.*

CALENDARING & PRE-CALENDARING



Student group events held on campus must be held during the academic semester (after the first day of classes, before the last day of classes).

Student groups can begin reserving non-classroom space on campus through UEM beginning on the first day of classes; classroom space is available after the drop/add period each semester.

For space in Lerner Hall, registered groups are able to pre-calendar. Pre-calendar takes place during the second half of the current semester and allows the group to request space for the following semester. More information can be found at the Lerner Hall pre-calendar web page.

CANCELLATIONS FOR EVENTS RESERVED THROUGH UEM

Student groups may cancel online through Virtual EMS if the event will not happen.

- If you have any issues canceling online, contact UEM;
- Provide 5-business-days' notice for small events such as rehearsals, meetings, movie nights, or study breaks;
- For large-scale events such as performances and productions, please provide 10-business-days' notice
- Cancellations for reasons other than those outside of an organization's control may impact future booking status. Student groups are allowed three cancellations without notification before reservation privileges will be affected. On both the first and second times a group does not show up for a scheduled event without notification, the group will receive a warning. After a third incident, the group will lose the privilege of reserving space in Lerner Hall, classrooms, and residence hall lounges for 14 academic weeks
- The University reserves the right, without penalty, to cancel or relocate an event with at least 3-business-days' notice

CONDITION OF SPACE

Student groups are responsible for leaving spaces in the condition found.

- If furniture in a room must be rearranged, students should restore the room to its default configuration following an event;
- Failure to comply with this regulation will result in additional charges;
- Food is not allowed in classroom space.

DONATIONS AND CONTRIBUTIONS

Columbia University is a not-for-profit, tax-exempt institution, categorized by the Internal Revenue Service as a 501(c) (3) organization. The IRS permits contributions from one 501(c)(3) to another 501(c)(3) in some circumstances, but not to other types of legal entities.

MAKING DONATIONS

What is needed to process a donation from a GSAS student group to a not-for-profit organization?

- Prior approval must be received from the GSAS Associate Dean for Administration and Finance. Students are encouraged to obtain as much information as possible from the organization to enable the approver to adequately determine whether the organization receiving the contribution from Columbia is fair and appropriate.
- Proof of the organization's 501 (c)(3) status must be demonstrated. This is usually accomplished by providing a copy of the organization's letter of determination from the IRS. Please note at this time the University does not permit donations to international organizations not registered in the United States.
- Any contribution must be related to the mission of Columbia University. As a student group, it is important to explain, via memo or e-mail, how the funds were raised and why the group decided to support the organization in question

When approval is given, what do I do next?

Contact the GSAS Business Office: Harold Ansah, ha2392@columbia.edu, Assistant Director of Budget Planning and Finance, with the following documentation.

- A memo/email stating:
 - The legal name and a brief description of the organization;
 - The amount you want to donate and how the funds were raised;
 - The account number (s) to be debited. Note – The funds MUST already be in the account.
- A copy of the organization's 501 (c) (3) letter.
- Contact information for a person in the organization who can assist the GSAS Business Office in preparing a W-9 Form for the organization.

**NOTE: US Law does not permit contributions or donations to religious or political organizations.*

RECEIVING DONATIONS

What is needed to accept a gift or donation to a GSAS student group?



- A memo must be sent to GSAS Business Office: Harold Ansah, ha2392@columbia.edu, Assistant Director of Budget Planning and Finance. The memo should indicate that the student group has a prospective donor who would like to make a gift to support your group. The memo should give an indication of how much the gift will be, and what activities the gift is intended to support.
- If the gift is a donation "in kind" (meaning in goods or services rather than in cash) and the donor wants to receive a gift receipt for tax purposes, please contact Daniela Coleman, Director of Alumni Relations, (email: dc2471@columbai.edu) for approval and guidance on how to proceed.

After review of all supporting documentation, the GSAS Business Office will advise as to whether or not Columbia can accept the gift. If the gift is accepted, the University will acknowledge the gift but the student group should also send a thank you letter to the donor confirming receipt of the gift.

**NOTE: no one at GSAS can accept a donation or gift without authorization*

APPROVAL

When approval is given, what happens next?

The GSAS Business Office, Harold Ansah, ha2392@columbia.edu, Assistant Director of Budget Planning and Finance, will contact the group with an account number and can provide wire transfer information if needed.

THINGS TO REMEMBER

- Checks must be made payable to Columbia University. GSAS and its student groups have no legal identity and thus cannot accept gifts in their own name.
- If a gift is a cash or check, documentation from the donor as to the gift's purpose and the dollar amount needs to be submitted to the Business Office, if the gift is "in-kind," the documentation should be sent to GSAS's Office of Alumni and Development;
- All gifts are subject to a 10% administrative fee charge. This means that a \$500 gift will allow the group to spend about \$455. Gifts are restricted funds and thus can only be spent for the purposes described in the donor's letter. Thus the broader the description the better.



EVENT REVIEWS

Events that have any of the following criteria may necessitate an Event Review:

- presence of press/media (invited or otherwise)
- advertised beyond Columbia's campus
- high attendance/capacity
- serving of alcohol
- potential for significant disruption
- security concerns on the part of the recognized student group, advisers, or guest

Scheduling and timing of Event Reviews:

- The GSAS Advisor will coordinate with Student Events Manager (UEM) to schedule;
- The process of scheduling an Event Review normally takes 5 business days;
- An Event Review must be completed 10 business days prior to the event;
- All issues and arrangements discussed at the Event Review must be resolved 5 business days in advance of the event.
- Event Review Times

Tuesdays 1:30, 4:00

Wednesdays 1:30

Thursdays 10:00, 4pm

GUEST LISTS

- Events inside Lerner Hall that are open to non-University ID holders, must have a guest list approved by the Welcome Desk no later than 24 hours in advance of your event. Using the Welcome Desk Guest List template, send the names to your Advisor, who will submit it to the Welcome Desk (welcomedesk@columbia.edu). (The guest list should be in alphabetical order by last name.)
- The Lerner guest list cannot exceed 30 people. Events held inside the Auditorium would use the Broadway entrance to Lerner where entry of non-CUID holders is permitted.

