




ADELE H. STAMP STUDENT UNION CENTER FOR CAMPUS LIFE

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Policies

Event & Guest Services Policy Manual

The Adele H. Stamp Student Union - Center for Campus Life
University of Maryland
College Park, MD
Updated: January 2023

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EVENT & GUEST SERVICES POLICY MANUAL

ADVERTISING

Student organizations and university departments are encouraged to promote and advertise their events held on the University of Maryland campus.

1. Only currently enrolled students, and representatives of registered student organizations or university departments may post materials related to the campus community in the Stamp.
 - a. Posters, flyers and/or announcements by non-university groups are prohibited in the Stamp.
2. Flyers and posters advertising events in the Stamp are to be posted on campus only. Off-campus advertising is not permitted. This includes the announcement of events on Radio/TV, in non-university publications and on social media.
 - a. Exceptions to this rule are made for SEE (Student Entertainment Events.)
3. Materials must be posted on approved locations only, including public bulletin boards and flyer racks.
4. Posting of any material on buildings, walls, trees, sidewalks, utility poles, etc. is prohibited.
 - a. Locations not identified in this policy must be approved by facility manager or department that oversees the desired location.
 - b. University Facilities Management reserves the right to bill the cost of removal of advertising materials that are posted in non-approved locations and/or for damages caused by the posting of advertising materials (chalk, tape, repainting, etc.)
5. Poster and flyers must not exceed 12 x 18 and are limited to two per posting area.
6. Advertising materials should include the name(s) of the sponsoring group, date and time of event, location, and title of event or program.
7. General advertising guidelines:
 - a. All posters and flyers advertising parties on campus must include the following phrase, "College ID required".
 - b. Advertising which states "University of Maryland's (name of organization)" is not permitted.
 - c. Advertising should be phrased as "(Sponsoring group name) at the University of Maryland".
8. Events may not be advertised until a confirmed reservation agreement has been received by the sponsoring group.
9. Stamp Marketing is responsible for the management of all poster display cases in the Stamp.

ALCOHOL

The Event Alcohol Policy controls the possession, use, or distribution of alcohol by students, faculty, and staff at student or department sponsored events on university premises or university sponsored events.

1. The possession or use of alcohol by any person under the age of 21 or the furnishing of alcohol to a person known to be under the age of 21 is prohibited by law and university policy. Alcoholic beverages may not be possessed, distributed or consumed at student sponsored or departmentally sponsored events that are **open** to the general public and/or university community and occurring on university property unless beverages are served by a licensed caterer. In most facilities on campus, alcoholic beverages for **open** events, may only be sold or served by the University Department of Dining Services under special licenses from the Prince George's County Board of License Commissioners and/or the Comptroller of the State of Maryland.

2. Alcoholic beverages may not be possessed or consumed at student sponsored or department sponsored events that are **closed** to the general public and/or university community unless advance written approval has been obtained. Depending upon the size and scope of the event, closed events may be "Bring Your Own" beer or wine. Sponsors have the responsibility to determine if the event requires an alcoholic beverage license. Any event where alcoholic beverages are being sold or provided through an admission charge must have a license.
3. The use of university funds for the purchase of alcohol is strictly prohibited.
4. Open Events are defined as the following:
 - a. Student or department sponsored events that have been advertised to the general public or university community via flyers, posters, emails, social media, or other forms or advertising/marketing.
 - b. Events where alcoholic beverages are individually sold or included in an event admission charge.
 - c. Events held in public spaces including, but not limited to public meeting rooms, classrooms, ballrooms, theaters, public lounges, hallways, or other spaces that are typically open and accessible to the general public.
 - d. The event is sponsored or co-sponsored by a non-University affiliated business, and/or organization.
 - e. Alcoholic beverages may not be possessed, distributed, and consumed at such events deemed open to the general public and/or university community without obtaining the appropriate liquor license.
5. Closed Events are defined as the following:
 - a. Closed events are normally closed to the general public and/or university community and are sponsored by either a student group/organization or a university department. Such events are open only to members of the sponsoring group and their specifically invited guests. Alcoholic beverages may not be possessed at **closed events** unless prior approval is obtained by the Vice President for Student Affairs. Delegated authority for reviewing and approving such requests rests with the Associate Director of the Stamp Student Union.
 - b. Closed events eligible for "Bring Your Own" beer and wine are defined as follows:
 - i. The event must be held in an enclosed room or space that is generally not open to the public, with a door that is kept closed during the event and all alcohol consumption must remain in the enclosed space.
 - ii. The event cannot be held or extended into public outdoor spaces.
 - iii. Procedures must be in place to prevent uninvited and/or under-aged guests from gaining access to the event/alcohol. (e.g. registration, check-in, wristbands, name tags, tickets, etc.)
 - iv. The event is not publicly advertised and is by invitation only.
 - v. The event attendance/invitation list is less than 50 people.
 - vi. Alcoholic beverages must be "Bring Your Own".
 - vii. Only beer and wine may be possessed and consumed. Hard liquor is prohibited.
 - viii. Kegs, beer balls, punch bowls or other common containers of alcohol in excess of 750 ml are not allowed.
 - ix. Alcoholic beverages cannot be provided or served by a Caterer or other non-University affiliated third party.
 - x. Alcoholic beverages brought into a building for an event must be monitored and secured at all times. Overnight and/or unsecured storage of alcoholic beverages is prohibited.
 - xi. Alcoholic beverages may not be sold and there cannot be an admission charge to the event for guests or attendees.
 - c. Sponsors of "Bring Your Own" closed events may also request approval to serve alcoholic beverages under the following conditions:
 - i. A preponderance (95%) of persons in attendance must be of legal drinking age
 - ii. The focus of the event is not the consumption of alcohol.
 - iii. The event must be held in a properly reserved non-public space and approved by the Dean/Director/Department head responsible for the space/event.
 - iv. The sponsors shall comply with all University, State, County, and Municipal alcoholic beverage procedures, regulations, and statutes.
 - v. Any person attending the event who is not of legal age may not consume or receive alcohol.
 - vi. In addition to water, non-alcoholic beverages (e.g. tea, coffee, juice, soda, etc.) must be available at all times. Under the terms and conditions of the University's beverage contract, only non-alcoholic beverages produced or distributed by Pepsi are authorized to be served on the University of Maryland campus.
 - vii. Sponsoring organizations will provide solid food in sufficient quantity in order to moderate the effects of alcohol consumption.
 - viii. The sponsoring organization or department is responsible for insuring that all persons in attendance at the event comply with the alcohol policy.
 - ix. Alcohol purchases should be made in Maryland; State law prohibits the transport of alcohol across state lines.
 - d. It is suggested where alcoholic beverages are BYOB that a member of the sponsoring department/organization be TIPS (Training for Intervention Procedures) trained. TIPS training is available through the Department of Dining Services.
 - e. Procedures: The group/department sponsoring a BYOB closed event must submit a Request for a "Bring Your Own" Campus Event at least 15 business days prior to the event. The request should outline how the organization/department proposes to manage the event under the conditions listed above. The final authority for approving such events rests with the Associate Director of the Stamp Student Union.

Amplified sound is defined as any electrically supported equipment or technology that increases the volume of any sound.

1. Outdoor Events

- a. Use of amplified sound must be submitted via the eCalendar or in writing to a Stamp Event Services Coordinator.
 - i. Use of amplified sound must be approved in advance by the Assistant Director of Event & Guest Services or his/her designee
- b. Use of amplified sound is restricted to Hornbake Plaza, McKeldin Mall, and Nyumburu Amphitheater
- c. Use of amplified sound is only permitted on Fridays 5:00pm - 10:00pm, Saturdays 10:00am – 10:00pm, and Sundays 12:00pm – 8:00pm
- d. The Stamp Event & Guest Services Office and the University of Maryland Department of Public Safety reserves the right to discontinue any amplified sound that is deemed disruptive or potentially hazardous to the surrounding community, official university activities, facilities, students, faculty, or staff.

2. Indoor Events

- a. Use of amplified sound must be approved in advance by Event & Guest Services.
- b. Use of non-university provided amplification sound systems must be approved in advance by Event & Guest Services.
- c. The Stamp Event & Guest Services office and the University of Maryland Department of Public Safety reserves the right to discontinue any amplified sound that is deemed disruptive or potentially hazardous to the surrounding community, official university activities, including nearby meeting rooms, facilities, students, faculty, or staff.

ANIMALS

1. Guest or event attendees are not allowed to bring animals or pets into the Stamp, except service animals.
 - a. Service animals are allowed in the Stamp.
 - i. A service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability, in at least one of 10 general task areas.
 - ii. Pets are not permitted in the Stamp.
2. Sponsoring organizations with authorized events with animals must follow the following guidelines:
 - i. Indoor events with animals may only be approved in rooms that do not have carpeting
 - ii. Every individual that interacts with the animals must sign a waiver (waivers can be obtained from your Event Coordinator or the Risk Management Office.)
 - iii. Purchase or provide proof of insurance (University departments do not need to have additional insurance)
 - iv. Establish barriers (rope, tape, fencing) to prevent contact with animals from non-animal areas.
 - v. Provide a hand washing station.(hand sanitizer is acceptable is sinks are not available)
 - vi. Provide clean drinking water, and if applicable appropriate shade or shelter.
 - vii. Provide for the immediate clean up and proper disposal of any animal waste during and after the event.
 - viii. Provide the name of the licensed agencies that is providing the animals
 - ix. Provide signage alerting individuals to the presence of animals and any safety issues.
 - x. Obtain authorization from the University of Maryland Veterinarian, in the Department of Laboratory Animal Research. The Campus Vet can be reached at dlar@umd.edu

AUDIBILITY & NOISE CONTROL

Events in which there may be the use of sound amplification, acoustical instruments, singing, loud talking or any other form of audible sounds may infringe upon other events and or activities taking place within the Stamp or on campus. This is especially true in adjoining rooms that are only separated by doors and/or temporary walls. The Stamp reserves the right to control the volume levels of an event and limit or discontinue any activity that interferes with the normal and reasonable activity of an authorized event or normal Stamp/campus activity.

BANNER SPACES, STAMP

Banner space may be reserved, at no charge, to advertise an event sponsored by a university department or registered student organization. There are six (6) indoor banner spaces available on the railing above the North Atrium of the Stamp. Space may be reserved for the day of the event plus six (6) calendar days prior to the event date.

1. General Guidelines

- a. Banner space must be reserved through Stamp eCalendar prior to hanging the banner.
- b. Only one (1) space may be reserved at a time, to ensure broad access to banner spaces.
- c. Banner dimensions are no larger than 6' wide x 3' high.
- d. Groups are responsible for providing banners that are made of plastic, vinyl or canvas and professionally made.

