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Participation in Student Organization Sponsored Events

In order to enhance the quality of campus life for Marquette students and their guests, student organizations are encouraged to sponsor a wide range of programs that are socially, recreationally, educationally and culturally diverse. While these programs are generally provided for the members of the campus community, others may be invited to participate in university activities in an effort to improve the campus environment for Marquette students.

On the occasion when admission fees are charged for a campus event, the funds raised should be used to defray the costs of the event and support the sponsoring organization's activities, and must be collected according to university fund-raising policies administered by the Office of Engagement and Inclusion. The primary purpose for charging admission fees for events should not be for financial gain or profit.

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Days and Hours of Student Activities

1. The days and hours of student activities directly pertain to the availability of space on campus (e.g., AMU facilities, classrooms, and grounds). All activities on campus must conform to the regular closing hours of the building or area. If necessary, permission for use of a building or room or area outside of its regularly scheduled hours may be arranged for a special event through the AMU Event Management Office. In such cases, the AMU Event Management Office will make proper arrangements with both the organization sponsoring the event and the particular department of the university that is responsible for the use of the building. Additional charges may be incurred by the organization in order to use facilities beyond posted hours.
2. During final examinations, group activities are not encouraged and may be held only under the following provisions:



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CONTACT US

Student Organizations
Office of Engagement and Inclusion
Alumni Memorial Union, Suite 121
(414) 288-7205
engaged@marquette.edu

OEI Social Media Directory

PROBLEM WITH THIS WEBPAGE?

Report an accessibility problem

To report another problem, please contact oei@marquette.edu.

1. Activities may be held only on campus
2. No activities may be held in residence halls
3. Activities must be pre-planned so that no student is actively involved in the sponsoring or production of the function. The types of activities should be limited to programs that require little time in planning and executing

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AMU Operating and Room Rental Policy

1. In an effort to eliminate fees to MU community meetings and events the Alumni Memorial Union has established a pricing structure for University Hosted Events and Non-University Group Events. University departments and registered & approved student organizations will not be charged for use of meeting/event space(s), AV and Non-AV equipment or labor when criteria as defined in the Guidelines for Determining MU Facility Usage are met.

1. Fees apply for us of Dance Floor and Pipe & Drape as staff scheduled beyond normal operating hours is required.
 2. Normal cleaning of the room will be the responsibility of the union staff. A user will be charged any cost resulting from conditions caused by the group which require additional staff or additional cleaning to restore the room to the pre-event condition. For safety reasons, users may not change room setups.
 3. Charges for the full cost of repair or replacement will be made by the user for any damages to the furnishings, equipment, or facilities whether accidental or purposeful.
2. Authorized AMU staff will operate all audio-visual equipment that belongs to the Alumni Memorial Union. A charge at university approved rates may be made for this service. For a complete list of equipment and labor rates, see: www.marquette.edu/event-management/plan-event.shtml.
3. Marquette University Catering provides catering for campus venues; including outdoor spaces. All food & beverage needs for events scheduled within the Alumni Memorial Union facilities may be obtained through Marquette University Catering, restrictions apply. The AMU facilities include the Weasler Auditorium, Varsity Theatre, Center for Engagement and Inclusion, Union Sports Annex, and outdoor spaces adjacent to the AMU.
4. Food and beverages are not permitted inside the Varsity Theatre or Weasler Auditorium. The lobby areas of these buildings are approved for food.
5. Any group that sponsors an activity or event is responsible for the actions of guests and participants and/or the proper use of the facilities, furnishings and equipment in the scheduled areas by the guests and participants attending the function. Some events may require security as requested by the sponsoring organization or by the Alumni Memorial Union or both. The decision to retain appropriate security will be made by the Marquette University Police Department following a discussion with the sponsoring group leadership. A charge for additional security may be made at university approved rates.
6. The Alumni Memorial Union does not assume responsibility for damages to or loss of any materials or equipment left by groups in any of the buildings or on display or in storage.
7. In the interest of personal safety of guests, students and staff, the following rules must be followed:
1. The space reserved for each particular function is not to be used in excess of the normal seating capacity.
 2. All aisles leading to exit doors must be kept clear and unobstructed.
 3. Exit doors must not be fastened or obstructed so that the doors can be opened readily.
8. The following are prohibited in the facilities:
1. Decorations, displays or exhibits that require flame or water. (Hurricane candles can be used on tables. No open flame.)