FUNDING OPTIONS

Graduate Student Advisory Council's (ASGC) Student Initiative Grants (SIG) Application

<https://columbiaASGC.wpengine.com/student-groups/student-initiative-grants/sig-application/>

The President's and Provost's Student Initiative Fund

Download the P&P Fund application and submit by Friday, February 16, 2018 by 5:00pm.

The Office of the University Chaplain Co-Sponsorship Fund

<http://www.columbia.edu/cu/earl/>



Kraft Family Fund for Intercultural and Interfaith Awareness

<http://ouc.columbia.edu/apply-to-the-kraft-family-fund/>

Student Group Co-Sponsorship

Consult with other student organizations recognized by the University to find groups that may be interested in organizing and co-sponsoring an event with you.



ATTACHMENTS

A/V TECHNICAL FORM

DONATIONS AND CONTRIBUTIONS

ESSENTIAL POLICIES FOR THE COLUMBIA COMMUNITY

SAMPLE P&P

SAMPLE TBER

WAIVER FORM

WELCOME DESK GUEST LIST



COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

A/V Technical Request Form University Event Management

Alfred Lerner Hall, 2920 Broadway 704, New York, NY 10027
technicalservices@columbia.edu /212.854.0657

*SAVE (Student Audio/Visual Equipment) Lerner Hall Other Campus Location

SAVE is a program created to provide recognized student groups an opportunity to save on the cost of technical support staff.

*Option is ONLY available to students trained by the Audio Visual department to operate equipment.

Instructions

Please indicate your setup needs and submit requests **at least 5 business days before your event**. Please complete form and e-mail to technicalservices@columbia.edu. Call 212.854.0657 with any questions.

Event Name _____ Event Time (Start & End) _____
 Event Date _____ Email _____
 Group Name _____ Phone _____
 Name _____ Event Space (Location) _____
 Title _____ Advisor's Name
 (Students Only) _____
 Billing Information
 Department# _____ Reservation #
 Account _____ (Lerner Hall Only) _____

Event Description

Equipment

	Quantity		Quantity		Quantity
Sound System	_____	Mic w/Stand	_____	Laptop Computer	_____
iPod	_____	Tabletop Mic	_____	PowerPoint Clicker	_____
Wireless Handheld	_____	Podium Mic	_____	Wireless Clip-on Mic	_____
Movie Screening	_____	PowerPoint Presentation	_____		
_____ With Laptop		<input type="checkbox"/> With Sound			
<input type="checkbox"/> With DVD Deck		<input type="checkbox"/> Without Sound			

Additional Information:

There will be press at my event I will need audio to be recorded for my event
 There will be a videographer at my event

Important Information

- All A/V equipment is checked prior to delivery and after it is returned. Any damage incurred while in possession will result in your account being billed for the repair and replacement of damage equipment.
- Columbia Audio Visual does not provide amps, musical instruments, videographer, duplication of media, and post production work.
- Screening rights for all films must be secured and approved by your advisor before confirmation of A/V equipment
- SAVE is a program that was created to provide recognized student groups with an opportunity to develop leadership and technical skills to manage and operate the basic technical aspects of their event, as well as to save student groups on the cost of technical support staff that is often used to support student events. Students may receive training on a variety of sound and projection equipment that can support meetings, speakers, presentations, film screenings, and small performances.

Technical Fees

Campus Requests (Excluding Lerner Hall)

Setup and Strike: \$120
 Tech to Stay: \$50/per hour (4 hour minimum on weekends)

Lerner Hall Student Events ONLY

Setup and Strike: \$34/Flat
 Tech to Stay: \$20/per hour (4 hour minimum)

Donations and Contributions

Columbia University is a not-for-profit, tax-exempt institution, categorized by the Internal Revenue Service as a 501(c) (3) organization. The IRS permits contributions from one 501(c)(3) to another 501(c)(3) in some circumstances, but not to other types of legal entities.

MAKING DONATIONS:

What is needed to process a donation from a SIPA student group to a not –for- profit organization?

- Prior approval must be received from the SIPA Associate Dean for Administration and Finance. Students are encouraged to obtain as much information as possible from the organization to enable the approver to adequately determine whether the organization receiving the contribution from Columbia is fair and appropriate.
- Proof of the organization's 501 (c)(3) status must be demonstrated. This is usually accomplished by providing a copy of the organization's letter of determination from the IRS. Please note at this time the University does not permit donations to international organizations not registered in the United States.
- Any contribution must be related to the mission of Columbia University. As a student group, it is important to explain, via memo or e-mail, how the funds were raised and why the group decided to support the organization in question

When approval is given, what do I do next?

Contact the SIPA Business Manager: Stevie Robinson, IAB Room #1420 (sr101@columbia.edu) with the following documentation.

1. A memo/email stating:
 - a. The legal name and a brief description of the organization;
 - b. The amount you want to donate and how the funds were raised;
 - c. The account number (s) to be debited. Note – The funds MUST already be in the account.
2. A copy of the organization's 501 (c) (3) letter.
3. Contact information for a person in the organization who can assist the SIPA Business Office in preparing a W-9 Form for the organization.

*Please note that US Law does not permit contributions or donations to religious or political organizations.

RECEIVING DONATIONS:

What is needed to accept a gift or donation to a SIPA student group?

- A memo must be sent to SIPA's Business Manager, Stevie Robinson, sr101@columbia.edu. The memo should indicate that the student group has a prospective donor who would like to make a gift to support your group. The memo should give an indication of how much the gift will be, and what activities the gift is intended to support.
- If the gift is a donation "in kind" (meaning in goods or services rather than in cash) and the donor wants to receive a gift receipt for tax purposes, please contact Daniela Coleman, Director of Alumni Relations, (email: dc2471@columbai.edu) for approval and guidance on how to proceed.

After review of all supporting documentation, the Business Office will advise as to whether or not Columbia can accept the gift. If the gift is accepted, the University will acknowledge the gift but the student group should also send a thank you letter to the donor confirming receipt of the gift.