- e. Banners must have grommets (reinforced holes) in them to enable the banner to be hung properly.
- f. Banners must be dropped off for installation in the Event & Guest Services Office on the first day of the approved reservation.
- g. Banners can be retrieved from the Event & Guest Services Office on the day after the reservation has concluded.
- i. Banners not collected after 5 business days will be disposed.
- h. Advertising which states "University of Maryland's (name of organization)" is not permitted. Advertising should be phrased as "(Sponsoring group name) at the University of Maryland".
- i. The outside banners on the front of the Stamp are strictly reserved for events sponsored by the Stamp. University Marketing and the President's Office may request permission for campus wide events. The final decision is at the discretion of the Stamp Director.

BICYCLES, SKATES, SKATEBOARDS, ETC.

The use of bicycles, skates, skateboards, sneaker skates and other wheeled recreational vehicles is prohibited inside Adele H. Stamp Student Union – Center for Campus Life. Bicycles must be left outside and secured to the bike racks provided.

BOOTHS, STAMP FOOD COURT

There are four (4) indoor booth spaces available at the end of the food court in front of the North Court lounge, on the ground floor of the Stamp at a cost of \$25 per day for student organizations, \$50 for university departments and Stamp departments, and \$100 for non-university groups. No food or ticket sales are allowed at these spaces. The policies pertaining to booth spaces are as follows:

1. There is no limit to booth reservations per semester, but only one location per day may be reserved.
2. The group must display a legible sign on the booth indicating the name of the organization.
3. Activity is limited to the booth space only. Free standing display items, such as easels or flip charts must be kept directly behind or on the assigned table space.
4. Amplified sound or live music is not permitted at table spaces.
5. Authorized representatives of the organization, university department or university partner must staff the table at all times.
6. Non-University groups may not independently reserve booth space. Non-university groups can either be sponsored by the University Career Center (if appropriate), or discuss sponsorship opportunities with the Stamp Development Coordinator.

Representatives should be prepared to show their UMD ID and a copy of the reservation form upon request by the police and/or Stamp employees.

CAMPUS RECREATION & WELLNESS SPACES

All Campus RecWell Spaces are scheduled and managed by the University Recreation & Wellness reservations office. Information about policies and procedures can be found at <https://recwell.umd.edu/facilities/%20facility-rental>

CANCELLATIONS, EVENTS

Last minute cancellations and/or no shows represent a misuse of University resources, and serves to withhold space from other organizations for meetings and events. Due to the nature of event planning, the University, in such circumstances, shall have little or no opportunity to resell meeting space reserved by the client. An event shall be deemed to be cancelled by clients if the event is cancelled altogether, moved to a different space, or moved to a different date after the cancellation deadlines outlined below.

1. Colony and/or Grand Ballroom
 - a. Clients must terminate or cancel by written notice received by the University on or before thirty-five (35) business days prior to event to receive full refund of payments (except the 25% non-refundable deposit). Clients shall be liable for the full rental charges if the termination or cancellation occurs fewer than thirty-five (35) business days prior to the event.
2. All other reservable space
 - a. Clients must terminate or cancel by written notice received by the Event Coordinator on or before ten (10) business days prior to event to receive full refund of payments (except the 25% non-refundable deposit). Clients shall be liable for full rental charges if the termination or cancellation occurs fewer than ten (10) business days prior to the event.

CATERING

University of Maryland Dining Services and Stamp Restaurants are the only food service providers authorized to serve food in the Stamp

1. Catering Options
 - a. Good Tidings: Full Service Catering
 - b. Goodies To Go: Drop off Catering service
 - c. Pick Up At the Shops: carry out catering service
 - d. Stamp Restaurants: carry out catering services
2. Catering Waivers
 - a. Catering waivers are typically available only to registered ethnic/cultural student organizations that require authentically prepared ethnic and cultural foods not available from Dining Services or Stamp restaurants. University departments may apply for a catering waiver if Kosher food is a requirement for the event.

- b. Completed Catering Waiver Requests must be submitted to the Stamp Event & Guest Services Office ten (10) business days prior to the date of the event.
- c. Catering waivers will only be approved for events that require authentically prepared ethnic and cultural foods that cannot be prepared by University of Maryland Dining Services.
- d. Non-University clients may not request catering waivers. The only exception permitted is for cakes to be served at a wedding reception. Waivers for wedding cakes must be discussed in advance with the Event Coordinator.
- e. Non-University Catering Company Requirements (for events with a food waiver)
 - i. Off-campus catering companies must provide all appropriate equipment to keep food at proper temperatures in accordance with safe food handling regulations. Caterers must provide all necessary equipment including, but not limited to serving equipment, transportation carts, warming equipment, etc.
 - ii. The catering company/restaurant is responsible for the delivery, set-up and service of all food associated with the event. The catering company is responsible for the safe transportation of all food from their production kitchen directly to the site of the event. Members of the student organization or university department are not allowed to transport food in private vehicles.
 - iii. A certified Food Service Sanitation Manager (PG County certification or equivalent) must be on site from food delivery/set-up to food removal.
 - iv. Off-campus catering companies MUST clearly identify their company or restaurant by use of signage at the catering site. The caterer must display their Food Service Permit number on all delivery vehicles, signage, on business cards and on all invoices.
 - v. The sponsoring student organization is required to ensure that off-campus caterers completely clean any and all areas used for both the staging and serving of the event meal. All equipment and left over food must be removed and properly disposed of immediately following the event. Any damages to the facility or additional housekeeping duties that are the result of the catered event will be billed back to the sponsoring organization.
 - vi. Kitchens and other areas that fall within the scope of the University of Maryland's health permits are not available for use by an off-campus catering company. No on-site preparation of food is permitted. Off-campus catering companies may not use hallways, restrooms, lounges or other public spaces as a preparation, staging or serving area.
 - vii. When using an off-campus catering company, the selling of food on site is not permitted. Event sponsors cannot bring an off-campus company on campus to sell food at an event.
 - viii. Any event that requires the service of alcoholic beverages MUST use the in-house catering of the Department of Dining Services since they hold the state liquor permit for the university.
 - ix. All deliveries to the Stamp will be made via the loading dock located on the north side of the building. Catering trucks may off-load equipment, supplies and food products necessary for their event and then will be required to move their vehicles away from the loading dock to allow for other deliveries. At no time should the loading dock be used as parking for the catering vehicles.
 - x. Pepsi brand cold beverages are the only soft drink beverages that are authorized to be served on the University of Maryland campus. Off-campus catering companies are NOT allowed to provide any other brand of soft drinks.

3. Outdoor Locations

- a. Food and beverages at outdoor spaces must either be provided by University Dining Services or an approved non-university caterer, if the sponsoring organization has received a catering waiver.
 - i. University Dining Services must approve all non-university caterers
 - ii. All non-university caterers are subject to Prince George's County Health Department requirements (<http://www.princegeorgescountymd.gov/1588/Health-Services>)

CHALKING

Chalk may be used by students, faculty, and staff for creating messages on approved surfaces on the University campus in compliance with the following requirements:

1. Chalking will be permitted on at the following locations:
 - Designated sidewalk space outside the southeast entry to Stamp Student Union
 - Hornbake Plaza
2. Chalking in these designated areas will be subject to regular maintenance and cleaning by University staff.
3. In the event an approved student group has reserved Hornbake Plaza for an event, the University will remove chalking and temporary signage at the designated area prior to the demonstration.
4. Messages may be written only on flat horizontal surfaces of sidewalks, exposed to the open sky.
5. No messages may be written on vertical surfaces including but not limited to walls, buildings, pillars, posts, benches, doors, trash receptacles, or kiosks.
6. Messages must be written in chalk that is water soluble. Approved chalk includes commercially sold sidewalk chalk but does not include spray chalk or artists pastels.
6. Internal Users who chalk in violation of these rules may be held responsible for costs incurred by the University for removal.

CHAPLAINS

The Stamp recognizes official UMD Chaplains as university departments. The Chaplaincies work in coordination with the Memorial Chapel and serves the spiritual needs of the University of Maryland. Specific information about chaplaincy programs is available at the Memorial Chapel website at https://stamp.umd.edu/centers/memorial_chapel/chaplains

CLASS PROJECTS

The Stamp supports the academic efforts of students. The Stamp allows currently enrolled University of Maryland students not affiliated with a student organization to reserve Stamp tables for the purpose of completing class projects. Students can submit requests for Stamp outside tables or inside food court booths at <https://terplink.umd.edu/submitter/form/start/326119>. For all other reservable spaces the student will be considered a non-university client and must comply with non-university procedures and pay non-university rates for space, equipment, services and technology. Student completing class projects are subject all policies regarding the use of Stamp tables.

CLASSROOM SCHEDULING

The use of academic classroom space in academic buildings is under the jurisdiction of Academic Scheduling in the Office of the Registrar and is available for meetings and activities on a temporary basis after all regularly scheduled classes have been assigned rooms.

1. Student Organizations

- a. All event request for classroom space must be submitted through the Stamp eCalendar.
 - i. Student organizations are only allowed to reserve the classrooms listed in the Stamp eCalendar.
 - ii. Student Organizations will be allowed 150 hours of free classroom space per Fall and Spring semesters.
 - iii. Unused free classroom hours cannot roll over into the following semester.
 - iv. Student Organizations may generally use classrooms Monday - Friday 5:00pm – 10:00pm and Saturday – Sunday 8:00am – 10:00pm, or as designated by the Academic Scheduling Office.
 - v. Events with music, instruments are only permitted in specific buildings, Armory and Symons.
 - vi. Food and beverages are prohibited in all classroom spaces.
 - vii. All furniture must be returned to its original configuration before leaving the room.
- b. Classroom requests can be submitted at the beginning of the semester the space will be used.
 - i. The Event services office will begin reviewing event requests for classrooms on the first business day in August for the fall semester and the first business day in January for the spring semester.
- c. Student organizations are only allowed to use classrooms when classes are in session during the fall and spring semesters.

2. Stamp Departments

- a. The Stamp Event & Guest Services does not schedule classroom space for Stamp Department sponsored events.
 - i. Stamp Staff must contact the Academic Scheduling Office directly.

3. University Departments

- a. The Stamp Event & Guest Services Office does not schedule classroom space for University Department events.
 - i. University department must contact the Academic Scheduling Office directly.

4. Non-University

- a. The Stamp Event & Guest Services Office does not schedule classroom space for non-university entities.
 - i. Non-university entities must contact Conference and Visitors Services for assistance.
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CLIENT TYPES

The Stamp Event & Guest Services Office separates clients into different categories or types for the purpose of delineating rates, policies and privileges.