2. The use of tape, glue or adhesive on the walls, ceilings, windows, door frames, columns or staging for attaching material.
 3. The use of nails, screws, tape or glue to suspend materials from the ceiling or light fixtures.
 4. Any other activity that could physically damage the building or its furnishings or
 5. Food and beverages provided by a vendor other than Marquette University Catering.
9. The following are prohibited unless special permission is obtained from the AMU Event Management Office, 245:
1. Sales and solicitation of any kind.
 2. The use of amplifying systems in the building, the hallways, the food service areas or other rooms or outdoor spaces
 3. The rearrangement of furnishings in the facilities
 4. The distribution of literature, posters and handbills
10. A copy of any contract for live performances is expected to be on file, be reviewed, and be approved by the Office of Engagement and Inclusion and AMU Event Management office before any event is publicized and taking place. A copy of the contract must be submitted to the AMU Event Management Office, 245 for review. Waivers and releases may also be required. (Note: Tentative room reservations can and should be made as early as possible to reserve the date and room before the contract being approved).
11. The AMU Event Management Office will coordinate security services at the discretion of the Marquette University Police Department. Charges for these services may apply and are arranged by the AMU.
1. As you plan large events in some of Marquette's major venues, you may find you have additional staffing and security needs. Please note that some events may require security staff. The AMU staff are available to help you determine what is needed for your event and they are able to make staffing arrangements for you. In some cases, AMU Event Support Staff and security can be used in place of or in conjunction with MUPD officers. Please work with your Event Coordinator to arrange staffing.
12. Doors for events will be opened and tickets will be on sale one half hour before the event start time unless otherwise requested by the sponsoring organization.
13. Ticket sales in AMU facilities are permitted in approved areas by AMU staff using approved tickets. Information for ticket sales is to be provided at the time the reservation for the event is made.
14. Each event at the Varsity Theatre is entitled to one (1) line on the marquee listed in order by date with the name and time of the event. Arrangements for this are on a request basis through the AMU Event Management Office, and are at the discretion of University needs and events.
15. All applicable federal, state, and municipal laws and ordinances, and all other rules, regulations and policies of the university shall be observed and enforced in these facilities.
16. Violation of applicable policies could result in the following actions being taken, singularly or in combination:
1. A warning that the activity was inappropriate to the facility
 2. Payment for any labor, repair or replacements costs caused by the violation
 3. Forfeiture of the use of space for a stated period
 4. Referral to other campus offices for action

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University Campus Space and Room Reservation Policy

1. Space and room reservations of the Alumni Memorial Union facilities will be accepted from recognized and approved student organizations up to one year prior to the event date. Organizations are not permitted to tentatively hold space until you have been recognized and

approved for the upcoming year. All reservations remain tentative, and, therefore, subject to cancellation, until necessary approvals are obtained and complete setup information is provided.

2. Reservations will be accepted during regular office hours, subject to space, room and equipment availability, when submitted by the following deadlines:
 - Minor set up required: two working days before use
 - Food service required: 10 working days before use
 - Food service guarantees: five working days before event date
 - AMU Ballroom, Union Sports Annex, Weasler Auditorium, Varsity Theater, Marquette Place, Brooks Lounge, or major portions of the building, outdoor space, and significant space in other university facilities: 30 working days before use
 - Technical equipment or personnel required: 15 working days before use
 - Security personnel required: 15 working days before use
 - Use of union facilities, outdoor space, or other significant facilities beyond stated operating hours: 30 days before use.
3. No student organization sponsored dances, concerts, and/or large venue performances are permitted during summer, winter, fall, or spring breaks.
4. Approval is required from the person recognized as the head of the sponsoring department or group; for an academic or administrative department the dean, director or department chairperson, and for a student group, the president or chairperson is required. For an event with two or more sponsors, approval is required from the head of each group.
5. Space and room assignments shall be made at the discretion of the AMU Event Management Office, 245. The AMU reserves the right to make changes to a reservation, such as a room adjustment, to accommodate the greatest number of organizations. Notice will be provided to sponsors and their guests.
6. The sponsoring group agrees to cancel reservations when possible if plans are changed so that the space will be available for other groups. For a cancellation that is not made at least 48 hours before the event, and/or when other reservations have been refused and the space is unused, action will be taken as described in the Operating Policies section. No-shows for events will result in the user being charged the full university fee for that area.
7. In the event that the premises or any part thereof be damaged or destroyed by fire, or any other cause, or if a strike, act of God, national emergency, or other unforeseen event of any kind, shall make the premises unusable or uninhabitable or prevent the full presentation of the program, the reservation agreement shall terminate. In any case of dispute, the AMU Event Management office decision to terminate an event will be final.

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Policies and Procedures for the Distribution of Literature, the Sponsorship of Visiting Speakers and Public Performances, and the Screening of Films

As indicated in the University mission statement, Marquette is committed to the unfettered pursuit of truth under the mutually illuminating power of human intelligence and Christian faith. In this context, the University encourages its student organizations to contribute to the role of the University as a forum for intellectual discussion, debate, investigation, and/or artistic expression.

Student organization requests for the distribution of literature, the sponsorship of visiting speakers and public performers and the screening of films will be considered in light of the educational purposes and the Catholic identity of Marquette University. Specific attention, therefore, will be paid to the context and purpose of the proposed material.

The university has final discretion in decisions regarding the distribution of literature, the sponsorship of visiting speakers and public performances, and the screening of films. In keeping with the intellectual imperative of the university and the instructive value of dialogue, educational or artistic

merit and a balanced perspective will be the normative bases for decisions. The use of the university as a forum, however, in no way implies university approval or endorsement of the views expressed by material distributed, by a speaker, in a public performance, or in a film. In those cases where a program, film or printed material is considered to be opposed to the mission of the university, there may be a requirement for the presentation of multiple points of view.

All of these activities must conform to the University's general regulations pertaining to student activities as presented in this handbook and in the Student Handbook, *At Marquette*.