* Note that no one at SIPA can accept a donation or gift without authorization

When approval is given, what happens next?

The SIPA Business Manager, Stevie Robinson, will contact the group with an account number and can provide wire transfer information if needed.

Things to Remember

- Checks must be made payable to Columbia University. SIPA and its student groups have no legal identity and thus cannot accept gifts in their own name.
- If a gift is a cash or check, documentation from the donor as to the gift's purpose and the dollar amount needs to be submitted to the Business Office, If the gift is "in-kind," the documentation should be sent to SIPA's Office of Alumni and Development;
- All gifts are subject to a 10% administrative fee charge. This means that a \$500 gift will allow the group to spend about \$455. Gifts are restricted funds and thus can only be spent for the purposes described in the donor's letter. Thus the broader the description the better.



Essential Policies for the Columbia Community

UNIVERSITY EVENT POLICIES

These policies delineate a framework to aid University groups and organizations in planning and scheduling events such as meetings, exhibits, performances, conferences, training, and recreational events to be held at Columbia. By describing a uniform approach to event planning and evaluation, we hope to make the process of planning events consistent across campus. Managers of Columbia meeting and event venues, and University departments, offices, groups, and student organizations requesting to reserve campus facilities are expected to follow these policies.

Venue Managers

Venue managers are responsible for their spaces and are expected to follow and oversee the local policies or prerequisites for use of their spaces. A venue is any location where an activity, meeting, conference, or social gathering may be held. Some examples of locations managed in this way are Lerner Hall, Faculty House, Miller Theatre, Earl Hall, St. Paul's Chapel, Kellogg Center, Low Library, Philosophy Lounge, classrooms, conference rooms, and other meeting spaces around campus.

Event Sponsorship

The sponsor of an event must be a recognized University group or organization, identified by a University chartstring and, in the case of Student Events, an adviser. The sponsor is the primary planner and contact for the event and accepts full responsibility for all stages of planning and execution of the event. In addition, the sponsoring organization must have a strong presence at the event and, when necessary, have a valid University account number or have approved access to a valid University account number and take fiscal responsibility for event costs. The sponsoring organization or group must be the sole source of event advertising and must have its name on all such advertising.

For cosponsored events, both groups and organizations must qualify as described above. Cosponsorship of an event with those not affiliated with the University will be considered under the nonaffiliate policy. Event sponsors may not transfer a reservation to another organization, nor may space reserved for an approved program be used for another purpose.

Event Sponsorship—Nonaffiliated Groups

Columbia-recognized University departments or offices may sponsor nonaffiliates seeking to hold events at Columbia. Nonprofit community organizations, public and civic organizations, political organizations, and governmental organizations must use the University's Office of Government Relations and Community Affairs as their campus contact and sponsor in arranging for space.

A sponsor is the primary planner or contact for the event and accepts full responsibility for all stages of planning and execution of the event. In addition, the sponsoring organization must have a strong presence at the event and, when necessary, have a valid University chartstring and take fiscal responsibility for event costs. The sponsoring department or office is expected to approve all advertising for the event. Event sponsors may not transfer a reservation to another organization, nor may space reserved for an approved program be used for another purpose.

University Interest

In order for a nonaffiliate to gain access to University facilities, there should be a significant University interest in hosting the event. There should also be a strong nexus between the event the nonaffiliate wishes to hold at the University and the educational and research mission of the University or its standing as a member of the community. As a starting point, the

nonaffiliate should speak with a department head or representative of the Office of Governmental and Community Affairs. In addition, the nonaffiliate must agree to comply with all of the University's standard terms and conditions.

Event Classification

For purposes of determining necessary levels of planning and support, events are classified as Standard or Special Events. The classification of an event is dependent upon variables such as type of event (meeting, performance, exhibit, etc.), attendance projections, speakers or performers, level of advertising, and safety considerations. A space use request, available at <https://ems.cuit.columbia.edu/VirtualEMS> (<https://ems.cuit.columbia.edu/VirtualEMS>), is completed to help identify the participants and sponsors of an event and to assist in determining the level of support necessary to hold the event. The request should be filed as early as possible.

For Special Events, 10 business days' notice is required. The deadlines listed below are the latest times at which requests may be submitted. The adviser will send notification to the University Event Management office at Lerner Hall at the time that the group or organization applies for space to hold a Special Event. The event level will be determined following the Event Review.

Special Events include those events that meet the following criteria:

- presence of press/media (invited or otherwise)
- advertised beyond Columbia's campus
- high attendance/capacity
- presence of alcohol
- potential for significant disruption
- security concerns on the part of the recognized student group, advisers, or guest

The presence of one of these criteria may not necessarily elevate the event to a Special Event status; however, these factors should be considered cumulatively.

For a Special Event, space and service application must be completed and submitted no later than 10 business days before the requested date of the event, and an Event Review must be completed. At the time of the reservation deadline, all requests for technical, setup, and other services must also be submitted.

Standard Events include events that do not meet the criteria for a Special Event. These events can include meetings and similar programs, performances, lectures, etc. Space Requests and all service requests must be completed and submitted no later than 10 business days before the requested date of the event. At the time of the reservation deadline, all requests for technical, setup, and other services must also be submitted.

CUID-Only Special Events

Special Events that require an event review may limit event attendees to only those who possess a valid CUID. This includes, but is not limited to, events with alcohol, unstructured parties, and those featuring "extra care" guests.

Partisan Political Campaign Activities on Campus or at Campus Facilities

Because of its nonprofit status, the University is strictly prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. As a result, the use of the campus or campus facilities for partisan political campaign activities is strictly regulated. Those planning, sponsoring, or hosting any event that may constitute a partisan political campaign activity must check with the General Counsel's Office.

Insurance

If an event is income producing for the sponsoring organization, or involves ticket sales to the general public, the University will determine if the sponsoring organization must purchase insurance to cover any claims or suits that could result from the conduct of the event and the level of insurance necessary. The cost of such insurance will be borne by the sponsoring organization. If an event is cosponsored with a nonaffiliated organization that will receive income from the event, the University will require that the nonaffiliated organization provide evidence of insurance for the event.