Student Organizations

Defined as groups of students that have registered as a Student Organization through OrgSync and have been approved by the Stamp Student Activities Office.

University Departments

Defined as official University of Maryland College Park administrative and academic departments and paying for the use of rooms and/or services with a University of Maryland, College Park KFS account number.

Stamp Departments

Defined as units that are included in the Adele H. Stamp Student Union - Center for Campus Life organizational structure.

Stamp Tenants

Defined as university departments and/or vendors that have allocated space in the Adele H. Stamp Student Union - Center for Campus Life but are not a part of the Stamp organizational structure.

Conference & Visitor Services

Defined as groups/organizations that contract with Conference & Visitor Services Department for the use of space in the Stamp.

Non-University

Defined as all groups, organizations or individuals that do not qualify as a Student Organization, University Department, Stamp Department, Stamp Tenant, or Conference & Visitor Services.

CONCERTS & MAJOR ENTERTAINMENT EVENTS

To insure that the promotion of entertainment related events are produced in a safe and fiscally responsible manner, the following policies and procedures are required for the production and management of large scale concerts and entertainment events on campus.

1. Appropriate attention must be paid to the personal safety of all in attendance as well as the security of campus facilities and properties.
2. Attention must be paid to the sound fiscal management of all Major Events.
3. All funds received and expended in the production and management of any Major Events shall be accounted for through appropriate University accounting procedures.
4. Management requirements related to the use of any and all University facilities are continuous. The nature of Major Events suggests logistical and public welfare issues of large dimension that must be closely supervised by the appropriate administrative agencies and authorities.
5. No Major Events that result in the personal profit of any individual (other than a University recognized promoter) will be allowed.
6. SEE is designated as the sole student organization responsible for hosting promoter events.
7. The Student Government Association shall employ a full-time advisor under the advice, consent, and supervision of the Vice President for Student Affairs or her/his designee to insure, on behalf of SEE, successful program offerings and compliance with the policies and procedures of this document.
8. Off-campus advertising may be used only by SEE in the promotion and marketing of Major Events.
9. Other student organizations and University departments may also sponsor Major Events but only in accordance with the specific approval of the Vice President for Student Affairs or his/he designee.
10. Major Events must have fully executed contracts before the individual or group renders service. Fully executed is defined as a document bearing the signatures of both the artist and the University Office of Procurement, the President's Office, or their designee.
11. Security for Major Events must be coordinated with the University Police. Final authority for the safety of individuals on campus rests with the University Police; therefore, they must be involved in all stages of the planning process.
12. University facilities shall not be used for charity events. Charity events are those events intended to raise money for other than the expenses of the sponsoring group or for the support of other University activities. Registered student groups may conduct a benefit event for the purpose of the organization or educational mission.
13. Benefit events may not be organized for the private profit or gain of any member of any student group or organization.

The following descriptions are provided in an attempt to identify various scales of magnitude for concerts which might occur on campus. Any specific criterion may be used as sufficient cause to classify a concert in a different category as needed to ensure appropriate safety, security, and other factors are managed adequately for an event. The final judgment regarding the scale of the concert rests with the Director of the Adele H. Stamp Student Union – Center for Campus Life or his/her designee in consultation with appropriate University personnel.

Large Concerts. In general, a large concert will have an anticipated attendance of 5,000 or more attendees, a performance contract cost of over \$15,000, and will feature established performers with a national reputation.

Medium Concerts. In general, a medium concert will have an anticipated attendance of 1,200 to 5,000 attendees; a performance contract cost of \$5,000 to \$15,000, and will feature performers with a regional or national reputation. The group or individual is considered "up and coming".

Small Concerts. In general, a small concert will have an anticipated attendance of less than 1,200 attendees, a performance contract cost of less than \$5,000, and will feature performers with a limited following.

Small concerts may be sponsored by any established, registered student organization or any academic or administrative unit. The SEE Advisor and/or the Assistant Director for Student Activities responsible for contract review must sign off on the approval of concerts not sponsored by SEE or an academic or administrative unit to ensure the concert is indeed of limited scope and size. All medium concerts must either be sponsored or co-sponsored by SEE. All large concerts must be sponsored solely by SEE. Along with this assignment of authority for medium and large concerts goes the accountability to the University and students.

1. The University will notify the City of College Park in advance of all small, medium, and large outdoor concerts using amplified sound as part of the reservation process coordinated in the Stamp Event Services office. When the event is a large outdoor or large indoor concert, University staff members working with the event will alert City administrative staff at least 30 days in advance of the event.
2. The University Police will notify Prince George's County Police, Fire, and all appropriate public safety agencies of all large concerts held on campus.
3. The Art Attack concert and all other large outdoor concerts will be held in the Maryland Stadium in coordination with the Department of Intercollegiate Athletics and the Clarice Smith Center for Performing Arts. Small or medium outdoor concerts will be held in appropriate sized outdoor venues for the anticipated crowd and noise amplification.
4. Indoor concerts will be held in appropriately sized venues for the anticipated crowd with public safety being the primary concern used in determining that venue. Medium and large indoor concerts will require a system of ticket distribution and gated access to control the crowd attending the event.
5. In general, campus concerts are offered primarily for the enjoyment of students, faculty, and staff of the University. Therefore the targeted proportion of non-campus versus campus attendance will be no greater than 50/50 for most concert events. Exceptions may be made, such as for the City of College Park Independence Day concert and Maryland Day, depending upon unique circumstances, but campus facilities and resources should primarily support campus events.
6. For large concerts, special steps will be taken to target this proportion through the control of ticket distribution and access via venue entrances.
 - a. Access to ticket distribution to favor student participation will include a combination of efforts related to the timing of releasing tickets to non-students, price differentials for non-students, and limitations on advertising as appropriate. For example, tickets may be made available to students and faculty/staff in advance of a general release to the public with no more than two tickets permitted per University ID. Then remaining tickets equaling no more than the number sold to students and other campus personnel could be released more broadly.
 - b. Access to the event will be limited to ticket holders only.
7. For all medium and large concerts sound will be monitored at designated locations at the edge of campus with decibel meters owned and operated by University staff. Readings will be taken before the start of the concert and during the event. Information gleaned from these readings will be relayed back to the concert sound control point for volume adjustment as appropriate.

8. There will be no more than 12 medium-sized concerts and no more than 2 large outdoor concerts per semester.
 9. In cases where it is clear that sound disturbance is not at issue, exceptions may be made to this policy by the Director of the Adele H. Stamp Student Union – Center for Campus Life or his/her designee. Such approval will be predicated upon the event sponsor’s understanding of and willingness and ability to comply with these guidelines.
 10. Contracts with performers will carry provisions which specify that volume control will be at the discretion of the event sponsor in compliance with institutional policies and may be monitored and adjusted as needed by the institution. Contracts with performers will also indicate the required starting and ending time for the concert.
 11. All concerts and major entertainment events held in the Adele H. Stamp Student Union – Center for Campus Life are required to use the ticketing services of the Stamp Ticket office to insure that attendance is limited to the approved occupancy capacity as determined by the University Fire Marshal.
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CO-SPONSORING

The Stamp encourages collaborations and co-sponsorship's with other organizations within the university community and non-university entities based upon the following criteria. Violations to this policy may be considered “Fronting”.

1. Student Organizations
 - a. The student organization is required to serve as the primary contact for the event and will take on all responsibilities associated with being the primary contact.
 - i. The student organization must be registered and in good standing with the Student Organization Resource Center (SORC).
 - ii. The student organization must be in good standing with the Event & Guest Services Office.
 - iii. The student organization will be the only party authorized to communicate with the Event & Guest Services Office regarding the event.
 - iv. The student organization will be responsible for all financial and legal liabilities associated with the event.
 - v. The student organization will be required to follow all event policies and procedures.
 2. University Departments
 - a. The university department is required to serve as the primary contact for the event and will take on all responsibilities associated with being the primary contact.
 - i. The university department will be the only party authorized to communicate with Event & Guest Services regarding the event.
 - ii. The university department will be responsible for all financial and legal liabilities associated with the event.
 3. Stamp Departmental Units
 - a. The Stamp departmental unit will serve as the primary contact for the event and will take on all responsibilities associated with being the primary contact.
 - i. The Stamp departmental unit will be the only party authorized to communicate with the Event & Guest Services regarding the event.
 - ii. The Stamp departmental unit will be responsible for all financial and legal liabilities associated with the event.
 4. Sponsor Limitations
 - a. University departments and registered student organizations may co-sponsor campus events with corporations or commercial businesses, as outlined in this policy and in compliance with other university policies and procedures.
 - b. Events co-sponsored by corporations should be intended primarily for the campus community. They should be consistent with the university's identity as an educational institution as well as serving to enhance and expand upon currently available university events.
 - c. Programs or events intended for the purpose of profit-making by corporate co-sponsors will not be permitted.
 - d. The campus sponsoring organization must assume complete responsibility for the program, including the nature of the event, planning and implementation of the event, maintenance of facilities, and legal liabilities. This includes having the organization’s primary event contact present during the event.
 - e. No alcohol or tobacco products may be contributed or advertised.
 - f. Corporate entities may co-sponsor campus events via monetary contributions or provision of products/services necessary for the success of the planned event. Such contributions will be viewed as donations to the campus sponsor and will incur no reciprocal obligations other than those agreed upon by that organization and approved by the university. Products contributed must be compliant with all University of Maryland exclusive contracts and partnerships.
 - g. All profits realized from any co-sponsored event must be directed to the campus sponsoring organization or the charitable organization designated by the campus sponsor in compliance with Federal, State, Local, and University financial procedures.
 - h. The Stamp Event & Guest Services Office reserves the right to deny any sponsorship that conflict with University of Maryland contracts, sponsorships, policies, and procedures.
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DEADLINES

The Stamp Event & Guest Services sets specific deadlines to ensure that sufficient time is allotted for event needs.

1. Notification
 - a. Clients will receive written notification of event requirement deadlines via the Stamp Event & Guest Services Agreement, on Event Confirmations or in eCalendar Event Summary

b. Deposit and final payment reminders are sent as a courtesy. Failure to receive or read these courtesy reminders does not negate a client's responsibility to meet due dates. It is your responsibility to submit payments and all other requirements by the due dates indicated in your eCalendar account or on your agreement.

2. Business Days

- a. Days in which the Event Services Office is open for business Monday through Friday 9:00am - 5:00pm.
- b. This does not include federal, state, and university holidays, and university closures.