Distribution of Non-Academic Literature

The university provides for the distribution of literature by student organizations. The following guidelines apply:

1. Only members of the registered student organizations may distribute literature.
2. Only literature deemed appropriate by the student organization and the university may be distributed.
3. The literature shall clearly identify the student organization responsible for the literature.
4. The material must state that the views presented in the literature are not necessarily those of the university.
5. In order to gain approval, the following information must be provided to the Office of Engagement and Inclusion (AMU 121), not less than five (5) working days in advance of the planned distribution:
 1. Copy of the material(s) to be distributed
 2. Proposed facilities to be used for distribution
 3. The time(s) and date(s) of distribution
 4. The manner of distribution
6. The material must be distributed according to all other university policies, including the residence hall policy on solicitation as outlined in the Student Handbook, *At Marquette*.

After authorization, one copy of the material(s) will be retained for the file in the Office of Engagement and Inclusion. Once material is approved for distribution, a stamp of approval must be placed on all materials for distribution.

Speakers, Films, Concerts, and Other Public Performances

Visiting speakers, films, videotapes, concerts, comedians, and other public performances must be registered and approved by the Office of Engagement and Inclusion (AMU 121) by filling out an Event Registration Form at least two weeks prior to the date requested for the event. Event Registration Forms are available on MARQUEE. When hosting a speaker on campus, student organizations must provide a biography/ resume of the performer AND a written description of the content/purpose of the performance with their Event Registration Form. All films require a catalog summary that includes the company name through which the film is being obtained.

The following disclaimer must be read at the start and end of all student organization sponsored events that feature a speaker:

"The 500-year tradition of Jesuit education is grounded in the search for truth, the discovery of knowledge and the sharing of diverse viewpoints. As an institution of higher education in the Catholic, Jesuit tradition, Marquette University is committed to freedom of expression and open inquiry, deliberation and debate. The views expressed here today are those solely of the speaker and not of Marquette University. The use of Marquette's facilities does not constitute an endorsement of the views expressed. Marquette University does not endorse any candidate for public office, political party, or referendum matters and no fundraising for these activities can take place at this event."

DVD/Video Copyright Law Guidelines

In light of the availability of feature-length films on videocassettes and DVD and the proliferation of videocassette recorders and DVD players, student groups are advised to be aware that federal copyright laws restrict the use of videocassettes and DVDs to private showings and prohibit their public performance without prior written consent of the holder of the copyright. All films require a catalog summary that includes the company name through which the film is being obtained.

Videocassettes and DVDs, which qualify for public showings, are covered by the above policy for speakers, films, concerts and other public performances.

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Sponsorship of Religious Activities

In addition to policies and procedures for Sponsorship of Visiting Speakers and Public Performances and for Distribution of Literature, student organizations are expected to adhere to the Religious Activities Policy outlined in the Student Handbook, *At Marquette*.

All registered student organization events must be congruent with the policies, objectives, and mission of the University. It is expected that events will be registered using the regular time line and Event Registration Form in place for all student organization events. Religious activities sponsored by student organizations that should be registered *include but are not limited to*: worship or religious services, Bible studies, witness talks, spiritual retreats, and other off campus activities. The university has final discretion in decisions regarding the sponsorship of religious activities. When these decisions involve student organizations they are made by the Office of Engagement and Inclusion in consultation with Campus Ministry and other officials as appropriate.

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Questionnaire/Survey Policy

Student organizations that wish to collect information from students on campus by the use of questionnaires, surveys and other collection techniques must have prior written approval to do so. Please see the Questionnaire/ Survey Policy Procedure outlined in the Student Handbook, *At Marquette* for more information on how to obtain such approval.

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Sponsorship of Non-University Political Activities

In addition to policies and procedures for Sponsorship of Visiting Speakers and Public Performances and for Distribution of Literature, the following guidelines have been created to regulate the presentation of political candidates and campaigns as well as elected or appointed government officials. The goal is to allow for sponsorship of these speakers and activities by a recognized student organization while protecting the interests of the sponsoring group and the university.

All approved events must be congruent with the policies, objectives, and mission of the University. It is expected that events will be registered and approved using the regular time line and Event Registration Form in place for all student organization events. In an election season, circumstances may arise where an organization learns of the availability of a political candidate or speaker less than two weeks before an event. Exceptions to the timeline may be made in these instances, but a request for exceptions with less than 24 hours notice generally will not be approved. The university has final discretion in decisions regarding the sponsorship of political candidates, speakers, or activities and these decisions are made by the Office of Engagement and Inclusion in consultation with other University officials as appropriate.

Sponsorship of Political Candidates

Student organizations may bring political candidates to campus when those candidates will serve in capacities of significance to the university. These include campaigns for city mayor, Common Council, county supervisor, county board, Wisconsin Assembly or Senate, other state officers, U.S. Congress, and the president.

Sponsoring a Political Candidate on Campus Grounds

Student organizations may bring a political candidate to campus for the purpose of meeting and greeting students, faculty and staff as a campaigning activity under the following conditions:

- All such events must be sponsored and registered by a student organization.

- The candidate must be escorted by a member of the sponsoring student organization at all times. If a candidate is campaigning on campus grounds without an escort, the candidate will be asked to leave.
- The candidate is not permitted to walk around inside buildings with or without an escort. This includes academic buildings, residence halls, dining halls, the Alumni Memorial Union, Raynor Memorial Library, and the Helfaer Recreation Center.
- On an election day, the candidate is not permitted to be within 100 feet of any polling location.