Advertising

Event advertising, both on and off campus, may not be done before copy is approved by the host venue manager and, where relevant, the student activities adviser or appropriate dean. When an event requires admission by ticket, or if there is an

attendance limit, all advertising must describe these requirements. If an event is sold out, the sponsoring organization must make a good faith effort to publicize that information. If admission requires an ID, copy must include which IDs will be accepted, stating "Valid ID card from (Insert names of invited schools or organizations) or Columbia University required for admission to event." The sponsoring organization must be the sole source of event advertising and its name must appear on all advertising. Advertising indicating that a Columbia University school or department is sponsoring the event must receive written consent of the appropriate University dean or designated school officer. University policies and state laws covering the distribution or sale of alcohol at an event will apply to all advertising copy.

Noise Control

The City Noise Control Code addresses unreasonable noise, meaning any excessive or unusually loud sound that disturbs the peace, comfort, or repose of a reasonable person. During the planning of an event, potential sound levels, especially where amplified sound is involved, will be reviewed with the sponsors in order to address provisions of the code.

Occupancy Limits

Columbia University regulates occupancy limits on the number of persons who can be in a space during each event to ensure the safety of all in attendance. Ticket sales will be restricted to the appropriate capacity limit to ensure compliance with established limits. Occupancy capacities for specific venues will be discussed and resolved as part of the space reservation/event management process. The sponsoring organization is responsible for taking positive actions to ensure that occupancy limits are observed throughout the course of the event.

Fire Safety

All events must adhere to the University's Fire Safety Policy. An event can be interrupted or possibly canceled or terminated should fire safety violations exist. Event venues must have clearly identified fire exits and occupancy limits must be enforced. Should a fire alarm sound, house lights will be turned up, if necessary, and all participants will be instructed to leave the area or to respond as directed by fire safety or fire department personnel.

Disability Services

During event planning, help with access needs for persons with disabilities can be obtained from the Office of Disability Services, first floor of Wien Hall, 212-854-2388/2378 (Voice/TDD). An accessibility map outlining Columbia's Morningside campus buildings and facilities is also available at Disability Services and online as a PDF at

www.columbia.edu/about_columbia/map/AccessibilityMap.pdf (http://www.columbia.edu/about_columbia/map/AccessibilityMap.pdf)

Event Policies on Alcohol

In order to comply with federal, state, and city laws, and to promote the health and well-being of its community, Columbia has enacted the following event policy on alcohol. All students, faculty, and staff are expected to comply with this policy.

Columbia University is committed to creating and maintaining an environment that is free of alcohol abuse. The University complies with New York State law and other applicable regulations governing alcoholic beverages for those on the University's premises or participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse.

Hard alcohol is not permitted at outdoor events. Hard alcohol is not permitted at undergraduate student events.

In addition, Columbia University is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. To that end:

1. Columbia expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or "binge" drinking or any other abuse of alcohol that negatively affects one's academic, work, social, athletic, or personal activities, and health.
2. Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management issues—the presentation of entertainment, provision of refreshments, management of the participants or audience, security, and other factors—require serious attention for any event, and all the more for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws and manage their events accordingly. They also are expected to keep the safety and well-being of participants at the forefront of their planning and management of events. Staff members who advise students are expected to assist them in making responsible decisions about their events and to facilitate the enforcement of the University's alcohol

policy.

3. Organizations may not plan events that promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Persons planning events should remember that the vast majority of events at Columbia take place without alcohol, that most members of the undergraduate community are not of legal drinking age, and that among those who are, many do not drink alcoholic beverages at all. Campus organizations that choose to plan events with alcoholic beverages are expected to maintain a reasonable balance in their programming between events with and those without the serving of alcoholic beverages.

Legal Requirements

New York State law provides that:

1. Alcoholic beverages shall not be provided under any circumstances by any licensed server to any person under the age of 21 or to anyone who is disorderly, visibly intoxicated, or known to be a habitual drunkard.
2. No person under 21 years of age may misrepresent her/his age for the purpose of obtaining alcoholic beverages, nor may a person assist another in such a misrepresentation.
3. Proof of age must include presentation of a valid American or Canadian driver's license or nondriver identification card, a valid passport, or a valid identification card issued by the United States Armed Forces. No person under 21 years of age shall provide false or written evidence of age for the purpose of attempting to purchase alcoholic beverages.
4. No person under the age of 21 may possess any alcoholic beverage with the intent to consume it.
5. Actions or situations that involve forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization are prohibited.
6. Alcoholic beverages may not be served where money changes hands (sale of drinks, admission charged, donations solicited, etc.) without the appropriate license or permit.
7. Events that involve money changing hands require a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board. Hard liquor is not permitted at these events. This includes free events under an organization that charges a membership fee.
8. In premises that hold a New York State Liquor License (Faculty House or Club, designated areas at Barnard, etc.), all individuals and groups must adhere to the provisions of the license. No unauthorized alcohol may be brought into such areas.
9. In unlicensed premises, beer or wine may be sold or dispensed if a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board is obtained. Hard liquor is not permitted at these events.
10. Appropriate posted warnings about the effects of alcohol during pregnancy must appear at all events where alcohol is served.

Violation of these laws may subject the violator to legal penalties that range from confiscation of the beverage by a police officer to suspension of one's driver's license to fine or imprisonment. Moreover, within the University the illegal or wrongful possession, provision, or consumption of alcohol will lead to proceedings in accordance with the procedures of the respective school or administrative unit, which can include the requirement for the student to receive psychological or medical assessment and/or counseling and appropriate treatment. Disciplinary action may result in suspension or expulsion or the referral of violators for criminal prosecution. Employees should also note that they may not report to work or be at work while under the influence of alcohol.