3. Violations

a. The Event & Guest Services Office reserves the right to cancel or may not be able to guarantee requested services for any events in which the client has not met required deadlines.

DECORATIONS

The Stamp recognizes the importance of having the proper decor for a successful event. However some decorations can be damaging to the facility and/or its equipment. The Stamp defines decorations as something used for [decorating](#), adornment, or embellishment. This includes but is not limited to pictures, posters, paper products, and lighting.

1. Clients/guests will be charged cost of repairs resulting from use of any decoration.
2. Decorations/displays must be free standing. Nothing may be affixed in any manner to any surface, including the floor. Expressly prohibited is: nailing, tacking, taping materials to painted surfaces, glass surfaces, woodwork; or fastening display materials to draperies, light fixtures, and/or ceiling.
3. Keep doorways, halls, and stairs unobstructed by decorations.
4. Candles or any open flames are strictly forbidden, no exceptions.
5. Absolutely no hanging materials from the fire sprinkler system.
6. Any decorations not made of flame proof material must be approved in advance by University Fire Marshal. (<https://www.des.umd.edu/fire/>)
7. Any painting and/or construction of decorations/displays in the Stamp must be approved in advance.
8. Arrangements for lighting effects must be approved in advance with the Event & Guest Services Office.
9. All light bulbs over 60 watts must be at least 5" away from any surface. Also, special decorative collars are not allowed at the neck of a bulb in any electrical socket, as they present a fire hazard.
10. Water fountains or pools are not permitted.
11. All decorations/display material must be removed immediately after the function. Failure to do so will result in disposal of all items left behind and a labor charge assessed to the sponsoring organization.
12. Whenever there is a question on the use of something not listed above, it is the sponsoring organization's responsibility to review with the Event & Guest Services Office.
13. If damage or loss occurs to the Stamp facility, its furnishing and/or equipment the group responsible for the reservation will be liable for \$25 hourly excessive cleaning/damage charge (plus material costs if applicable). Excessive cleaning and damages include (but are not limited to): Removal of tape, gum, glitter, confetti, food/beverage stains; removal/disposal of balloons, leftover food not in trashcans or bags; repair of furniture, fixtures, floors, walls, ceilings, windows.

DEMONSTRATIONS / LEAFLETING / EXPRESSIVE ACTIVITY

[UMD Policy and Procedures for the Use of Facilities and Outdoor Spaces \(VI-4.10\(A\)\)](#)

1. General Provisions

- a. The University of Maryland supports the right of individual students, faculty, staff and student organizations to demonstrate and leaflet, provided such activities do not disrupt normal activities or infringe upon the rights of others. Except as authorized in section II of VI-4.10(A), University of Maryland Procedures for Use of Physical Facilities, persons who are not members of the university student body, faculty or staff may participate only upon the invitation of a bona fide student, faculty or staff member engaged in such activity.
- b. The university will not condone behavior that violates the freedom of speech, choice, assembly, or movement of other individuals or organizations. In short, responsible dissent carries with it sensitivity for the civil rights of others.
- c. Accordingly, the university will take whatever steps it deems necessary to:
 - i. Protect the right of any individual or organization to demonstrate and publicly proclaim any view, however unpopular; and
 - ii. Protect the freedom of speech, assembly, and movement of any individual or group that is the object of the demonstration.
- d. The following guidelines apply to all demonstrations, rallies, leafleting and/or equivalent activity:
 - i. Persons may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way on streets and sidewalks must be maintained.
 - ii. Persons may not block or otherwise interfere with ingress and egress into and out of campus buildings.
 - iii. Persons shall not obstruct, disrupt, interrupt or attempt to force the cancellation of any event or activity sponsored by the university or by any users authorized to use university facilities.
 - iv. Persons shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.
 - v. Persons shall comply with the directions of a university official acting in the performance of his/her duty.

- vi. Classes or other scheduled activities shall not be disrupted.
- vii. Use of public address systems and amplified sound will not be permitted without prior approval from Stamp Event & Guest Services.
- e. Where an invited speaker is the object of protest, persons may demonstrate and/or leaflet outside the building where the speech is taking place. Persons who wish to enter the building must do so as members of the audience and must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending persons being asked to leave. Signs, placards or similar paraphernalia associated with a demonstration will not be carried into the building.
- f. The safety and wellbeing of members of the campus community collectively and individually must be protected at all times. The university maintains the right to define the time, place and manner in which activities occur on campus. Stamp Event & Guest Services will identify appropriate spaces for planned and spontaneous demonstrations.
- g. University property must be protected at all times.
- h. In accordance with Maryland Annotated Code, Section 26-102 of the Education Article, persons on university property may be required to provide identification and evidence of qualification to a university official upon request. Evidence of qualification means evidence that the person is a bona fide, currently registered student, staff or faculty member at the institution or has lawful activity to pursue at the university.
- i. Persons engaging in activities on university property are subject to and expected to comply with all applicable university policies and procedures.
- j. Student organizations sponsoring or organizing demonstrations, rallies, leafleting or equivalent activities will be held responsible for compliance with this policy. Student organization sponsorship in no way relieves participating individuals of responsibility for their conduct. Each individual participating in a demonstration or equivalent activities, whether sponsored or not, is accountable for compliance with the provisions of this policy as well as the Code of Student Conduct. Complaints of violation of this policy may be grounds for disciplinary action against individuals and/or the sponsoring or participating student organizations and their officers.
- k. Although persons who are not members of the university student body, faculty or staff may participate in demonstrations, rallies, leafleting or equivalent activities upon invitation by a bona fide student, faculty or staff member engaged in such activity, all non-university participants are obligated to the terms of this policy. Persons who invite non-university participants may be held accountable for such participant's compliance with this policy. In addition, since non-university participants are not subject to university discipline procedures, their failure to comply with this policy may result in appropriate action under State and Federal law.

2. Special Guidelines for Scheduled Demonstrations

- a. Recognized university organizations, full or part-time students and current employees of the university who wish to schedule a demonstration, rally or equivalent activity, may request the space through the regular reservation procedure. Any such request must be made no less than one (1) business day in advance of the activity. Stamp Event & Guest Services will respond promptly to any reservation request. In the event a request is denied, an appeal may be made to the Vice President for Student Affairs who shall respond promptly to any such appeal. Demonstrations will be permitted at the following locations, unless another university department or organization has previously reserved the space:
 - i. McKeldin Mall
 - ii. Hornbake Plaza
 - iii. Adele H. Stamp Student Union (South East Plaza) for literature distributions
 - iv. Nyumburu Amphitheatre
- b. Demonstrations may be held at other locations on campus with the approval of the Vice President for Student Affairs or her/his designee on a first-come, first-serve basis after an assessment that such demonstrations will not otherwise interfere with scheduled university use or fail to comply with the guidelines applicable to all demonstrations.

3. Special Guidelines for Unscheduled Demonstrations

- a. It is the intent of this policy to ensure that all demonstrations on campus occur with minimal threat to the safety and security of persons or facilities through proper planning and scheduling. Occasionally, an event may occur which demands immediate public outcry, and it is not the intent of this policy to limit students' rights to protest such events.
- b. Unscheduled demonstrations, rallies, or equivalent activities may be held by recognized university organizations, full or part-time students and current employees of the university in the areas defined above, provided that the activity does not interfere with any functions for which that space has been reserved in advance.
- c. However, it is inappropriate for events that have been planned to circumvent the policies by claiming to be spontaneous. In deciding whether a demonstration is spontaneous or planned the university may consider any relevant evidence, including (a) whether signs or placards used at the demonstration were commercially produced, (b) whether participants used amplification equipment, (c) whether security was alerted, or media contacted, substantially in advance of the demonstration, or (d) whether other circumstances demonstrate advance planning by one or more organizers.

4. Special Guidelines for Small Demonstrations

- a. Demonstrations or equivalent activities by ten (10) or fewer students, faculty or staff may occur at any outdoor area without advance reservation. Except with respect to location, such demonstrations are subject to the same policy guidelines applicable to larger demonstrations. Accordingly, the university encourages all persons planning a demonstration or equivalent activity to call or visit Event & Guest Services to discuss those policy guidelines and how they might apply to the demonstration being planned.

5. Special Guidelines for Leafleting

- a. University students, faculty and staff may distribute, without registration or advance approval, non-commercial announcements, statements or materials in any outdoor area of the campus, the use of which is not otherwise restricted or scheduled. Persons distributing such materials are expected to refrain from littering and may be held responsible for costs incurred as a result of littering. Distribution is defined as individuals handing materials to other individuals who may accept them or refrain from receiving them. Leaving materials unattended on a surface to be picked up is considered littering, not distribution. For purposes of this provision, announcements, statements or materials pertaining to the sale of goods or services authorized by the university administration are considered non-commercial.

6. Special Guidelines for Parades

- a. Demonstrations in the form of parades on streets may be conducted with the specific approval of route and time. Approval must be secured two (2) business days in advance of the event from the University Police Department. Application is made through the Stamp Event & Guest Services Office.

1. Event Charges

- a. Student Organizations are required to pay a non-refundable deposit in the amount of 25% of the total room rental ten business days after an event request has been approved by the Event & Guest Services Office or ten (10) business days prior to the event date, whichever comes first.
 - i. In the event that the deposit is not received within ten business days of the event request being approved, the event request will be canceled.
 - ii. Events booked and approved by the Event & Guest Services Office with less than ten (10) business days prior to the event date must be paid in full the next business day.
 - b. University Departments will be charged a non-refundable deposit in the amount of 25% of the total room rental charge within ten (10) business days of the event being approved by the Event & Guest Services Office, or ten (10) business days prior to the event, whichever comes first.
 - i. Event cancellations must be received in writing within ten (10) business days of the event request being approved in order for the deposit not to be charged.
 - ii. Deposits will be applied to the departments KFS account unless otherwise requested
 - c. Stamp departmental units will not be required to pay a deposit.
 - d. Non-University Clients are required to pay a non-refundable deposit in the amount of 25% of the total room rental ten (10) business days after the event request has been approved by the Event & Guest Services Office.
 - i. In the event that the deposit is not received within ten business days of the event request being approved, the event request will be canceled.
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DISPLAY CASES

Registered student organizations and university department clients may reserve three-dimensional display cases (58" wide x 46" high x 10" deep) located in the Stamp, at no charge, to promote their organization or department and events.