Sponsoring a Candidate by Hosting an Information Table

Student organizations may bring a political candidate to campus for the purpose of setting up an information table under the following conditions:

- All such events must be sponsored and registered by a student organization.
- In addition to obtaining approval from the Office of Engagement and Inclusion, written approval to host a table must be obtained from the scheduling official responsible for the building.
- The candidate is required to remain behind the information table, and no soliciting is permitted inside the AMU.
- Information tables that include published literature must display a sign or label stating that the views presented in the literature are not necessarily the views of Marquette University (see Literature Distribution Policy).
- On an election day, information tables containing campaign materials or bearing a candidate's name must be set up at least 100 feet from all polling locations.

Sponsoring a Political Candidate by Hosting a Phone Bank

Student organizations may host a phone bank on campus for the purpose of campaigning for a political candidate under the following conditions:

- All such events must be sponsored and registered by a student organization.
- All callers must be Marquette University students.
- Callers may not indicate that they are representing Marquette University or calling from Marquette University. However, callers may indicate that they are students at Marquette.
- No university resources may be used in conducting the phone bank (i.e. university phones, university computers, university directory information used to generate phone lists, etc).

Sponsorship of a Campaign Headquarters of Campus

Student organizations may not host a campaign headquarters on behalf of a candidate or campaign during an election season. A campaign headquarters is defined as any campaign activity directed by or involving the on-campus presence of non-student campaign personnel of a candidate or organization supporting a ballot referendum.

For All Elected Officials, Candidates, or Campaign-Related Speakers

Student organizations are expected to work closely with candidates, elected officials and/or campaign staff to ensure the event is a collaborative effort between the student organization and the visiting speaker. The student organization shall be solely responsible for making all arrangements with the university for the speaker, including payment of any security, audio-visual or related facility use charges.

Both immediately before and immediately after an elected official, candidate for public office, or campaign related speaker is permitted to speak at an event or meeting of a student organization, and both immediately before and immediately after anyone at an event or meeting of a student organization makes a statement in support of or against a candidate for public office, the following should be read aloud:

"The 500-year tradition of Jesuit education is grounded in the search for truth, the discovery of knowledge and the sharing of diverse viewpoints. As an institution of higher education in the Catholic, Jesuit tradition, Marquette University is committed to freedom of expression and open inquiry, deliberation and debate. The views expressed here today are those solely of the

speaker and not of Marquette University. The use of Marquette's facilities does not constitute an endorsement of the views expressed. Marquette University does not endorse any candidate for public office, political party, or referendum matters and no fundraising for these activities can take place at this event."

Sponsorship of Political Activities During an Election Season

Prior to an election, the Office of Engagement and Inclusion may designate a period of time during which all events that are political in nature must be reviewed and approved by the Office of Engagement and Inclusion before any reservation (tentative or confirmed) can be made by the AMU Event Management office or other campus scheduling officials. Events that are political in nature are defined as any event that features a political candidate as a speaker, panelist, or special guest; promotes the interest of any political campaign; or features an issue-driven speaker or agenda. All approved events must be congruent with the policies, objectives, and mission of the University.

Sponsorship of Voter Registration Activities

Student organizations may sponsor non-partisan voter registration activities. Only Marquette students who are officially recognized City of Milwaukee Board of Election Commissioners are eligible to register voters. When sponsoring a voter registration event, the student organization must submit the names and ID number assigned by the City of Milwaukee Board of Election Commissioners for all students who will be conducting voter registration activities. In accordance with election laws, all voter registration events must be nonpartisan in nature; no campaigning may take place and no materials in support of any candidates or issues can be displayed while registering voters. Student organizations that exist to promote the campaign of a specific candidate will not be permitted to sponsor voter registration activities. Upon approval of voter registration activities, the Office of Engagement and Inclusion will provide additional information on any procedures that may apply for submitting voter registration forms and providing information from the University to newly registered voters about Election Day requirements for student voters.

Sponsorship of Events Related to Recalls, Referenda, or other Ballot Issues

The Office of Engagement and Inclusion will review requests for potential sponsorship of events related to referenda, recalls or other ballot issues on a case-by-case basis, in consultation with other University officials.

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Policies and Procedures for Working With Minors

In addition to the general requirements for registering student organization activities, some student organization activities involving minors (those under the age of eighteen) may be subject to the policies and procedures for working with minors, as outlined in the [University Policy and Procedure \(UPP\) 4-26](#). Some activities may be exempted from this policy. Exemptions will be granted by the Office of Engagement and Inclusion in consultation with Risk Management, and General Counsel.

It is expected that all activities including minors will be registered and approved using the Event Registration Form in place for all student organization activities. These events must be registered at least sixty days prior to the first scheduled activity. Organizations must indicate on the Event Registration Form if minors will be physically present and participating. If minors are physically present and participating in activities (1) on the Marquette University campus, or (2) in activities that are under the authority or direction of the student organization (regardless of location), the organization will need to complete a number of additional steps as outlined below. Unless exempted from one or more parts of the policy, activities will not be approved by the Office of Engagement and Inclusion and individuals are not permitted to participate in activities that involve direct interaction with minors until background checks have been conducted and required training is completed.

Required Forms

All activities that meet the criteria outlined above will need to submit the following information to Risk Management.

1. A representative from the student organization must complete the Reporting Form for Events Involving Minors – Parts I & II, and submit it to Risk Management

2. Each student organization member and/or other adult affiliated with this program who is over the age of eighteen (18) and will be interacting directly with minors needs to complete and submit a Background Information Disclosure (BID) Form.