University Policies

In addition to the provisions of New York State law as outlined above, the University requires adherence to the following policies at events where alcohol is served:

1. Alcohol may not be consumed outdoors on University property except at a registered and approved event.
2. Alcohol that is not specifically manufactured for human consumption may not be offered, served, or consumed in any form (e.g., diluted or undiluted, or as an ingredient in punches or other admixtures) under any circumstances.
3. The theme of all events where alcohol is served must be primarily social, cultural, or educational, and not the availability of alcohol. Language stating that double proof of age is required for consumption of alcoholic beverages must appear in all promotional material. No other mention or depiction of alcohol is permitted.
4. Ample quantities of food and appealing nonalcoholic beverages must be continuously provided and visibly displayed during the event.
5. There may be no games of chance, drinking games, contests, "happy hours," or other activities that induce, encourage, or result in the consumption of alcohol.
6. Games of chance are not permitted at events where alcohol is served.

7. Only one drink at a time may be dispensed to each person.
8. Kegs or other bulk containers of alcoholic beverages are permitted only in connection with registered and approved events, and all such containers must be closed or untapped at the conclusion of the event and removed from the premises as soon as is practicable. The possession, use, or storage of such containers is otherwise prohibited.
9. Those who serve alcohol and those who check proof of age for any event may not consume alcohol during that event. Prior to the event, the sponsoring organization must designate an additional nondrinking individual who will be present during the event to assist in its management.
10. Those who serve alcohol at any University event must be at least 21 years of age.
11. Application for approval of events where alcohol is served must be made by an appropriately authorized representative of the sponsoring organization or group. This person must be at least 21 years of age.
12. All student events where alcohol is served require written approval by student organization advisers, student activities officers, or other recognizing body. The approving officer must meet with the organizer(s) of the event prior to approving same and discuss in detail the applicable provisions of this policy including: proctoring, health issues related to alcohol consumption, availability of food and alternative nonalcoholic beverages, event management, and any additional requirements relative to the location of the event or the policies and procedures of the recognizing office. Signature of approval will constitute an assertion of compliance with this provision.
13. The following types of student events where alcohol is served must be registered with the appropriate school's dean's office or student activities office at least two weeks prior to the event. Applications for such events must be approved by that office, which will also assist in the application for a Temporary Wine and Beer Permit when necessary:
 - a. events that occur outdoors on University property; or
 - b. events that are open to the University community; or
 - c. events that are funded with University funds, or use University resources, irrespective of whether the attendees are affiliates or nonaffiliates; or
 - d. events where attendance is expected to exceed 50 invited guests; or
 - e. events where money changes hands
14. Student events where alcohol will be served may not be publicized until the event has been approved by the appropriate recognized adviser of the organization.
15. Proctors are not required for events where attendance is restricted to those over 21, except at the discretion of the appropriate dean or student activities officer. Such events will be governed only by the preceding legal and University requirements.
16. Where there is reason to believe that attendees may include persons under 21, individuals must present double proof of age before being served alcoholic beverages. A valid Columbia Card may constitute the second proof of age. Such events require proctors as directed by the University.
17. Officers of student organizations are responsible for the implementation and enforcement of these policies. Officers are also responsible for educating their membership, guests, alumni, and incoming officers about these policies. Violations will result in disciplinary action against the responsible individuals and organization, up to and including loss of University recognition and loss of housing status.
18. Consumption of alcohol in residence halls is additionally limited by these requirements:
 - a. No student events involving alcohol can be permitted in Carman, John Jay, Furnaid, Hartley-Wallach, or Barnard's Sulzberger Hall.
 - b. Alcohol may not be consumed by any person in any part of a residence hall except in a residential room or at a registered and approved event.
 - c. While the individual student or host has primary responsibility for abiding by this policy and New York State law, members of the Residence Life staff will address individual consumption or possession violations in their respective buildings as follows:
 - (1) On the first violation, a verbal warning will be given and documented.
 - (2) On the second violation, a written warning will be given.
 - (3) On the third violation, the individual will be referred to the appropriate dean of students' office.
 - (4) If an individual is found with alcohol and is underage or is consuming it in a restricted area, she/he will be directed to dispose of the alcohol and is expected to do so.
 - (5) In situations of multiple or serious violations of this policy, the individual may be referred immediately to the relevant dean of students.
19. Consumption of alcohol at events sponsored by a Greek-letter organization is governed additionally by these specific provisions, as well as by any additional requirements as directed by the Coordinator of Greek Affairs:
 - a. Alcohol is not permitted at any rush event.
 - b. Pledge fees may not be used to purchase alcoholic beverages.

Required Procedures for Events with Alcohol

All University-sponsored events involving alcohol that take place either on or off campus must be authorized by their individual school. Application forms for such events must be submitted, including appropriate adviser approvals, to the appropriate deans or student activities officers. Those registering events with alcohol must be at least 21 years of age.

The deans and student activities officers of each school work with student leaders and their advisers to promote student responsibility and compliance with all University regulations and New York State and federal laws. Individual schools may also set more stringent restrictions on events involving alcohol, but all events must, at a minimum, comply with the policies outlined above.

The deans and student activities officers of Columbia's graduate and professional schools have responsibility for enforcing and implementing the University's alcohol policy within each school. Undergraduate student organizations are expected to work with their designated adviser to comply with the University's alcohol policy. Where appropriate, organization representatives must complete a formal training session for programming with alcohol.

Students may direct their questions about programming with alcohol to the dean of their school or the alcohol programming liaison for their school coordinator.

Temporary Beer and Wine Permit

Events that involve money include, but are not limited to, those with preadmission ticketing, sales of any kind, bar charges, and charity benefits. Events involving money require a Temporary Beer and Wine Permit from the New York State Alcoholic Beverage Control Board, which may be obtained, with appropriate documentation, from the appropriate dean's office or student activities office. Forms must be received at least 15 working days prior to the event. When authorization is granted, an organizational representative will need to submit a Temporary Beer and Wine License application to the New York State Alcoholic Beverage Control Board and pay for a permit to be issued for the event specified. A copy of the license must be submitted to the appropriate dean's office or student activities office at least 5 working days prior to the event.

