Pace University-NYC
Student Development and Campus Activities

Policy & Resource Manual
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*Updated September 16, 2005*
Dear Student Leader,

When you chose to become involved in campus activities, you probably expected to encounter new challenges, meet new friends, and basically, have a really good time. We certainly want you to experience all of those things, but there’s even more to gain!

What you may not have expected are some added benefits that go hand in hand with effective student leadership. Through first hand experience in planning and implementing projects, you can expect to develop your problem solving skills, to enhance your managerial techniques and to improve your interpersonal communication. You will have the opportunity to incorporate classroom theory into real life experience which will benefit you, time and again, both personally and academically. That’s the advantage of membership!

We want you to be as effective as possible! We want you to be as successful as you want to be. We also want you to be aware that with effectiveness and success comes process and structure. We believe that, given accurate information and systematic planning, you will find the process to be liberating, helping you achieve maximum results in attaining your organization’s goals. And that’s the advantage of using this resource. Information. Policies. Procedures. Helpful hints. The nuts and bolts to help you achieve excellence. These resources can help you save time and avoid unnecessary headaches but only if you read it and use it!

One final thought: the center for Student Development and Campus Activities exists to help you and your organization become successful and active members of the Pace Community. We can help you plan, advertise, and run your program from start to finish. So when you’re unsure of where to go or what to do, you may always turn to the center for Student Development and Campus Activities. We want you to succeed!

The staff at SDACA are available to assist you and your organization. You can reach any staff member by calling (212) 346-1590 or sending e-mail to CampusActivities@pace.edu. While we invite you to drop in on us whenever you need help, we also encourage you to schedule appointments with members of the full time staff whenever possible so that you may receive our undivided attention.

Sincerely,

The Staff at Student Development and Campus Activities
Mission Statement

The fundamental purpose of the Center for Student Development and Campus Activities at Pace University’s New York City campus is to promote learning. We are committed to the education and development of students into responsible, well-rounded and self-reliant individuals.

We will provide a balance of challenges and opportunities. We will recognize each student as an individual, expose all students to differences, and reveal their similarities in order to facilitate a deeper understanding of themselves and others. We will develop educationally purposeful environments and social communities designed to engage our students in leadership development and to involve our students in campus life.

The Center for Student Development and Campus Activities will systematically assess its effectiveness through a continuous process of self-evaluation and staff development. We will strive to clarify our role based upon the needs of our students and other constituencies, and we will build authentic interdependencies within the University community.

SDACA’s purpose is to develop an environment of unity, enjoyment and personal growth at Pace University.
Services
Activities Center
Located on the 8th floor of 41 Park Row, the Activities Center has a wealth of information and knowledge to aid clubs and organizations with programming, policies and procedures, advertising and promotions and judicial and financial matters.

The Activities Center serves as your base of operations. Financial transactions, duplicating, mail pickup and drop-off, event registration, office supply orders, and other general requests are processed here. In addition, student organization offices, and the Leadership Lounge are located on the 8th and 9th floors.

Club Advisement
Organizations can receive advisement when planning any major events or programs. Make an appointment with the Assistant Director of Campus Activities.

Event Planning
Campus Activities is your key to a successful event! SDACA’s Reservationist will help guide you through the event planning process, including budget allocation, space registration, performer contract negotiations, catering, and other facilities requirements. (see “Programming and Organizing Events”)

Budget Allocation Workshops
Each semester, the Budget Allocation Council requests clubs, to submit budget allocation proposals for the following semester. To assist in the preparation of Student Activities Fee requests SDACA sponsors a hands-on workshop on effective proposal writing.

Trainings and Workshops
Officer training is required for all executive board members for each year. Presidents, Vice Presidents, Secretaries and Treasurers receive necessary information to manage their organization.

A series of workshops and group activities designed to provide student leaders and club officers with essential skills needed to effectively guide clubs and encourage interactions between student leaders. Such topics include Delegation, Event Planning, Publicity and
Recruitment.