The forms and contact information are available at: www.marquette.edu/riskmanagement. Forms will not be processed until all of the required forms are received. Requests for exemptions to this time line will generally not be approved.

Background Check

In addition to the completion of the required forms outlined above, a background check will be required of each Marquette University student participant prior to his or his direct participation with minors in a program or activity covered by this policy and at least once every four (4) years thereafter. It is the responsibility of the student organization member coordination the activity to assure that each participating Marquette University student participant has submitted the required background check request form and has subsequently received clearance to participate.

Training

Each Marquette University student participant who will be interacting with minors in such a program or activity shall complete mandatory online training on the behavioral requirements of this policy, on protecting minors from abusive emotion and physical treatment, and on reporting and notification of incidents of improper behavior. Information about this training will be provided upon completion and submission of all required forms. Individuals are not permitted to participate in activities that involve direct interaction with minors until the required training is completed.

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Dances

At Marquette, dances sponsored by student organizations are social activities primarily for Marquette students and guest(s).

In order to hold a dance, the sponsoring organization must register the event with the Office of Engagement and Inclusion, AMU 121, and meet with the Associate Director of the Alumni Memorial Union for a preliminary dance planning meeting, no later than four (4) weeks prior to the dance to discuss the event. A follow up meeting is required no later than seven (7) business days prior to the event date, to finalize event needs and expectations. This final planning meeting is also an opportunity to introduce the event's sponsoring organization members/volunteers to the Alumni Memorial Union, Student Affairs and the Department of Public Safety liaison(s) on site during the event prior to the date of the dance.

The Student Organization Dance Policy includes provisions for four levels of dances as follows:

Level 1 – Open to Marquette University Student Organization Members Only.

Level 2 – Open to Marquette University Students Only

Level 3 – Open to Marquette University Students and Guest(s)

Level 4 – Open to Marquette University Students, Guest(s) and other College Students

Depending on the level of the event and the anticipated attendance, the costs, timing, locations and security requirements will vary. Possible campus locations for dances include the AMU Marquette Place, AMU 163, AMU Ballroom and the Union Sport Annex Court. Costs may be incurred and billed to the student organization for rented equipment, entertainment and/or catering. Note: there will be only one Level 4 dance per night, per weekend.

For dance date(s) availability, or to obtain a complete copy of the Dance Policy (including the entrance requirements for each level) go to www.marquette.edu/event-management/plan-event.shtml or email Linda Lee: linda.lee@marquette.edu.

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Event Admission Policies

(Includes musical performances, comedy or variety shows, etc., except concerts sponsored by the Marquette University Band, Orchestra, Jazz Ensemble, Chorus and Gospel Choir)

- Marquette community members must present valid MU IDs.
- Marquette community members may each bring up to three guests who are at least 18 years of age and who provide valid photo IDs.
- Non-Marquette guests must provide valid ID with a proof of being 18 years of age or older and may bring one guest who is at least 18 years of age and must provide a valid photo ID.
- Marquette alumni and invited guests of the university may also attend.
- When possible, members of the Marquette community and their guests will be admitted to the event prior to others.

Events With Tickets Sold In Advance

(Except concerts sponsored by the Marquette University Band, Orchestra, Jazz Ensemble, Chorus and Gospel Choir)

- Marquette community members may purchase up to four tickets for the first week of sales, and an additional four tickets thereafter.
- After one week of sales to the Marquette community, others who are at least 18 years of age and who provide valid photo IDs may purchase up to four tickets. Please note that admission to the event will be restricted to guests who are at least 18 years of age with a valid photo ID.

Events With Tickets Sold at the Door

(Except concerts sponsored by the Marquette University Band, Orchestra, Jazz Ensemble, Chorus, and Gospel Choir)

1. Marquette community members must present valid MU IDs.
2. Marquette community members may bring up to three guests who are at least 18 years of age and who provide valid photo IDs.
3. Others who are at least 18 years of age may enter with valid photo IDs.
4. When possible, members of the Marquette community and their guests will be admitted to the event prior to others.

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Other Conditions Relative to Entry at Events

1. All programs must take place in an atmosphere that assures the safety of all participants and other members of the campus community as well as the security of university property. Appropriate level of security will be determined by the Department of Public Safety, in consultation with the AMU, the Office of Engagement and Inclusion, and the sponsoring organization.
2. Exceptions to these admissions guidelines must be approved by the director of Public Safety, Event Management, Office of Engagement and Inclusion, and the advisor to the sponsoring student organization, in conjunction with the event planners. During the event, the AMU staff member present will have the prerogative to determine exceptions to this policy.
3. Events held on Sunday through Thursday will end no later than 11:45 p.m. Events beginning on Fridays and Saturdays will end no later than 2:00 a.m., and all participants must exit the event by 2:15 a.m.
4. Entrance to events will be prohibited to persons appearing intoxicated or otherwise under the influence of alcohol or drugs.
5. Attendees who have been asked to leave may not reenter the building.
6. Events will be managed by the sponsoring organizations with the assistance of one or more of the following: an Alumni Memorial Union staff member, Public Safety officers, faculty or administrative advisors, and alumni.
7. Failure to meet these guidelines during the planning process or actual program could lead to the cancellation of the reservation or the event. Please consult with the AMU Event Management staff

for specific time frames relevant to event planning.