Outdoor Events with Alcohol

In accordance with New York State law, the consumption of alcohol in an outdoor space without appropriate authorization is prohibited. All outdoor events are subject to this policy and its attendant procedures.

University Alcohol Proctors

Undergraduate student organizations that program with alcohol are required to have representatives complete a formal training session for University programming with alcohol. University Event Management, in conjunction with ALICEI, Public Safety, and CAVA, offers weekly training sessions throughout the academic year. Only students of legal drinking age may be authorized to program events involving alcohol. Student representatives are required to be present throughout authorized events to serve as event managers and support the University alcohol proctors.

Supplemental Guidelines and Procedures to Implement the University Policy on Alcohol at the Medical Center

General Principles

1. There are laws governing when and to whom alcohol may be served. There is a University policy on alcohol, which is part of a larger policy statement on alcohol, drugs, and smoking. All Medical Center students are expected to comply with the laws and with University policies. Copies of the University policies are available in the Student Affairs Office of each CUMC school and program in the CUMC Office of Housing Services and in the P&S Club.
2. As a Medical Center campus, we have a particular responsibility to recognize that alcohol misuse and dependency are very serious personal and public health problems. All members of the Medical Center community are expected to be sensitive to the difference between responsible and irresponsible serving and consumption of beer, wine, and other alcoholic beverages.
3. As CUMC is largely a graduate student campus, we operate on the presumption that our students are adults who are responsible for their own behavior, and the procedures we adopt reflect this fact. At the same time, as in the society at large, specific guidelines and procedures are necessary to clarify expectations of behavior and to protect and promote the welfare of the larger community. When alcohol is served at student-sponsored events, the students in charge of the

event are responsible for assuring that moderation is exercised in the amount of alcohol purchased and served, that both alcoholic and nonalcoholic beverages are available, and that food is served. In addition, at every student-sponsored event where alcohol is served, at least one student must be designated to ensure that the event is in compliance with the policies outlined here (see numbers six and seven below). Individual students are responsible for moderating their own consumption of alcohol.

4. In compliance with University policy, no alcohol is to be served to a person who is disorderly or who is or appears to be intoxicated.
5. While most Medical Center students are over 21, not all are. State law prohibits the serving of alcohol to anyone under the age of 21. As prescribed by law and by University policy, no individual on the Medical Center campus shall be sold, served, given, or otherwise receive alcoholic beverages if that individual is not at least 21 years of age. Any student-sponsored function where there is a possibility of students attending who are not yet 21 must pay special attention to and comply with procedure number three in the section on procedures (see number seven below).
6. Respect for personal and property rights must be maintained at student events where alcohol is served. When a student-sponsored event takes place in a resident hall or other University space, there must be a designated student(s) responsible and accountable for assuring that University and Medical Center policies and procedures are known and complied with. Any damage to property resulting from disorderly or intoxicated conduct will be the financial responsibility of the students involved in such conduct. If the identity of the students cannot be determined, the group sponsoring the event during which property damage occurred will assume financial responsibility.
7. Designated students responsible for upholding the alcohol policy at an event must participate in a training sponsored by the AI:MS program through the Center for Student Wellness. The training will cover skills related to the points identified above, particularly:
 - procedures regarding the identification of under-age students;
 - procedures regarding the intoxicated student (nonadmission, no further service, control of behavior);
 - procedures for controlling the serving of/access to alcohol.
8. Students whose behavior under the influence of alcohol or other drugs becomes a public matter (e.g., call from Security for health reasons, damage to property) will be required to meet confidentially with the Director of the AI:MS program to discuss the incident.
9. Because of issues related to professionalism outlined in the CUMC Alcohol Policy, repeated occurrences related to number eight above may warrant involvement of the appropriate Student Affairs Dean.

Procedures to be Followed

These procedures are to be followed for all student-sponsored events in University space where alcohol is expected to be served.

1. Prior to reserving space, the student or student organization sponsoring such an event must file a plan with the appropriate office. The appropriate offices are as follows: the Medical Center Office of Housing Services for Bard Hall and Georgian Apartment, or the relevant office of student affairs for all other space, including the Riverview Lounge. If sponsoring students are from more than one school or program, the event must be registered with each of the relevant schools and programs.
2. Copies of the University Policy on Alcohol and the Guidelines and Procedures to Implement the University Policy on Alcohol on the Medical Center campus will be available in each of these offices. Student sponsors are responsible for knowing these policies and complying with them.
3. If there is any possibility that individuals attending the event may be under 21, the event must be supervised in accordance with University policy. A designated individual or individuals must be responsible for checking the IDs of all students to assure that no one under 21 is served. Students have the option of hiring a paid proctor to carry out this responsibility or designating one or more of their own number to do so. This individual(s) must be identified by name in the plan and may not drink prior to or during the time he/she is proctoring.
4. The plan that is filed must contain the following information: sponsoring student(s) and, where relevant, organization(s); students' schools or programs; date or dates of the event; location of the event; number of people expected; whether any individuals attending may be under 21 (if so, the plan must indicate how IDs will be checked and by whom, and whether the event will be supervised by a paid proctor or by the sponsoring students); hours the space is needed for setup, for the event, and for cleanup; hours during which alcohol will be served (note: no alcohol may be served after 1:00 a.m.); alcoholic beverages to be served; planned number of beer kegs to be served (note: one keg of beer serves about 75 people with two 12-ounce glasses, gross, each); nonalcoholic beverages to be served; food to be served; the names of individuals who will be responsible for setup and cleanup (note: at the end of the event, the sponsoring

students must remove the taps from all kegs).

5. Forms for providing the required plan information will be available in the student affairs offices of each of the schools and programs, in the Office of Facilities Management where space is scheduled, and in the Bard Hall Office of the Assistant Director of Residence Halls, Medical Center.
6. These guidelines and procedures in no way supersede or substitute for the rules and Dean's Discipline of the individual schools and programs nor for the policies and rules of the Medical Center Office of Housing Services. These policies and guidelines will be reviewed on a regular basis.