**Officer Training**

Geared towards presidents and treasurers of student organizations, Treasurer Training provides students with the tools they need to successfully navigate the financial transaction processes at Pace University. Any member of a student organization may attend this training session. However, the student organization's executive board must designate one or two members or officers to be the official signatories for all the organizations’ financial transactions.

Only those students who have gone through Treasurer Training and who have been officially designated as the official signatory by the student organization may sign off on financial transactions.

**Student Development Transcript**

A program that highlights individuals’ achievements at Pace, the Student Development Transcript is an official documentation of involvement in campus activities and is a valuable addition to resumes and/or graduate school applications.

**Student Organization Conferences**

Every semester, Campus Activities sponsors a student organization conference for student leaders in order to explore new initiatives, share current and future programming schedules, and provide a forum where student leaders may address one another. Each organization's executive board officers are expected to attend the semester conferences.

From personal development workshops to career-focused seminars, from intimate get-togethers to campus-wide dance parties, and from issue-oriented roundtable discussions to awareness programs, student organizations are central to campus life. Student organizations add vitality and excitement to the Pace Experience.

In order to complete financial transactions, a student organization must designate at least one member or officer as the official signatory for the organization. Only those members who have attended the Treasurer Training may receive such designation.

**Office Keys and Hours**

Student organizations that receive office space must submit a key authorization list. Office Keys are available for members designated to use the office by organization’s executive board. Keys may only be checked out from the Activities Center with a valid Pace ID. ID cards are left with the Activities Center until the key is returned. All keys must notify the Security Office if permission is granted. Utilization of offices when SDACA is closed must be gained by writing a letter to the Director including the date; time and reason access is needed, who will then notify he Security Office if permission is granted.

**Mail Services**

Duly recognized student organizations maintain mailboxes in the Activities Center.
Outgoing Mail may be dropped off at the Activities Center. Bring your mail in properly addressed envelopes with your organization’s name on the envelope in case any pieces of mail are returned. Mailings will be limited to 100 pieces at one time. Mailings over 100 pieces must be approved by the Coordinator of SDACA.

**Office Space**

Student Organizations that contribute significantly to community development at Pace as evaluated through the Pace Rewards program may qualify for office space at the Activities Center. Office space is allocated at the end of the spring semester for the forthcoming academic year.

Always keep your office locked when not attended. It is a violation of policy to leave office doors unlocked.

Do not leave any personal property in student organization offices. The University is not responsible for any personal property reported stolen or missing on campus.

**Telephone Use**

Student organizations who maintain offices at 41 Park Row have telephones which members use to conduct business. These telephones are restricted to inter campus and local calls only.

To make long distance phone calls, organizations must obtain approval from Campus Activities. Toll calls will be charged to our organizations account and may only be made during regular business hours.

**Leadership Lounge**

Located on the 8th floor of 41 Park Row, the Leadership Lounge is a resource room for student leaders and is an excellent environment for strategic organizational planning.

**Getting E-mail for your Organization**

Your club’s e-mail address gives members and potential recruits an easy to remember address to use when communicating with you and your organization. To help with the Maintenance of your address we ask that your advisor be the keeper of your information and password so it can be passed on yearly to new members.

To obtain an e-mail send a request to DHolmgren@pace.edu with: Name of your organization, Name and contact information of your advisor, the e-mail address name you would like (e.g., clubx@pace.edu), the password you would like (you may change this later), your name, position, and contact information.

**Getting Webspace for your Organization**

Getting a web space for your organization- we would love to link all of your websites to the organization listing on the Campus Activities website, but University policy states that we can only publish links that are created within the server. If you would like to get space on the server you can easily request it. To obtain a web space, go to http://appserv.pace.edu/webspace/. As with other accounts, we ask that your advisor be
involved for the preserving the account therefore it is in your organizations best interest to have your advisor request that page.

Getting a Listserv for your Organization

Besides the leaders listserv (leadersny-l@list.pace.edu) your organization can request a private listserv. Your advisor must be the owner since the University does not allow students to request them. Once the listserv is setup your advisor will get an email about how to get started. After the initial log in your advisor can give you the log in codes so that your organization can do self maintenance.

