

## **Facilities Reservation Policies for Nonregistered Student Groups**

Nonregistered student groups will be permitted to reserve Vanderbilt facilities through the Office of Reservations and Events (ORE) or the appropriate graduate or professional school for the 2012/13 academic year. The facilities will typically be provided at no cost, excluding set up, housekeeping, audio visual and plant operations services. (Please note that certain facilities do carry rental charges, such as Langford Auditorium.) Nonregistered student groups do not have the other privileges of registered student organizations, except as expressly provided herein. Vanderbilt reserves the right to terminate reservations at the discretion of the Dean of Students or designee.

A Nonregistered Student Group:

- Must limit membership to Vanderbilt students, faculty and staff only.
- Must be pursuing a defined non-profit educational purpose.
- Must provide to the Office of Student Organizations and Governance information for at least two designated contact persons, including for each, name, email address, phone number, mailing address, and physical address. Designated contact persons must be currently enrolled students
- May have off-campus support staff not affiliated with the University. Any support staff not affiliated with the University must be registered and approved by the Office of Student Organizations and Governance. Unaffiliated support staff for religious student groups must also be approved by the Office of Religious Life. Criminal background checks are required to complete the approval process. To secure approval, an unaffiliated support person must agree to a criminal background check and provide the following information to the Office of Student Organizations and Governance:
  - Name, email address, phone number, mailing address, and physical address.
  - Employer.
  - Contact information for supervisor if assigned to work with student group by employer.
  - Educational background.
  - Any other information that may be relevant to the approval decision.

### Space Reservation Policies for Nonregistered Student Groups

A nonregistered student group will be permitted to reserve space subject to the following policies and conditions. Only designated contact persons will be permitted to reserve space. Failure to abide by these policies and conditions may result in the loss of space reservation privileges.

### 1. Expense

Vanderbilt facilities reserved through the ORE or graduate/professional schools are typically provided at no cost, excluding set up, housekeeping, audio visual, and plant operations services. Any charges or expenses of space must be paid in advance. The ORE or graduate/professional school can provide a detailed invoice for each reservation.

### 2. Indemnity

Group agrees to indemnify, defend, and hold harmless Vanderbilt from all demands, claims, suits, actions, or liabilities resulting from injuries or death to any persons or property arising out of or resulting from use of the rented facility, or space therein, by the group, its agents, employees, successors, or invitees.

### 3. Non-Assignment

Space reservations are nontransferable.

### 4. Compliance with Laws and Regulations

Group will comply with all laws, ordinances and regulations established by Federal, State, or local governmental agencies

### 5. Right of Entry

In permitting the use of the space herein mentioned, Vanderbilt retains the right to enforce all necessary and proper rules for the management and operation of the premises involved, including the right to interrupt or terminate any event if deemed necessary by Vanderbilt in its sole discretion, in the interest of public safety or the maintenance of good order.

Representatives of Vanderbilt may enter the premises at any time and on any occasion without any restriction whatsoever.

### 6. Payment for Damages

Group agrees to pay costs of repair or replacement for any and all damage of whatever origin or nature occurring during or as a result of the use of the facility by the group.

### 7. Event Requirements

Group will provide a full and detailed outline of all requested services prior to the first day of the reservation.

### 8. Food, Beverages & Alcohol

Group agrees to follow each facility's or lawn's food and beverage policy. Use or possession of alcohol is prohibited.

### 9. Vanderbilt Trademark

Group may not use the Vanderbilt name, marks, works or logos without express written consent from Vanderbilt University Trademark Licensing. A nonregistered group should state

prominently in all print and online materials that it is not a registered student organization at Vanderbilt University.

### **Activity Guidelines for Nonregistered Student Groups**

A nonregistered student group may:

- Gather informally on campus.
- Use University individual email addresses to communicate with students, faculty and staff.
- Make space reservations:
  - Consult with the ORE or the appropriate graduate/professional school about facility-specific policies.
  - Make space reservations through the ORE or the appropriate graduate/professional school. Nonregistered student groups will be permitted to make space reservations at dates to be determined by the ORE, following room reservation periods for registered student organizations and University departments.
  - For additional information, see “Space Reservation Policies for Nonregistered Student Groups” above.
  - Make liturgical use requests for Benton Chapel/All-Faith Chapel through the ORE in consultation with the Office of Religious Life.
- Advertise programs in the Hustler at standard advertising rates determined by Vanderbilt Student Communications.
- Post flyers and announcements of programs at the following locations:
  - Stevenson kiosk.
  - Carmichael Towers East lobby central bulletin board.
  - Exterior bulletin board on “the Wall” at Sarratt.

A nonregistered student group may not:

- Promote or present itself in any way as a Vanderbilt sponsored department, program or student organization.
- Use University administered list-serves, shared Exchange mailboxes (group mail boxes), web sites, online tools or other social media.
- Use Anchor Link.
- Participate in registered student organization information fairs.
- Place flyers inside the student centers or use the digital signage.
- Use the University accounting/agency fund system.
- Participate *as a group* in University sponsored events or programs intended for or supported by registered student organizations including, but not limited to, Move-in, Founder’s Walk, Homecoming, alumni events, and intramural athletic/recreational programs.
- Solicit or accept funding from divisions, departments, offices, registered student organizations or programs of Vanderbilt University.

- Co-sponsor programs, activities or events with registered student organizations or other Vanderbilt entities.
- Apply for AcFee funding.
- Use marketing and design services from Arts and Creative Engagement student design team

For additional information, see <http://www.vanderbilt.edu/studentcenters/reservations-events/meet/off-campus-inquiries>