Policies Applicable to Outdoor Space

Outdoor spaces around campus can be reserved for events and activities between 8:00 a.m. and 1:00 a.m. Overnight activities and/or events are prohibited.

- Hardscapes are available year-round for events.
- The following lawns are reservable from April 1 through the last day of undergraduate classes of the fall semester: South Lawn East, South Lawn West, and Butler Lawn.
- All other reservable lawns are available for reservation between the first Monday following April 21 through the first Monday after October 21.

Outdoor space on the Morningside campus is reserved through the University Event Management Office at Alfred Lerner Hall. To view the available space, see the University Events Management website at <http://uem.columbia.edu/> (<http://uem.columbia.edu/>).

Tabling

Tabling is permitted in various outdoor spaces, activity must comply with all guidelines for use of lawns and hardscapes. Tabling events may not include additional fixtures such as tents, booths or inflatables.

Amplification

Amplification will not be approved during time periods in which it may disrupt the workday, classes, or other events. Amplification is not approved during reading periods or exam periods. New York City noise codes prohibit amplification after 10 p.m. University policy prohibits excessive noise amplification during business hours, although exceptions for limited amplification may be made between noon and 2 p.m. Amplification includes, but is not limited to, any speaker more powerful than a portable radio, professional sound equipment, novice sound equipment, and any single instrument with an amplifier.

Candles and Chalking

The use of candles or chalk on Morningside campus lawns, pavers, and hardscapes is prohibited.

Pets

No pets are allowed on campus.

Painting

The use of paint on Morningside campus lawns, pavers, and hardscapes is prohibited.

Commercial Filming, News, Documentaries, and Student Filming

Commercial films are defined as all feature films, commercials, still photography ads, and any other non-news related film/photography ventures. All production companies wishing to scout locations on campus are to be directed to the Executive Director of University Event Management. The Executive Director will review the request and forward it to proper departments for review. The Offices of Communications and Public Affairs and the General Counsel must review the premise/genre of the shoot. Permission from the Building Manager and appropriate Deans needs to be procured, contracts need to be signed, and insurance certificates need to be on file before final filming arrangements are made. Hourly rates are charged for all types of commercial work. The academic and event calendar may prohibit commercial filming during certain times of the year.

All news media, documentary, and film interview requests are handled through the Office of Communications and Public Affairs in 304 Low Library, 212-854-5573.

Columbia film students interested in filming on campus must complete a student filming application, which is available on the University Events Management website at <http://uem.columbia.edu/> (<http://uem.columbia.edu/>). Columbia students are not

2/1/2018

charged for using University space.

Commercial film, hard news, documentaries, and student film requests can be refused for reasons of time constraints if made later than 10 business days prior to requested schedule.

12/2015



SAMPLE

APPLICATION FOR THE PRESIDENT'S AND PROVOST'S STUDENT EVENT FUND

The President's and Provost's (P&P) Student Event Fund is available to all recognized Columbia University student organizations. The Fund provides financial support to events which benefit the University community through collaboration and creative programming on campus.

Each semester the committee is charged with awarding funds to those applications that best meet the goals of the P&P Fund. The fund is administered by the Office of the Executive Director of University Event Management. The committee members include designated representatives from the governing boards of the university student community. The deadline is final and will not be extended. All decisions are final. There is no appeal process.

Rules and Procedures

Please answer all the questions on the application. Incomplete applications will not be processed. Applications and backup documentation must be submitted to studentevents@columbia.edu on or before **October 20, 2017, by 5:00 p.m.**

1. For your event to be eligible it must:
 - a. occur during the eligibility period;
 - b. be organized and hosted by a recognized student group(s) in good standing with the University;
 - c. be held on campus (Morningside or Health Sciences);
 - d. be advertised and open to the University community; and
 - e. be artistic, cultural, educational, or social.
2. Your group advisor must review your application and approve your account number. Applications without advisor signature will be disqualified.
3. Please use the template to provide a summary detailing expenses and revenue (if applicable) related to your event.
 - ❖ Include receipts, written quotes (email quotes ok), purchase orders, proforma invoices, E-Forms, or written documentation to support your figures.

Important Information

1. Barnard, College of Physicians and Surgeons, and Teachers College group winners that do not have university issued account numbers will be issued a check made payable and mailed directly to their respective Student Activities Office
2. Multiple funding sources strengthen your application. Reach out to other groups and resources for co-sponsorship or plan fundraising activities. Do not rely on P&P allocation to fund your entire event.
3. P&P funds may only be applied to the eligible expenses described in the application for the specific event
4. All winners will be notified by email of the documentation needed before the transfer of funds. A follow-up meeting to discuss your event and eligible expenditures is required.
5. Receipts (such as paid invoices) must be provided during the follow-up process. Any unused award money will be transferred back to the P&P account.

P&P AWARDS MAY NOT BE USED FOR:	P&P AWARDS MAY BE USED FOR:
University sponsored events or programs	Food or Catering Costs
Honoraria/Speaker fees or payments/Artists fees or payments/tips	Promotional items specific to funded event such as t-shirts, hats, etc. (items subject to approval by committee)
Monetary prizes	Room costs/Table, chair, linen, rentals
Travel expenses	Audio Visual costs (including personnel & equipment rental)
Alcoholic beverages	Facilities Costs
Publications (new or recurring)/ Subscriptions (periodicals or memberships for group)	Advertising expenses/ Website support (including webmaster)
Equipment purchase	Security fees
Limited invitation events	Non-alcoholic beverages
Recurring group meetings	Decorations/ Uniform for event organizers (t-shirts, hats, etc.)
Events that are not open to the University community	All items are subject to review and approval by committee

General Information

Undergraduate

Graduate

Student Governing Board SGA

Name of School _____ Name of Organization _____

Event Title _____ Proposed Event Date _____ Location _____

President's name _____ Email address _____

Requested Amount _____ Total # Membership _____ Total Expected Attendees _____

Contact Name _____ Email _____ Phone # _____

Organization Account Number _____

Advisor's Name _____ Email _____ Phone # _____

Advisor's Signature _____

Notes or comments to committee from Advisor

Please Answer the Following Questions

1. Briefly describe your group, its mission, and goals for the year.

2. List CU schools represented in your membership.

3. Briefly describe the project and or event.

4. What do you hope to accomplish with this event?

5. Please indicate if the event has occurred before or if it is a new initiative. If it is not a new initiative, then please explain why this event is different from previous years.

