

Recognized Student Organizations are prohibited from using CNU's tax exempt status or ID number to facilitate fundraising opportunities like restaurant nights, car washes, etc.

### Insurance

Social events may require the purchase of liability insurance. This insurance protects the student organization from risk and insures the event for instances of bodily harm, property damage, and acts of god. The University requires RSOs to provide insurance obtained from a responsible insurance company satisfactory to the University, and the Commonwealth of Virginia, with limits of not less than \$1,000,000 per occurrence and \$1,000,000 in the General Aggregate. If a contracted event includes more than 300 participants, liability insurance shall increase to limits of not less than \$2,000,000 per occurrence and \$2,000,000 in the General Aggregate. Also, the use of the words "exempt" or "excluded" in the "Certificate Limits" section is not acceptable. Christopher Newport University must be listed on the policy as a co-insured. RSOs must check with the Office of Scheduling, Events, and Conferences prior to an event, to determine if liability insurance is required.

The OSI can be a resource to organizations in identifying reputable vendors from which liability insurance may be purchased.

### Contracts

Under no circumstances shall a Recognized Student Organization enter into a legal contract as a representative of CNU, or identify itself as a part or affiliated with CNU. All events requiring a signed contract(s) for entertainment services or goods are to be signed by a member of the sponsoring organization, and the organization is responsible for all commitments made within the signed contract. The RSO shall take affirmative steps in all of its recruitment, business, and other dealings with third parties (including, for example, prospective members and businesses), to properly explain its relationship with the University. RSOs exist as separate and distinct from CNU, acting and operating independently from CNU, and must be treated as private third parties. Students and student organizations cannot enter into any contractual obligation on behalf of the University.

## B. Major Activities

Major activities should be scheduled at least two months prior to the event date to allow adequate time for planning and preparations. Major activities include; but are not limited to; events that involve alcohol, require security, or are open to the entire campus community and/or public. Reservations will not be granted within 30-days of these events unless granted an exception by the Director of Orientation and Student Involvement. Final approval of any major activity sponsored by a student organization rests with the Director of Orientation and Student Involvement, or designee.

In order to ensure the success of the event, organization representatives must schedule a meeting with a representative from the OSI during the early planning stages of their event. A follow up meeting may be requested with the Director or designee to go over any concerns or questions. Officers of the sponsoring organization must be in attendance for the event.