1. Clients must use the Stamp eCalendar to reserve a display case and follow the guidelines and limitations outlined in the Stamp eCalendar Terms and Conditions:
 - a. Reservations may have up to 10 bookings, with a limit of 1 booking per day, and only twice a semester.
 - b. The name of the organization must clearly be displayed.
 - c. Items can be installed after 8:30am on the first day of the reservation, and must be removed by 10 pm on the last day of the reservation. To gain access, the individual that made the reservation must stop at the Information Desk to have it unlocked. Please bring your confirmation with you.
 - d. Cases unused at the end of the second reserved day will be forfeited and Event & Guest Services may reassign the space.
 - e. Only tacks and staples may be used to fasten displays.
 - f. All items not claimed three business days after the conclusion of the reservation will be disposed. Stamp is not responsible for stolen or damaged materials.
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DONATIONS

The Stamp supports the community service efforts of registered student organizations and university departments by offering various donation collection opportunities. Non-University entities are not allowed to solicit donations in the Stamp or any other campus location managed by the Event & Guest Services Office.

1. Collection Bins
 - a. Collection Bins or the use of collection bins must be requested through the Stamp eCalendar.
 - b. The Stamp offers official donation collection bins for use by student organizations and university departments for the purpose of collecting non-perishable items.
 - c. Use of alternative collection bins must be approved by the Guest Services Manager prior to being placed in the Stamp. The Guest Services Manager's office is located adjacent to the Stamp Information Desk located in the main lobby.
 - d. Bins can only be placed in the Stamp main lobby.
 2. Food and Beverages
 - a. To comply with the university's contract with Pepsi, any beverages and/or snacks donated by outside sponsors must be produced or distributed by Pepsi Cola and be provided in pre-packaged portions.
 - b. Student organizations and university departments must provide a list of donated products to the Event & Guest Services Office at least ten (10) business days prior to the event.
 - i. All donations must be approved by University Department of Dining Services.
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eCALENDAR

The Stamp eCalendar is the official scheduling system for the Event & Guest Services Office.

1. Registered Student Organizations are required to use the eCalendar to make event reservations.
 - a. Student organizations members must register for an account through OrgSync in order to gain access to the eCalendar.
 - i. No more than 3 members of a student organization may have access to the eCalendar at one time.
 - ii. Only the president of the student organization can authorize which members will have access to the eCalendar.
2. University of Maryland Departments must use the eCalendar to make event reservations.
 - a. University department staff persons must register for an account to gain access to eCalendar.

- i. Only the head of a university department (director, dean, vice president) can authorize staff persons to have access to the eCalendar and make event reservations on behalf of the department.
 3. Non-University Clients should use the eCalendar to submit event requests online.
 - a. Non-University users must use the guest user login feature to access the eCalendar.
 4. Event Scheduling Options.
 - a. Users are assigned Event Scheduling Options when accounts are created based upon their affiliation with the university/Stamp.
 - i. Options are unique and provide users with specific access and limitations to campus spaces.
 - ii. Access and limitations are identified on the introduction page of each event option.
 - b. All Event Scheduling Options have Terms and Conditions that must be agreed to by the user prior to submitting an event request.
 - i. Agreeing to the Terms and Conditions binds the user and the organization or department they represent to the contractual and financial obligations associated with the event.
 - ii. The Stamp reserves the right to update Terms and Condition at any time.
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EVENT TYPES

The Stamp classifies events based upon the following definitions

1. Banner
 - a. A sign that is professionally produced and that is hung in the Stamp over the railing of the north atrium on the ground level.
2. Booth
 - a. Small fixed display tables provided by the Stamp located at the north end of the food court.
3. Breakfast/Brunch
 - a. A morning sit down meal that will require a banquet style set up.
4. Class
 - a. A meeting of a group of students for instruction in an academic or non- academic area of study.
5. Concert
 - a. A musical performance in which a number of singers or instrumentalists, or both, participate.
6. Conference
 - a. Official assemblies of a group of people of like professions, intentions and/or interests for the purpose of education and sharing of ideas.
7. Cultural Event
 - a. Events or activities that cater to or are marketed toward a specific group of persons based upon ethnicity, gender, religion, belief or gender identity.
 - b. Events or activities that are designed to educate the public on the nature of a specific group of persons from a specific ethnicity, gender, religion, belief or gender identity.
8. Dinner
 - a. An evening sit down meal that will require a banquet style set up.
9. Display Case
 - a. Locked display cases located on the ground and first level of the Stamp used for the purpose of displaying student organization, university department, and/or Stamp departmental unit paraphernalia and other marketing items.
10. Fair
 - a. An event with multiple vendors, displays or presentations in one room.
11. Flash Mob
 - a. A large public gathering at which people perform an unusual or seemingly random act and then disperse, typically organized by means of the Internet or social media.
12. Lecture/Speaker
 - a. An event in which a featured speaker will be formally speaking before an audience.
13. Luncheon
 - a. A formal or informal lunch held in connection with a meeting or other special occasion requiring a banquet style set up.
14. Meeting
 - a. A gathering of a group or multiple groups to address formal business meeting pertaining to the group(s).

15. Movie/Film
 - a. An event in which a motion picture will be viewed by a group of people.
16. Other
 - a. An event that does not fit into any of the event types listed.
17. Outdoor Table-Stamp
 - a. A table located in the designated area outside of Stamp for the purpose of authorized marketing and sales.
18. Party
 - a. A social gathering open to UMD and Non-UMD guests in which in a DJ or live musical performer will be the primary entertainment and the majority of attendees will not be seated.
19. Performance/Play
 - a. A dramatic or other form of performance entertainment presented before an audience.
20. Private Event
 - a. An event that the client does not wish to be publicized.
21. Reception
 - a. A function or occasion when persons are formally received by the public.
22. Set Up-Out of Service
 - a. Activities directly related to building operations that require a room to not be available due to extensive maintenance or event set-up requirements.
23. Show/Competition
 - a. A performance for the purpose of entertainment and/or competition
24. Social
 - a. A gathering intended for specific invited guests that does not fall into any other event type.
25. Wedding Reception
 - a. A function or occasion when a wedding party is formally received by the public.

EXTENDED BUILDING HOURS

In an effort to support new and creative events and activities that Stamp does allow for student organizations, university departments, and non-university clients to have events that extend beyond the posted building hours, for an additional fee.

1. Clients must request to have their approved events take place beyond posted building hours at least ten (10) business days prior to the event.
 - a. All requests for extended building hours must be submitted in writing to the assigned Event Coordinator via email.
 - b. All requests for extended hours are subject to the approval of the Assistant Director of Event & Guest Services or his/her designee
 - c. Student organizations will pay a \$50 hourly fee, and university departments and non-university clients a \$100 hourly fee for extended hours.
2. Extended building hours will not exceed Sun - Thurs: 7am - 12am and Fri - Sat: 7am - 3am.
 - a. Events must be scheduled to end prior at least 30 minutes prior to the closing of the building to ensure that there time for the host to clean up and to give all guests time to exit the building prior to building closing.
3. The Stamp only guarantees a Building Manager or an Event Services Assistant will be provided as staff during extended building hours.
 - a. Additional staffing may be required based on the magnitude of the event. Additional staffing includes but is not limited to Housekeeping, Maintenance, Dining Services, , Event Support, and IT.
 - b. During extended building hours clients will only have access to the rooms that have already been reserved.
 - c. Access to common areas is not guaranteed and is subject to approval.

FLYERS / POSTINGS / SIGNAGE

The Stamp Information Desk staff maintains the flyer rack located next to the Information Desk located in the main lobby of the Stamp. The Guest Service Manager must approve all advertising materials. Please see the Guest Services Manager at Information Desk for more information

There is one (1) public bulletin board located on the basement level of the building (across from Studio A). The board is periodically cleared of out-dated materials.

There are building maps installed inside at every major pedestrian entry point to the building.

There flat screen monitors located at major pedestrian entry points, and other locations in the building with digital floor maps, a staff directory, and a listing of the day's events in Stamp. The information is available in multiple languages.

There are electronic signs outside each meeting room that display the event and event times from the reservation software

The following types of signs are prohibited in and around Stamp:

- Signs that are taped, stapled, tacked, or affixed to walls, doors, windows/glass, bannisters/handrails, columns
- Free standing or staked signs in the lawn, planting areas, sidewalks, and/or patio areas surrounding Stamp

FRONTING

1. Individual students and/or employees of the university may not reserve space for commercial purposes.
2. Student organizations may not act as agents for university departments, off-campus persons or organizations in order to receive discounted student organization rates for use of space.
3. University departments may not act as agents for off-campus vendors or organizations to receive discounted department rates for use of space.
4. Student Organizations, University Departments and Non-University clients may not reserve space for individuals or organizations that are not directly involved with the event or the requesting organization.
5. Any student organization, university department, or non-university client that violates this policy is subject to sanctions, including paying for the space at the highest appropriate rental rate, or having the event cancelled.
6. Also refer to the Co-Sponsoring section of this policy manual.

FUNDRAISING

1. Solicitations
 - a. Sales and/or solicitations by university departments and recognized student organizations are viable on campus fundraising opportunities. Soliciting funds for sponsored events or charitable organizations is encouraged. However, off-campus vendors may not sell, solicit, market, and/or promote retail or corporate businesses.
2. Concessions/Sales/Distribution
 - a. Student Organizations and University Departments
 - i. May reserve a Stamp Outdoor Table for the specific purpose of fundraising through the sale of items.
 - ii. Booth space in the Stamp Food Court may also be reserved (for a fee) for fundraising activities with the exception of the sale of food or tickets.
 - iii. Campus organizations may sell (or distribute) items which fall into one of the following six (6) categories:
 1. Homemade baked goods produced by the organization that do not require heating or cooling in order to be served (cupcakes, brownies, cookies, cakes, candies, doughnuts, etc.)
 - a. Baked goods should be individually wrapped. Plastic bags and plastic wrap are acceptable. A label must be on each individual package with the following information in 10pt font or larger: Product name; Ingredients in descending order; Allergen information (Milk, Eggs, Fish, Shellfish, Tree nut, Peanuts, Wheat, Soybeans, Sesame).
 - b. Pre-packaged, non-perishable, sealed beverages and snacks such as Aqua Fina Water, Dole Fruit juice, Frito Lay potato chips, etc. are allowed. Commercially produced donuts (Krispy Kreme, Dunkin) must be served by individuals wearing hats/hair coverings, and wearing food service gloves, and using food contact utensils.
 - c. Food items containing custards, meats, cheese, rice, alcohol, ice, and any other foods that require cooling to less than 41 F degrees F or heating to more than 135 F degrees to be served safely requires a Temporary Food Service Permit from the PG County Health Department ([PG Health Dept](#))
 - d. Food items that are considered to be in direct competition with Dining Services sales are prohibited.
 - e. Other food items or food items produced by other vendors for resale must be approved by the Prince George's County Health Department. A valid Temporary Food Service Permit must be presented to the Stamp Event & Guest Services Office before the event request will be confirmed and prior to the start of the event. Information pertaining to PG County Health Permits can be found at [PG Health Dept](#)
 - f. Beverages must be manufactured or distributed by Pepsi. This does not apply to hot chocolate, freshly brewed coffee or tea, or bottled water in containers larger than 1-gallon. [Complete Pepsi product list](#)
 - g. Proper food handling precautions must always be taken including use of food serving utensils, gloves for anyone handling food, and hair coverings.
 2. Items must be directly related to the organization's mission or goals (i.e., apples sold by the agriculture club, plants sold by the horticulture club, etc.)
 3. Items promoting school spirit (buttons, balloons, etc.) as long as all items are in full compliance with University licensing policies. <https://omc.umd.edu/licensing/>
 4. Holiday sales (candy/flowers for Valentine's Day or candy for Halloween)
 5. Items promoting a group or event (t-shirts with group or event name)
 6. Items not produced by the organization but related to the organization's mission or to promote school spirit must be purchased outright by the organization for re-sale. All items promoting school spirit must be in full compliance with University licensing policies <https://omc.umd.edu/licensing/>
 - iv. The Event & Guest Services Office reserves the right to review the contractual agreements between any vendor and student organization before approving the concessions request.
 - v. All sales must be conducted by current members of the organization. Non-members and non-students are prohibited from participating in student organization concessions.
 - vi. Tables set up for concession sales must display a sign indicating the organization's name, item or items being sold, and prices. Members conducting concession sales (or distribution) must bring their UMD ID cards to the location of the sale, as well as a copy of their Stamp Confirmation.