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Hosting Events that Include Alcohol

On Campus

The criteria for authorizing the availability and use of alcoholic beverages on campus at scheduled events are as follows:

1. It is expected that events will be registered and approved using the regular timeline and Event Registration Form in place for all student organization events (submitted on MARQUEE Link at least 2 weeks in advance of the event).
2. The scheduled event is restricted to members of the sponsoring organization(s) with a predetermined number of guests, and approved in writing by the Senior Associate Dean of Student Development before the event.
3. All stipulations in the Marquette University policies on [Alcohol Related Promotional Activities](#) and [Contracted or Catered Food and Alcoholic Beverage Service on Campus](#) must be followed.
4. The publicity policies outlined in this handbook must be followed. Specifically, no posters or other forms of publicity will be approved advertising or implying the sale or use of alcoholic beverages.
5. The specific financial arrangements with respect to the occasion are to be disclosed in detail, to preclude illegal sales, and to assure that university credit is not being used without proper identification.
6. After university approval for an event has been received, the organization requesting use of alcoholic beverages through university catering must finalize such arrangements directly with the catering office, including all billings and payments.
7. No alcoholic beverages are permitted to be brought into university facilities by individuals or groups. All service arrangements for events held on campus must be approved by the director of the AMU or his/her designee, and appropriate arrangements must be made through Event Management. Charges for bartender(s) and/or other staff may be incurred.
8. For occasions where guests are appropriate, in general not more than three bona fide personal guests per person may be invited.
9. The organization and its officers requesting and having received authorization for an event at which alcoholic beverages are served will be held responsible for all charges, costs, and any damages incurred in connection with the event; for their own behavior as well as that of the participants; and for seeing that underage persons present are not served alcoholic beverages nor permitted to consume intoxicants at the event.
10. The normal closing hours of the AMU facilities and the residence halls shall be adhered to in limiting the special event, yet at no time shall alcoholic beverages be served after 1 a.m.
11. Students who plan or who attend scheduled events are responsible for knowing and following the policies and procedures for such events as well as the rules that may apply in specific buildings or areas of the campus.
12. Organizations must have the support of their advisor.
13. Other criteria may apply, depending upon the circumstances of the event.

Note: It is understood that the university staff member in charge of a facility, or an event, or his/her designee, has the authority to enter and remain present at the event; to limit or terminate the consumption or possession of alcoholic beverages or the event itself; and/or to take any other action required to maintain or to restore order and decorum, should that become necessary.

Off Campus

The criteria for authorizing the availability and use of alcoholic beverages at student organization events occurring off-campus locations are as follows:

1. It is expected that events will be registered and approved using the regular time line (two weeks prior to event) and Event Registration Form in place for all student organization events.
2. All alcohol at events occurring off campus must be provided by a licensed and insured vendor. In addition, the organization must complete and submit a Third Party Vendor Responsibility Form two weeks prior to the event. The vendor must agree to the following:
 - Provide proof of insurance with a minimum of \$1,000,000 of general liability insurance, evidenced by a copy of the properly completed certificate of insurance prepared by the insurance provider. The certificate must show that the insurance coverage maintains “off premises liquor liability and non-owned and hired auto coverage”. The certificate must show that the vendor has added the student organization sponsor(s) as “additional insured” or “namely insured” on their insurance coverage for the date of the event.
 - CASH ONLY sales collected by the vendor during the entire function
 - The vendor will check identification cards upon entry to the event, refuse service of alcoholic beverages to minors, refuse service to individuals who appear intoxicated, maintain absolute control of all alcoholic containers present, collect all remaining alcohol at the end of the event and remove it from the premises.
 - Vendors must also agree that no excess alcohol – opened or unopened – will be given, sold or furnished to the event sponsor(s).
3. The scheduled event is restricted to members of the sponsoring organizations with a predetermined number of guests (generally not to exceed three bona fide personal guests per member.) An invitation/guest list must be submitted with the Event Registration Form and the Third Party Vendor Responsibility Form.
4. Events where the central focus is alcohol, events that promote the use or sale of alcohol, or events that promote over-consumption or rapid consumption of alcohol will not be approved (e.g. pub crawls, happy hours, fundraisers that promote the use or sale of alcohol).
5. The publicity policies outlined in this handbook must be followed. Specifically, no posters or other forms of publicity will be approved advertising or implying the sale or use of alcoholic beverages.
6. For events including alcohol sponsored at designated fraternity and sorority facilities, IFC and Panhellenic risk reduction policies apply. The Office of Engagement and Inclusion will work with the Greek governing councils to designate these locations.
7. The organization and its officers requesting and having received authorization for an event at which alcoholic beverages are served will be held responsible for all charges, costs, and any damages incurred in connection with the event; for their own behavior as well as that of the participants; for ceasing to serve those visibly intoxicated; and for seeing that underage persons present are not served alcoholic beverages nor permitted to consume intoxicants at the event.
8. Students who plan or who attend scheduled events are responsible for knowing and following the policies and procedures for such events as well as the rules that may apply in specific buildings or areas of the campus.

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Services Auction Policy and Guidelines

A Services Auction is an event in which an individual identifies a service or services that s/he will provide for a fee to the highest bidder. Services may include washing a car, tutoring, making dinner, etc. With careful planning and forethought, these events can be enjoyable for all parties involved. To ensure that all parties know and understand the nature of a Services Auction, it is important that organizers follow these guidelines and that persons involved are not exploited. In addition the following must be upheld:

1. The event must be called a Service Auction or another name approved by the Office of Engagement and Inclusion. The focus of the auction must be on the service being provided rather than the person providing the service. Services should be clearly defined and may not be relational activities, such as dates.