To obtain a listserv email DHolmgren@pace.edu with: Name of your organization, name and contact information of your advisor (they will be the owner), your name, position and contact information.
General Requirements
Student organizations must maintain official recognition by the University in order to be eligible for the services and funding extended through SDACA. All registered and recognized student organizations are expected to operate within University Policies and Procedures.

To be officially registered or recognized, a student organization must provide Campus Activities with:

- A charter or constitution, pending approval by SGA or GSC; and
- A completed membership roster of at least 8 currently registered full-time students (12 credits undergraduate, 9 credits graduate where applicable) with minimum C.Q.P.A.s of 2.0 (Officers must have a minimum 2.5 C.Q.P.A.); Checks are done to confirm status of enrollment prior to and after official drop/add date and throughout the semester. If you are not enrolled continuously full-time, you will have to resign your position.
- The contact information of its faculty/staff advisor (outside SDACA).
- Enrollment in the Leaders list serve.
- Attendance at officer trainings by executive board members: President, Vice-President, Secretary, Treasurer.

Organizations that are sanctioned by the Student Government Association must be intended for primarily undergraduate students. Graduate students may be members of SGA-sanctioned student organizations however, they may not hold office. The only exceptions to this policy are B.B.A./M.B.A students.

Types of Organizations

There are two types of student organizations: Pace Student Organizations and Affiliate Organizations.

**Pace Student Organizations.** Pace Student Organizations are organizations that have been chartered by Pace University after meeting all Pace criteria for registration with SDACA.

Pace student organizations are:

A. Covered by Pace’s insurance and are eligible to receive legal counsel for advice and representation in legal disputes.

B. Eligible to receive up to 100% funding for Pace approved activities.

C. Eligible to receive all services offered by Center for Student Development and Campus Activities.

D. Required to have all contracts negotiated by a SDACA agent, reviewed and approved
in advance by Pace University Counsel, and signed by an appropriate Pace officer.

E. Required to maintain all organization funds in Pace accounts that are administered by SDACA. Pace student organizations may not maintain off-campus financial accounts.

F. Required to comply with all of Pace's policies, rules and procedures.

**Affiliate Organizations**

Affiliates are student organizations which are chartered independently of Pace, including fraternities, sororities, honor societies, and any other organizations whose membership is not open to all Pace students and/or has a charter, constitution or by-laws which provides that, upon dissolution, that organization’s assets shall be distributed to its members or an entity other than Pace.

Affiliates do no operate under Pace's corporate umbrella and are only permitted to conduct activities on campus and receive services from Campus Activities if they comply with all of Pace's policies, rules and procedures.

Affiliates are:

A. Not automatically covered by Pace’s insurance. Pace University is not liable for the actions of Affiliates and does not represent them in legal disputes. The members of an Affiliate are completely responsible for the actions of their organization. Affiliates are required to maintain liability insurance in order to protect their members and provide proof upon request. 

   **General liability insurance must be at least one million dollars in coverage and must list Pace University as additional insured in respect to the insurance reference policy.**

   Note: Affiliates may not use Pace’s address to incorporate.

B. Only eligible to receive funding from the Student Activities Fee for Pace approved events which are open to all Pace students.

   All Pace funds are paid directly by Pace to the providers of goods and services. All receipts from events which are funded in whole or in part with Pace allocations must be deposited into the sponsoring organization’s agency account. Pace will deduct all amounts advanced by Pace, after which it will issue a check to the Affiliate for any excess over the amount of Pace’s advances.

C. Eligible to receive the following services offered by SDACA.

   (I) Use of office space, if available.

   (II) Use of Pace’s mailing address, except as an incorporation address.

   (III) Use of mailbox, mailing service, posting service, and copier service on an expense reimbursement basis.

   (IV) Use of Pace facilities for events, if available.

   (V) Assignment of a Pace Agency Account.
D. Required to maintain all organization funds (except agency account funds) in the organization’s own bank accounts.