vii. To solicit money for charities, members of the student organization are required to provide proof that the money will be submitted to the charity. A representative of the charity must write a letter verifying their knowledge of the event and its intent. This letter must be received in the Event & Guest Services Office five (5) business days before the event.

viii. All fundraisers must leverage the use of electronic money exchange (e.g. Venmo, Zelle, etc.) instead of collecting cash. Collecting cash funds could result in a need to have UMPD or other university approved security present to prevent theft.

ix. If a Temporary Food Service Permit and/or PG County Special Event Permit are required for an event, all permits must be submitted to Event & Guest Services prior to receiving a confirmation and prior to the event. The sponsoring organization is responsible

x. Only University Departments can arrange for Food Trucks to come to campus. The department must have a fully executed Right of Entry Agreement signed by the appropriate Vice President. In addition, all PG County Health Department policies must be followed and permits obtained.

b. **Non-University organizations are not allowed to sell or promote any merchandise or services on the UMD campus.**

3. Raffles (an other gaming activities)

The following is a general summary of the State of Maryland and Prince George's County laws for obtaining a permit to conduct a raffle or other gaming activities (bingo, silent auctions, pull tabs, etc.) The County refers to these activities as a Benefit Performance. The term raffle refers to one or more drawings from a single series of chances sold by means of chance tickets. More information can be found [here](#). Guidelines include the following:

- a) A raffle may be conducted by a charitable foundation that:
 - i. Is exempt from taxation under 501©(3) of the Internal Revenue Code;
 - ii. Is affiliated with a professional football team that plays its home games in Prince George's County; and
 - iii. Has an office and conducts operations in Prince George's County.
- b) A permit is required before conducting a raffle. Permits are issued through the Prince George's County. Additional information on Benefit Performance permits can also be found [here](#).
- c) Raffles are permitted in Prince George's County; however they require a permit prior to holding them.
- d) The organization must be a non-profit to be eligible to apply for a permit. Proof of non-profit status is required. Proof may include a copy of a written IRS ruling indicating the non-profit status of the organization.
- e) A permit is not required if the cumulative value of the prizes is \$199 or less. Keep in mind, even if the prizes are donated, they still have a (market) value.

INSURANCE

Student Organizations and non-university clients may be required to obtain liability insurance for events deemed to involve risk or liability to university students, personnel, facilities, equipment or community members. It is important to note that student organizations **are not** covered by the University's general liability insurance.

1. Review

- a. All events are reviewed by the Stamp Event & Guest Services Office for potential liability to the university.
- b. Events that are deemed to have any liability to the university are forwarded to the University Risk Management Office for review. The parameters that can affect the need for a client to have liability insurance, include:

Size of the event

Food approved from a non-university vendor

Event involving any non-university vendors

Events involving sports or physical activity

Events that could result in property damage

Events involving animals

Walk/Run events

Events with a non-university speaker/performer

Events advertised to the general public

Event involving minors (under age 18)

Events that require UMPD or other security

2. Requirements

- a. The acceptable form of this documentation is a certificate of insurance showing evidence of general liability insurance to cover the event and use of University facilities.
 - i. The certificate of insurance must provide a minimum of \$1 million in coverage limits
 - ii. The certificate of insurance must include the University of Maryland as the certificate holder and as an additional named insured for the event and use of facilities.

iii. The certificate of insurance should be sent two weeks prior to the event to: University of Maryland, DES-Risk Management, 3115 Chesapeake, College Park, MD 20740

3. T.U.L.I.P.

a. Student Organizations, University Departments and Non-University Clients may purchase liability insurance coverage through the Urmia Tenants User Liability Insurance Program <https://essr.umd.edu/risk/tulip-tenants-and-users-liability-insurance-policy>.

LOST AND FOUND

The Information Desk handles lost and found items for the Stamp and the campus. Items found on campus or in the Stamp can be brought to the Information Desk. Call or visit the Information Desk if you have lost an item; you must be able to specifically identify the lost item. In order to retrieve a lost item you must also present a valid UMD ID or government issued ID. Stamp Information Desk: 301-314-3375

The lost and found is emptied at the end of each month. Remaining valuable items are taken to the Campus Police.

The University of Maryland Department of Public Safety houses the overall campus lost and found. To inquire about a lost item please visit the [University of Maryland Police Department website](#) or call at (301) 405-5730.

MEDIA (Filming & Photography)

The University permits filming and photography in public outdoor spaces on campus. News media are not permitted to film or photograph inside any building without explicit permission from University Communications. News media that plan to film or photograph on campus should notify University Communications in advance at mediainfo@umd.edu.

All commercial filming and photography must be coordinated and approved in advance through University Communications [filming application](#). Applications must be submitted at least 10 business days prior to the film/photography date. Questions regarding filming should be directed to filming@umd.edu.

In Stamp, filming and photography is permitted inside individual meeting rooms as long as the event sponsor authorizes these actions. The event sponsor is responsible for informing event participants about filming or photography during events. Individual participants should give consent to be filmed/photographed and to have their image used in the future.

[MOVIE / FILM / SPORTING EVENT LICENSING](#)

If you are planning to show a movie or film in a public venue or anywhere outside a private residence, you must have a license. Use of personal subscriptions to streaming platforms (i.e. Hulu, Apple TV, Netflix, etc...) to show a movie, film, or tv show is not permitted in public venues or any location that is not a private residence. Criterion and Swank are two of the most popular licensing agencies. Licenses typically cost \$300 - \$900. There are some limited special allowances for faculty using films, movies, tv shows as part of an academic course for educational purposes.

Some professional sport leagues (i.e. NFL, FIFA) require licenses to host watch parties in any location that is not a private residence.

Showing a film, movie, tv show, or sporting event without the proper licensing is a violation of copyright laws. Stamp Student Union and all spaces managed by Stamp are considered public venues. We require proof of proper licensing to show a movie, film, tv show, or sporting event.

PARTY

In order to ensure a safe social environment for student organizations and their guests this policy details the responsibility of student organization leaders in the planning of party/social events. A party/social event is defined as a social gathering open to UMD and Non-UMD guests in which a DJ or live entertainment will be the primary entertainment and the majority of attendees will not be seated.

Events with a DJ or live entertainment with a contract value of \$5,000 or higher will need to follow the policy for hosting a concert/major entertainment event.

Providing space for non-university entities to host or sponsor a party/social function on campus that is open to the public is not part of the mission of the Adele H. Stamp Student Union-Center for Campus Life, and therefore will not be permitted.

1. Scheduling

- Clients must submit requests for events through the Stamp eCalendar.
- Requests must be submitted no less than 20 business days in advance. Event requests submitted with less than 20 business days in advance will be denied.
- These events can only be held during the fall and spring semesters when regular classes are in session.

2. Attendance

- Events can be open to both UMD and non-UMD guests
- The attendance break down must include a minimum of 2/3 current UMD students, and a maximum of 1/3 current non-UMD university students
- Events that do not meet the above attendance breakdown will need to follow the policy for hosting a concert/major entertainment event.

3. Pre-Event Meeting

A representative of the sponsoring organization(s) must participate in a pre-event meeting with their Event Coordinator no less than 10 business days prior to the scheduled event to discuss and finalize all event details and logistics.

4. Safety/Security

The student organization event sponsor(s) must select one of the following approved options for their event:

- UMPD and CSC Security
- Stamp Student Safety/Security Team
- Hybrid (a combination of the above listed options)

The selected safety/security option will be responsible for the following elements that include but are not limited to:

- Crowd Management
 - Line Management
 - Bag Checks
 - Venue Safety
 - Access Control
- Ticket & ID Verification and Event Entry
 - Ticket Scanning
 - ID checks
 - Wrist banding (if applicable)

The specific number of staff needed to monitor an event will vary based on the size of the venue space and the number of anticipated participants. All fees for security are the responsibility of the client.

The student organization event sponsor(s) must provide a minimum of two (2) sober event monitors. One event monitor will be stationed outside the event space, and one event monitor will be stationed inside the event space.

5. Ticket Services

- Events must be ticketed, and tickets will be scanned at the door for entry
- All other policies and procedures related to ticket services apply to party/social events
- The number of tickets available cannot exceed the approved occupancy for the specific venue space
- All event participants, including the entertainment and members of the sponsoring student organization(s), must be included in the total number tickets available.
- All ticket sales or ticket distributions must be managed through the Stamp Ticket Office. The student organization event sponsor(s) is responsible for determining event ticket pricing for participants.
- Non-UMD student participants may be asked to enter the name of their university and their student ID number at the time of ticket purchase.