2. Two weeks prior to the proposed date of the event, the student organization sponsoring the services auction must complete and submit for approval an Event Registration Form. These forms are available on MARQUEE.
3. Five working days prior to the event, the organizers must submit a complete list of the services to be auctioned, a sample of the agreement form (see #5), a statement that specifies a minimum bid, a copy of the script that will be used at the auction, and the actions that will be taken to ensure that all participants are treated with respect. The Office of Engagement and Inclusion must approve this information.
4. An individual or group discussion must be held with the participants providing services at least three working days prior to the event. The purpose of the discussion is to ensure that all participants understand that the service being provided is not a date and that individuals are responsible for their behavior. Any inappropriate behavior could affect the status of the individual and/or the organization with the university.
5. A signed agreement must be submitted by each participant indicating the specific service being provided and her/his willingness to participate. If a script is to be used during the Services Auction, the participant must be allowed to see the section that refers to her/him three working days in advance and to approve or request a change of the information.
6. The organization must specify a minimum bid and the actions that will be taken to ensure that all participants are treated with respect. Marquette University as a Catholic, Jesuit institution, insists that all human beings possess an inherent dignity and equality because they are made in the image and likeness of God. As the University is committed to maintaining an environment in which the dignity and worth of each member of its community is respected, it will not tolerate harassment of or by students, faculty, staff, and guests or visitors.

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University-Owned/University-Leased Vehicles and Driver Training Policy and Procedures

Any trip or driving activity where students are using university-owned or leased vehicles will require student drivers to participate in a university approved driver-training program. Drivers' motor vehicle records will also be reviewed. Contact the university department responsible for the management of the vehicles that will be used for more information (e.g. Office of Engagement and Inclusion (AMU 329) for use of the community service vans, Office of Recreational Sports for use of the club sports vans). Individuals are not permitted to drive university-owned or university-leased vehicles until they receive clearance to do so from the proper office.

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Domestic Travel

Domestic travel (outside of metropolitan Milwaukee) must be registered and approved by the Office of Engagement and Inclusion (AMU 121) by submitting the appropriate documentation at least one month prior to the departure date. All forms are available in AMU 121 or the Center for Leadership, Service, and Involvement (AMU 137.) Domestic travel can be classified in one of three categories: (1) Conference Travel, (2) Service, and (3) Other. The forms required for each type of travel are outlined below:

Conference Travel: Event Registration Form

Service: Domestic Service Registration Form

Other: For all other domestic travel not outlined above, please contact the Coordinator for Student Organizations and Leadership to discuss your planned travel and how to register the event. Each will be reviewed on a case-by-case basis.

All Club Sport travel must comply with the travel policies outlined in the Club Sport Handbook published by Recreational Sports in the Helfaer Recreation Center. Contact Recreational Sports at [\(414\) 288-6976](tel:4142886976) for more information.

Vehicle Insurance

Marquette University does not provide insurance coverage for rented or personal vehicles used in student organization travel. Organizations are responsible for their own insurance coverage and the payment of all claims and damages.

Rental Car Discounts

Student organizations may be eligible to receive discounts on rental cars from companies with which Marquette University has purchasing agreements. To be eligible for the discount, student drivers may need to complete an online driver safety program. For more information about rental car discounts and the online driver safety program, contact the Office of Risk Management at [\(414\) 288-1552](tel:414-288-1552).

Liability Waivers

All Marquette student participants in student organization domestic travel must sign a liability waiver prior to departure. The Office of Engagement and Inclusion will obtain liability waivers for the organization upon submission of completed documentation. Signed waivers must be returned to AMU 121 at least one business day prior to departure.

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International Travel

The approval process, required documentation, and pre-program planning requirements for all student organization sponsored international travel is outlined in the University Policy and Procedure (UPP) 1-18, found at www.marquette.edu/university-policies-procedures/. The information below provides a brief summary of the policies outlined in that document.

Student organization sponsored international travel (outside of the United States) must be registered and approved by Office of Engagement and Inclusion (AMU 121.) Approval for student organization international travel is a multi-step process and student organizations must adhere to the deadlines identified below. Failure to do so may result in the travel not being approved. This process is in place to (a) facilitate Marquette's provision of assistance to all participants traveling abroad, (b) to help reduce risk and liability for student organizations and Marquette University, and (c) to ensure proper planning for international travel.

Required registration forms can be found in the International Travel Packet, available in the Office of Engagement and Inclusion (AMU 121). Office of Engagement and Inclusion, in consultation with the Office of International Education (OIE) and the Vice President for Student Affairs will conduct an initial review of all trips, upon submission of the Intent to Travel Form. Initial approval must be obtained by all three entities in order for the organization to proceed to the next steps to register for international travel. Any of these parties may also (if deemed necessary) request a review by Marquette University General Counsel and/or Risk Management.

All trip participants must be over 18 years of age. Exceptions to this policy will generally not be granted.