6. How does your event project benefit the University community?

7. Who is your target audience? How do you plan to advertise and market this event too your audience? Why is this advertising method appropriate for your event?

8. Describe efforts made to attract other sources of funding in addition to P&P.

9. List your event organizers and the positions they hold within your organization.

P&P Financial Summary of Expenses and Revenue

Description of Product, Fee, or Service	Vendor	Is Receipt or Quote Attach (Y or N)	Expenses (Amount or Estimate of Expenditure)	Revenue (Donation, Contribution Estimate)
TOTAL:			\$ _____	\$ _____

Total Expenditures \$ _____

Less Total Revenue \$ _____

Balance \$ _____

Amount requested from P&P \$ _____

 If different from balance

 Please provide an explanation

Additional Information

Please fill out this form in its entirety, include your expense spreadsheet, and e-mail the completed application to studentevents@columbia.edu; incomplete forms will not be processed. Many thanks.

Date application submitted: _____

TRAVEL & BUSINESS EXPENSE REPORT

Revised January 6th, 2016
Columbia University in the City of New York
Accounting Payable

Page 1 of 2
DATE RECEIVED BY DEPARTMENT
VOUCHER #

Important: Use this form to report travel and all associated expenses from ONE TRIP (leave and return to NYC area, including multiple destinations) OR, for misc. business expense and/or local transportation (within the tri-state area, where no overnight stay occurred).

Travel Expenses >>>

Business Expenses >>>

Please check only one box - not both!
Then, enter dates in the boxes on the right (using format MM/DD/YYYY), according to the report category box checked (Travel OR Business).

FIRST DATE OF EXPENSE	TRAVELING DATE	ARC Invoice Number for Travel Expenses <<<
11/1/16	11/1/16	
PERIOD END DATE	PERIOD END DATE	ARC Invoice Number for Business Expenses <<<
11/1/16	11/1/16	

Please note: For TRAVEL EXPENSES the ARC Invoice Number format is TMMDDYY and refers to the return date to NYC or TRAVEL END DATE. For BUSINESS EXPENSES (including local transportation) the ARC Invoice Number format is PEMDDYY and refers to the LAST DATE OF EXPENSE (Period End date).

EMPLOYEE (PAYEE) NAME: Susie Sample

PAYEE'S HOME ADDRESS: 123 Broadway

CITY: New York STATE: NY ZIP: 010027

PAYEE'S SIGNATURE: [Signature]

DATE: 11/1/16

DEPT. NAME / NUMBER: []

PERSONAL VEHICLE MILEAGE: 0.540

Are you reconciling a Prepaid/Travel Advance? Y or N: T

PRE-PAID ADVANCE # T

NOTE: Your Dept. ARC Processor must contact Vendor Maintenance with new info.

Please check box if your home address has changed.

Expense Report Validators NAME (Print): []

Expense Report Validators Signature: [Signature]

DEPT. NAME / NUMBER: []

DATE: 11/1/16

DATE: 11/1/16

DATE: 11/1/16

I have reviewed the Travel & Business Expense report and determined that the expense reimbursements are reasonable and necessary in accordance with University policy and procedures.

OVERALL BUSINESS PURPOSE (for continuous, attach flyer or form): Description of business purpose

ITEMIZED EXPENSE DESCRIPTIONS

EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSES	UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
1	11/1/16	Description of expense	\$1,000.00	

Totals from Extra Page

Totals from Average Rate Currency Conversion Worksheet

Totals from Daily Rate Currency Conversion Worksheet

GL Unit	Account	Dept	PC BU	Project	Activity	Initiative	Segment	Site	AMOUNT	TOTALS
COLUM									\$1,000.00	TOTAL EXPENSE (COLUMNS A&B)
COLUM										LESS PREPAID EXPENSES
COLUM										SUBTOTAL
COLUM										LESS TRAVEL ADVANCE
COLUM										AMOUNT DUE UNIVERSITY
										AMOUNT DUE EMPLOYEE
										\$1,000.00

ACCOUNT DISTRIBUTION TOTAL

Total Must Match Amount Due >>>

\$1,000.00



**COLUMBIA UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCES**

Student Activity Liability Waiver Form

First Name _____ Last Name _____ MI _____

Birthday ____ / ____ / ____ UNI _____ Cell Number _____

Emergency Contact _____
Name Relationship Cell Number

I intend to participate in the activity called _____ (“Activity”) to be conducted by
_____ (“Sponsor/Organizer/Club”) on or about ____ / ____ / ____ (date).

I acknowledge that I must thoroughly read and understand the information contained in this registration pertaining to the Activity and the possible risks and hazards that might result from participation in this Activity.

I understand that my participation in the activities of the Club is subject to any rules and regulations outlined for me by Club officers and/or any other person(s) overseeing the activities. I acknowledge that any activities in which I engage as a member of the Club are of my own choice and judgement, and I agree to participate in a safe manner.

In consideration of my participation in Club activities, I further agree to assume all such risks and expressly release and hold harmless Columbia University, including its Trustees, faculty, employees, staff, and other agents of and against any and all liability and responsibility for any claim or cause of action on account of any personal injury, accident, damage, expenses, or other loss caused, suffered, or incurred by or to any person(s) or entity during, arising out of or in any way associated, directly or indirectly, with my membership in the Club.

I acknowledge that I have read and understand the above statements and that I am at least eighteen (18) years old and of legal age to bind myself to this release and waiver, and that signing this form constitutes a legal signature confirming that I hereby expressly waive all my rights, claims, causes of action, and the like of any nature whatsoever which I or my heirs or legal representatives may have against the University or any of the agents and employees in connection with my participation in such an activity.

Signature

____ / ____ / ____
Date