6. Event Entry

- Food and beverages may not be brought into the event space
- Each participant must present a valid university ID along with a valid event ticket for entry
- There will be no re-entry to the event, if a participant leaves
 - Access to restrooms will be provided
- Individuals visibly under the influence of drugs or alcohol or in possession of drugs or alcohol will not be admitted to the event will be required to leave the Stamp Student Union facility.
- No bags will be permitted into the event, with the following exceptions:
 - Bags that are clear plastic or vinyl and do not exceed 12"x6"x12"
 - Quart size, or smaller, clear plastic storage bags (Ziploc or similar)
 - Small clutch bags measuring not more than 4.5"x6.5" with or without a strap/handle
 - The list of prohibited bags and containers includes: purses, backpacks, drawstring bags, fanny packs, luggage, computer bags/briefcases, water bottles, cups, fast food takeaway bags.

Participants should leave unauthorized items at home or in their vehicles. The Stamp Student Union will not safeguard items that are not permitted.

7. Event Logistics

- A stage limited to 8'x12' can be requested for the entertainment
- A limited number of chairs can be requested to be placed around the perimeter of the room to allow guests a place to rest
- Water Station
 - The student organization event sponsor(s) is responsible for the management of a water station for the duration of the event, which includes but is not limited to (re)filling beverage containers, and clean up
 - Event & Guest Services will provide cups, large beverage containers, and access to a water supply
- The student organization event sponsor (s) also have the option of using Stamp approved catering options to provide food and/or beverage options for participants
- Party/Social events cannot be categorized as cultural events eligible for a catering waiver

8. Advertisement

- All advertisements must clearly communicate ticket pricing, college ID required at time of purchase and at the door, and the no bag policy
- All advertising must include the name of the sponsoring organization(s) as it appears in Terp Link
- Advertising should be phrased as "(Sponsoring group name) at the University of Maryland"

PAYMENTS

The Stamp accepts payments in the form of Kuali Financial System (KFS) account transfers, as well as cash, check, credit card, and Internal Service Requests (ISR) account transfers through the Stamp Ticket Office.

1. Student Organizations

- a. Payments using Student Government Association funds must be submitted in the form of an ISR.
 - i. It is the client's responsibility to submit ISR paper work to SGA far enough in advance to ensure that deposit due dates and final payment due dates are met.
- b. Payments using credit cards can be submitted through the Ticket Office or through stampunion.umd.edu/payments/egs.
 - i. Clients must take into consideration that payments submitted through University Tickets can take up to two business days to post to accounts.
 - ii. It is the client's responsibility to make online payments far enough in advance to ensure that deposit due dates and final payment due dates are met.
- c. Payments using a university department KFS must be submitted to the Event & Guest Services in writing from an authorized university staff person.
 - i. It is the client's responsibility to submit required information far enough in advance to ensure that deposit due dates and final payment due dates are met.

- ii. Once a deposit and final payments has been processed it is final. Refunds and re-billing are not permitted because the client wants to change the method of payment.
2. University Departments
 - a. Payments using a university department KFS must be submitted through the Stamp eCalendar at the time of the initial event request.
 - i. Failure to provide KFS information at the time of the initial request may result in the delay or cancellation of services.
 - b. Payments using credit card should not be necessary for a University Department.
 - i. Client must take into consideration that payments submitted through University Tickets can take up to two business days to post to accounts.
 - ii. It is the clients responsibility to make online payments far enough in advance to ensure that deposit due dates and final payment due dates are met.
 - iii. Once a deposit or final payment has been processed it is final. Refunds and re-billing are not permitted because the client wants to change the method of payment.
 3. Stamp Departmental Units
 - a. Payments using a university department KFS must be submitted through the Stamp eCalendar at the time of the initial event request.
 - i. Failure to provide KFS information at the time of the initial request may result in the delay or cancellation of services.
 - ii. Once a deposit or final payment has been processed it is final. Refunds and re-billing are not permitted because the client wants to change the method of payment.
 - b. Payments using credit card should not be necessary for Stamp Departmental Units
 - i. Client must take into consideration that payments submitted through University Tickets can take up to two business days to post to accounts.
 - ii. It is the clients responsibility to make online payments far enough in advance to ensure that deposit due dates and final payment due dates are met.
 - iii. Once a deposit or final payment has been processed it is final. Refunds and re-billing are not permitted because the client wants to change the method of payment.
 4. Non-University
 - a. Payments using credit card can be submitted through the Ticket Office or through stampunion.umd.edu/payments/egs.
 - i. Payments submitted through University Tickets can take up to two business days to post to accounts.
 - ii. It is the clients responsibility to make online payments far enough in advance to ensure that deposit due dates and final payment due dates are met.
 - iii. Once a deposit or final payment as been processed it is final. Refunds and re-billing are not permitted because the clients wants to change the method of payment.
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RAFFLES

Raffles and other gaming events can be allowed, but are governed by the Prince George's County Department of Permitting, Inspections, and Enforcement. Permit requirements and an application information are available [here](#).

A *gaming event* is generally a carnival, bazar, or raffle, and also includes bingo, benefit performances, and any other event at which a gaming device is operated.

Casino Nights are prohibited if there are money winnings or tokens redeemable in money

Organizations that host a *raffle* must be a qualified organization (i.e. non-profit) to be eligible to apply for a permit

- A permit is not required if the cumulative value of the prizes is \$199 or less. *Prizes that are donated still have a dollar value based on their market value.*
- Raffle tickets are not tax-deductable for the purchaser

Requirements for an permit application include:

- The name of the group or organization and a list of the names and address of all officers and directors
 - A complete statement of the purposes and objectives of the group or organization and the purpose for which the proceeds from the raffle will be used.
 - Copy of a written ruling, 501(c) (3) or similar, from the Internal Revenue Service (IRS), indicating the non-profit status of the organization.
 - A list of merchandise and/or cash that will be awarded as prizes
 - An application fee
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REFUNDS

The Stamp will provide refunds on a case by case basis

1. Deposits
 - a. Deposits will be refunded only if services cannot be rendered due to an Act of God or circumstances that are beyond the control of the Stamp or the University of Maryland.
2. Room Charges
 - a. Room charges will be refunded or a portion thereof in the event that the Stamp does not provide services based upon the agreed event specification as indicated in eCalendar or Lease Agreement.
 - b. All requests for room charges to be refunded must be approved by the Assistant Director of Event & Guest Services.
3. Service Charges
 - a. Service charges will be refunded or a portion thereof in the event that the Stamp does not provide services based upon the agreed event specification as indicated in eCalendar or Lease Agreement.

- b. All requests for Service Charges to be refunded must be approved by the Assistant Director of Event & Guest Services.
4. Request for Refunds
- a. Request for refunds must be submitted in writing to the Assistant Director of Event & Guest Services within five (5) business days after the last day of the event.
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SANCTIONS

The Stamp Event & Guest Services department reserves the right to render sanctions against any student organization, university department or non-university client that violates any policies of the Stamp or the University of Maryland.

1. Violation Review
 - a. The Assistant Director of Event & Guest Services will request a Sanction Meeting with the violator within 5 business days of the violation.
 - b. All violations will be reviewed for sanctions by the Assistant Director of Event & Guest Services.
 - c. Sanctions will be issued to violators in writing and/or via email within 5 business days of the Sanction Meeting.
 2. Cancellation of Service
 - a. Events that are already scheduled but have not taken place maybe canceled by the Event & Guest Services Office.
 - i. Charges paid before final payment due date will be refunded provided the cancellation occurs more than five business days prior to the first day of the event.
 3. Fines
 - a. The client (individual or group/department) can be required to pay fines not to exceed the amount of repair or replacement of damaged or destroyed Stamp property.
 - b. The client (individual or group/department) can be charged the full rental rates.
 - c. Fines not paid within thirty days of notice of sanction will result in suspension of service.
 4. Suspension of service
 - a. The client (individual or group/department) will be denied access to the Stamp eCalendar.
 - b. The client (individual or group/department) event requests will be denied.
 5. Appeal
 - a. Appeals to sanctions must be made in writing to the Stamp Advisory Board.
 - b. Appeals must be submitted ten (10) business days after the sanction is issued to the Director of the Adele H. Stamp Student Union – Center for Campus Life.
 - c. The decision of the Stamp Advisory Board is final.
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SECURITY

All events are subject to a security review by the University of Maryland Police Department at the recommendation of the Stamp Event Services Office. Information regarding University Police Department special events policies can be found at http://www.umpd.umd.edu/services/Special_Events.cfm

1. Factors
 - a. Security review recommendations will be determined on a case by case basis based upon location, event times, event history, expected attendance, ticket sales options, history of entertainer or speaker, etc.
 2. Charges
 - a. All charges for security are the responsibility of the client. Security costs associated with events at which an elected official is an invited speaker will be the responsibility of the President's Office. The term "elected official" will normally include United States President and Vice President, Maryland Governor and Lieutenant Governor, representatives to the United States Congress or Maryland General Assembly.
 - b. UMPD generally provides a final bill for the event after it is over. Payment is generally due within 30 days after the event or at the direction of UMPD.
 3. Event Cancellation
 - a. The Event & Guest Services Office and University Police Department reserves the right to cancel any event that poses a security risk to University students, faculty, staff, facilities or equipment.
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SMOKING

The University of Maryland is a smoke free campus. The University of Maryland smoking policy can be found at <https://policies.umd.edu/general-administration/university-of-maryland-policy-on-smoking> Smoking includes: 1. inhaling, exhaling, or carrying lighted tobacco products; and 2. burning vaporizing, or aerosolizing tobacco, nicotine, or any other material or substance to be inhaled.

STAMP FREE EVENTS (Student Organizations)

In an effort to stimulate student sponsored programming within the Stamp student organizations are given a limited amount of events in which the room rental cost is waived.

1. Student Organizations will be allowed 60 hours of free events per fall and spring semesters in Stamp meeting rooms.
 - a. Unused free event hours cannot roll over into the following semester.