First Time Programs

First time programs can be described as all new projects/activities or existing projects/activities expanding to new locations. Student organizations planning a first time program must complete and submit the Intent to Travel Form to Office of Engagement and Inclusion (AMU 121) in accordance with the following deadlines (between eight and eleven months in advance of departure):

Description of Item	Winter Break	Spring Break	Summer
Intent to Travel Form to Office of Engagement and Inclusion	Feb 1 (Prior Academic Year)	April 1 (Prior Academic Year)	Sept 1 (Prior Academic Year)
Preliminary Approval (Intent to Travel)	April 1	May 1	By Nov 1
Pre-Trip Info Packet to Participants	After Participant Selection	After Participant Selection	After Participant Selection
Complete Checklist Packet to Office of Engagement and Inclusion	Nov 1	Feb 1	April 1

Established Programs

Established programs have previously been granted first time program approval (see above). Office of Engagement and Inclusion will review established programs every two years in consultation with OIE, and with Risk Management and General Counsel as appropriate. Requests for international travel by established programs are generally approved provided all documentation and training requirements are followed. However, in the event of unstable political conditions, significant health and safety factors increasing risk to Marquette students and/ or faculty in– country, and/or other key factors that have changed since the program’s inception, Marquette will monitor the situation and reserves the right to cancel any program. Student organizations planning travel for an established program must complete and submit the Intent to Travel Form to Office of Engagement and Inclusion (AMU 121) in accordance with the following deadlines (between six and eight months in advance of departure):

Description of Item	Winter Break	Spring Break	Summer
Intent to Travel Form to Office of Engagement and Inclusion	Apr 1 (prior Academic Year)	Oct 1 (Prior Academic Year)	Nov 1 (Prior Academic Year)
<i>Preliminary</i> Approval (Intent to Travel)	May 1	Nov 1	Dec 1
Pre-Trip Info Packet to Participants	After Participant Selection	After Participant Selection	After Participant Selection
Complete Checklist Packet to Office of Engagement and Inclusion	Nov 1	Feb 1	April 1

Trip Advisor

All student organizations planning international trips are REQUIRED to identify a full time Marquette University faculty or administrator to serve as a “Trip Advisor” who will work closely with the designated student organization leader(s) planning the trip. The Trip Advisor is required to travel with ALL student organization international travel programs for the duration of travel. While it is the student organization leaders’ responsibility to ensure the student organization is in full compliance with all relevant student organization policies, it is expected that the Trip Advisor will: be involved in travel planning, attend all planning and predeparture meetings held by the student organization, and review all documents before they are submitted to Office of Engagement and Inclusion. It is the Trip Advisor’s responsibility to obtain approval from the appropriate College Dean, Associate Dean or Area Vice President to travel with the identified program. [See Employee Travel Information Form found on the OIE website.] Upon return from travel, the Trip Advisor must complete a program evaluation and submit that evaluation to Office of Engagement and Inclusion. The program evaluation will be reviewed by Office of Engagement and Inclusion and OIE. An evaluation template is available from OIE.

Pre-Departure Orientation

All trip participants, including Marquette students, non-Marquette participants, and Trip Advisors, are required to complete both parts of a two part pre-departure orientation at least two weeks prior to the scheduled departure date. The orientation will address issues including but not limited to health, safety, security, the culture of the destination country, and expectations. The first part of the orientation consists of an online tutorial and quiz. The second part is an in-person meeting facilitated in conjunction with representatives from Office of Engagement and Inclusion and OIE. Prior to the meeting, the student leaders and Trip Advisors must meet with a representative from both Office of Engagement and Inclusion and OIE to review the information that will be covered. Individuals who do not complete all parts of the training will not be permitted to travel. Exceptions to this policy will generally not be granted.

Liability Waivers

All Marquette students and non-Marquette participants must sign a liability waiver prior to departure. Trip Advisors need not sign the liability waiver. A liability waiver request form, which is part of the International Travel Packet, must be completed and submitted electronically to Office of Engagement and Inclusion. Waivers will be signed at the second part of the pre-departure orientation, when all participants are present in person.

Insurance Requirements

Each Marquette student participant is required to purchase medical insurance through Marquette University that ensures international coverage. If interested, non-Marquette participants are able to purchase medical insurance; however, they are not required to do so. Trip Advisors and Marquette employees are not eligible to enroll. The coverage will be effective during the time of travel and will facilitate Marquette's provision of assistance to all Marquette student participants and enrolled non-Marquette participants in case of an emergency while abroad. Once travel has been approved and a final list of student travelers has been submitted to Office of Engagement and Inclusion, each enrolled participant will be given information about how to print the insurance card. The organization will be billed for the total amount. Current rates can be obtained by contacting the Coordinator for Student Organizations and Leadership in Office of Engagement and Inclusion, AMU 121.

It may be appropriate for an organization to consider purchasing travel insurance for non-medical contingencies. While not required, it is highly recommended in the event that the trip is cancelled or a participant is unable to travel.

International Cell Phone Requirement

A participant designated by the student organization MUST have an international phone with him or her at all times. The phone number for the cellular or satellite phone must be given to Office of Engagement and Inclusion prior to departure. More information on how to obtain this type of phone is available on the OIE website. The student organization is responsible for all expenses associated with international cellular and/or satellite phones.

Emergency Assistance

All participants will be enrolled in an emergency security assistance program that will provide participants with comprehensive emergency protection. Information about this program and a copy of the emergency assistance card will be distributed at the pre-departure orientation along with emergency contact information for Marquette University. OIE will register all participants with the US Embassy in the destination country(ies).

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