- b. Free event cannot be used during summer or winter semesters.
 - c. Colony ballroom, Grand ballroom, Atrium, Calvert, Charles Carroll, Crossland, Prince George's rooms, and the Hoff Theater are not eligible for free events.
2. Free Events are limited to two (2) room setup options: A maximum auditorium set up which includes chairs and one head table OR a cleared room (no furniture). Room furniture must be arranged in exactly the maximum auditorium setup at the end of the event. If the furniture is rearranged the student organization will be charged for use of the room
- a. Requests for a different room set up and/or additional equipment or services will negate this policy and the event will incur all regular room rental charges (tables, coat racks, room dividers, stanchions, easels, sign holders).
 - b. Failure to cancel a FREE room within the normal cancellation deadline, will result in the student organization being charged for the room.
3. Additional equipment (AV equipment and services, linen, pipe and drape, etc.) can be provided at regular student organization rental rates.
4. Student Organizations are permitted to use the reservable spaces in the Stamp for any programs that are permitted within the policies of the Stamp.
- a. All events are subject to review and additional approvals may be required.
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TABLING/VENDING

1. General

- a. Authorized table spaces are located outside the Stamp Student Union at the near the Southeast entry, and three (3) booths located in the Stamp's food court seating area.
- b. A limit of ten (10) bookings per reservation at the outdoor location may be reserved in advance. Only one table per day/per group is allowed between all locations.
- c. Reservation requests are made via the eCalendar.
- d. Additional tables may be reserved as needed, subject to availability.
- e. The group must display a legible sign on the table indicating the name of the organization.
- f. Activity is limited to the table space only.
 - i. Banners, flyers, and signs may not be affixed to the building, ground, benches, trees, or railings.
 - ii. Free standing display items, such as easels or flip charts must be kept directly behind the assigned table space.
- g. Amplified sound or live music is not permitted at table spaces.
- h. Authorized representatives of the registered student organization or university department must staff the table at all times.
 - i. Representatives should be prepared to show identification and a copy of the reservation confirmation upon request by the University Police and/or Stamp employees.
 - ii. Representatives should remain behind or beside the table/booth.
 - iii. Groups must use Stamp provided tables. Use of other tables must be approved by the Event and Guest Services Office in advance.

2. Student Organizations

- a. Registered Student Organizations are allowed to use designated Table/Vending locations for the purpose of marketing their organization to the campus community.
 - i. Stamp Outdoor Table
 - 1. Fundraising is permitted at this location.
 - 2. The Stamp will provide one 3' x 6' table and set it up at the designated space at no charge.
 - 3. Reservation times are limited to 9:00am-5:00pm.
 - 4. Student organizations who do not claim their table within an hour of the reservation time will forfeit their space and the space may be reassigned.
 - ii. Stamp Food Court Booth
 - 1. Rental fee applies for this location.
 - 2. The Stamp will provide one booth at the designated location.
 - 3. Reservation times are limited to 9:00am - 6:00pm.
- b. Student Organizations are allowed to sell products and merchandise in designated locations as outlined in the Fundraising Policy.

3. University Departments

- a. University Departments are allowed to use designated Table/Vending locations for the purpose of marketing their department to the campus community or to promote a program that directly services UMD students
 - i. Stamp Outdoor Table
 - 1. The Stamp will provide one 3' x 6' table which will be set up at the designated space at no charge.
 - 2. Reservation times are limited to 9:00am-5:00pm.
 - 3. Departments who do not claim their table within an hour of the reservation time will forfeit their space and the space may be reassigned.

- ii. Stamp Food Court Booth
 - 1. Rental fee applies for this location.
 - 2. The Stamp will provide one booth at the designated location.
 - 3. Reservation times are limited to 9:00am-6:00pm.
 - b. University Departments are allowed to sell products and merchandise in designated locations based upon the Fundraising Policy.
 - c. University Departments are allowed to sponsor non-university organizations for employment recruitment purposes only.
 - i. The university department must make all arrangements for the non-university organization
 - ii. The university department is responsible for all legal and financial liability
 - iii. the non-university organization is not permitted to sell/market merchandise or services
 - iv. the non-university organization must comply with all other Stamp policies
4. Stamp Tenants
- a. Stamp Tenants are allowed to use designated Table/Vending locations for the purpose of marketing their services to the campus community.
 - i. Stamp Food Court Booth
 - 1. Departmental rental fees apply for this location
 - 2. The Stamp will provide one booth at the designated location
 - 3. Reservation times are limited to 9:00am-6:00pm.
 - b. Stamp Tenants are allowed to sponsor non-university organizations
 - i. the Stamp Tenant must make all arrangements for the non-university organization
 - ii. use of the space must conform to all Stamp and University of Maryland policies.
 - iii. the Stamp Tenant is responsible for all legal and financial liability
5. Non-University
- a. Non University entities are not allowed to independently reserve Stamp tables or vending space. Non- university groups may seek to reserve space through the University Career Center, if appropriate, or discuss sponsorship opportunities with the Stamp Development Coordinator. Non University groups may not sell or promote good or services on campus.

TAXES

- 1. Requirements
 - a. Registered Student Organizations do not share the university's tax exempt status.
 - b. All events taking place on campus in which sales transactions take place are subject to Maryland sale and amusement taxes.
 - c. The University of Maryland is not responsible for filing tax information on behalf of clients ter.ps/mdtax

TECHNOLOGY SERVICES

- 1. The Stamp offers a full array of audio-visual, IT, and technology related services for events held in the Stamp.
 - a. Stamp does not provide technical support or technology equipment outside of the Stamp.
 - b. Technology equipment, sound systems and technical assistance is available for all scheduled events including, but not limited to speakers, concerts, parties, conferences, and cultural events.
 - c. Some equipment requires the use of a dedicated operator which may incur labor charges in addition to the equipment rental.
 - i. Outside (non-university) companies can be hired to provide technical support to an event in the Stamp. The Stamp IT Office must be notified of all non-university vendors no less than 10 business days prior to the event.
 - d. Requests for technology equipment must be submitted via the Stamp eCalendar or in writing to the assigned Event Coordinator
 - i. Requests made with less than 5 business days' notice will incur a 50% late charge.
 - e. The Stamp reserves the right to deny requests submitted less than 5 business days in advance.
- 2. Classroom and Lecture Halls
 - a. For security reasons, access to technology in classrooms is restricted.
 - b. Faculty members are given access to the classroom technology and can request access for others who are officially associated with a course, such as grad assistants.
 - c. Access also is provided to staff that support faculty users or those who maintain and repair the technology.
 - d. For student organizations, access is provided to the faculty or staff member who sponsors the organization but not to the students who are members.

- e. For rooms without installed technology students would need to bring their own equipment.
 - f. Additional information about technology in classrooms can be found at <http://www.it.umd.edu/tc/>
3. Campus
- a. Facilities Management can provide a variety of AV Services, including sound systems, podiums, lighting, generators, etc. A request for services may be placed by phone at (301) 405-2222, or on-line at <http://www.facilities.umd.edu> and click on Request for Services.
4. Memorial Chapel
- a. Customers can request sound equipment for the Chapel through the Chapel office. All of the sound equipment is included in the price of the rental.
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TICKET SERVICES

The Stamp offers ticket services for clients hosting events in the Stamp and other locations at the University of Maryland.

1. General terms
- a. The Stamp Ticket Office is the sole ticket producer and distributor for events taking place in the Stamp.
 - i. Events in which an admission fee is charged must be managed through the Stamp Ticket Office.
 - b. Clients are required to select from one of the ticket sale options offered.
 - i. Ticket sales options can be found at https://stamp.umd.edu/events/event_guest_services/ticket_office
 - ii. Only one ticket sales option can be used per event.
 - iii. Ticket sales options or any part of the sales option cannot be altered after ticket sales have begun.
 - iv. Ticket counts will not exceed the capacity of the venue as indicated by the room set up.
 - v. Set up fees will not be refunded after ticket sales have begun.
 - c. Stamp ticket sales options cannot be combined with any other outside ticket sales systems.
 - d. On-Site scanning service is required for events in which tickets are sold online.
 - e. Clients must provide all required ticket information 10 business days prior to the event in order to receive ticket services. The Stamp Ticket Office will not provide ticket services with partial or incomplete information.
 - f. The Stamp reserves the right to require ticket distribution for events deemed to be potentially problematic due to capacity or crowd management.
 - g. The Stamp reserves the right to cancel events or ticket services for events in which any part of this policy has been violated by the client voluntarily or involuntarily.
2. Sale Period
- a. Clients must pay the complete balance for event charges before ticket sales will begin
 - b. The Stamp Ticket Office will be available for ticket sales during advertised operational hours (http://thestamp.umd.edu/events/ticket_office/about_us)
 - c. Tickets will be sold outside of the operational hours at the client request.
 - i. The Stamp will provide Ticket Office Staff one hour before the indicated doors opening time and one hour after doors opening.
 - ii. Ticket Office Staff can be provided for additional hours at a rate of \$10.00 per hour. Additional hours cannot be requested once ticket sales have begun.
3. Ticket Sales Revenue
- a. Clients may choose to have the revenue collected from ticket sales returned to them in the form of a KFS transfer or a State of Maryland Check.
 - i. The Stamp does not provide cash returns.
 - ii. Ticket Sales Return option cannot be changed once ticket sales have begun.
 - iii. For KFS transfers, clients must provide a KFS number in eCalendar
 - iv. For State of Maryland checks client must provide a non-university mailing address, Federal Tax ID number and submit a completed federal W9 form.
 - v. State of Maryland Check requires a minimum of 30 days processing before it will be mailed
 - b. All ticket transactions are final. The Stamp does not provide refunds or exchanges to patrons. It is the client's responsibility to refund money to ticket purchasers.
 - c. It is the client's responsibility to complete and submit the Admissions and Amusement Tax Notice to Comptroller form to the Comptroller of Maryland. This form can be obtained from the assigned event coordinator.
-

UNATTENDED ITEMS

1. The Stamp is not responsible for personal or organizational items left unattended.
 2. Personal items left in a room associated with an authorized scheduled event will be forwarded to the Stamp Lost and Found immediately after the event.
 3. Items such as supplies, equipment or props will be removed for the room and stored, based upon storage availability, for one business day. Items not claimed will be disposed.
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The official University policy regarding the [Use of Facilities and Outdoor Spaces](#).

Weather Policies

Especially during the winter month, weather may cause unexpected changes in the normal hours of operation for the University and Stamp:

- If the University is closed all events scheduled in the Stamp and other Stamp managed spaces will be cancelled
- If there is a delayed opening for the campus, all events scheduled in the Stamp will start one (1) hour after the campus is open/classes begin.
- If the campus closes early, all events in the Stamp will end one (1) hour before the campus is scheduled to close. If you have an event scheduled and you have any concerns about weather impacting your event, please contact your Event Coordinator.

If you are hosting an event outside, you must have a plan for getting event participants to safety if there is dangerous weather (thunderstorms, tornadoes).

If there is a chance of rain and/or thunderstorms on the day of your event, you need to have a plan for moving your event participants inside for their safety. If you hear thunder during your event there is always a possibility of lightning. When thunder roars, go indoors. There is no safe place outdoors during a thunderstorm or tornado. You should stay indoors for at least 30 minutes and/or until after the storm has passed.



DIVISION OF STUDENT AFFAIRS

ADELE H. STAMP STUDENT UNION CENTER FOR CAMPUS LIFE

Adele H. Stamp Student Union

3972 Campus Drive College Park, MD 20742

[301-314-3375](tel:301-314-3375) · stampithelp@umd.edu

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