E. Required to adhere to all Pace standards of conduct, policies, procedures and guidelines.

F. Affiliates must obtain prior Pace approval for all campus events. Affiliates do not require permission from Pace to hold off campus events. However, they must notify the Center for Student Development and Campus Activities in writing of all off-campus events prior to their occurrences. Such notice shall not mean or suggest Pace sponsorship or approval of the off-campus event. If such notice is not received, disciplinary action may result.

All advertising by Affiliates for off-campus events must carry the following disclaimer:

**Not a Pace University sponsored or approved event**

Duly recognized student organizations and affiliates are expected to abide by University policies and procedures. Any organization found to be in violation of such policies will be subject to the disciplinary process. Please refer to the Undergraduate Student Handbook.

### Annual Registration

To remain an active student organization, each organization must:

1. Submit Constitution and/or Charter
2. Submit Advisor confirmation
3. Submit a fact sheet to Campus Activities with at least 10 active members annually by April 30th or a deadline otherwise announced by SDACA.
4. Submit an annual report detailing the past year’s activities by April 30th or a deadline otherwise announced by SDACA.
5. Hold general meetings at least twice per month or eight times per semester.
6. Attend Officer/Program Training.
7. Enroll in the Leadership Listserv.

Failure to comply with the above guidelines will result in inactive status.

### Advisors

An advisor is a faculty or staff member chosen by a student organization to provide knowledge, commitment, and support to the organization. Every student organization must have an advisor to be officially recognized and deemed active.

An advisor should:

- Teach leadership and followership,
- Make recommendations, when appropriate,
• Provide continuity and history,
• Help orient new leaders,
• Serve as a resource person,
• Represent Pace University when dealing with, or on behalf of the organization.

Use your advisor. Talk about each other’s expectations. Tell them your concerns. If you don’t feel your advisor has the interest or time to advise, find someone who does. Advisors are important to the ultimate success of your organization! If you need assistance in finding an advisor, contact Campus Activities.

Officers
Officers are defined as all presidents, vice presidents, secretaries, treasurers and others as defined by a student organization charter or constitution. For the student media organizations, this includes all editorial and managerial positions. Any student holding an elected or appointed office is subject to the following policies:

1. A C.Q.P.A. of 2.5 or better must be maintained by an undergraduate student holding an office or as stated in your organization’s constitution. Students who fall below the minimum C.Q.P.A. will be asked to resign from their positions. All C.Q.P.A.s will be checked each semester.

2. Students who are elected or appointed to an office must be officially registered as a full time student for the semesters during their term of office. No student is permitted to hold office in his/her first semester at Pace.

3. A full-time faculty/staff member of the University may not hold an elected or appointed position.
Finances
Type of Accounts

Student organizations may have four types of accounts: agency, operating, start-up account, and off-campus account. There are certain requirements for each account.

Agency Accounts

Each recognized student organization has an agency account. These monies may be used for any responsible purpose deemed appropriate by the organization and Campus Activities. It is important to always deposit monies from dues, fundraisers, tickets sales, and other receipts into this account because these funds do not revert back to the University at any time. The agency account carries over from one fiscal year to the next and is an organization’s central account.

Operating Account

University Funded Organizations receives a budget from Campus Activities and are issued operating accounts. Monies not used in these accounts at the end of the fiscal year revert to general University funds. University Funded Organizations include Aphros, Legend Yearbook, Pace Press, Student Government Association, and WPUB—Radio Station.

Start-Up Accounts

Recognizing the need for student organizations to have seed money to begin the academic year’s activities, Campus Activities allocates start-up funds to each duly recognized student organization to cover the cost of copy charges and other administrative costs the organization deems necessary. Funds are restricted to essential services only.

Transactions

Depositing Funds into Your Account

Whenever funds are collected by student organizations, they should be deposited as soon as possible at the Activities Center. Funds collected before 6:00 p.m. may be brought directly to the Activities Center on the 8th floor of 41 Park Row. Funds collected at events after working hours require a night drop bag and should be deposited in the Safe Depository located next to the SARS office. Please make those arrangements during your production meeting.

Accessing Funds from Your Account

All financial forms are prepared by the organization’s treasurer. Only members designated by the organization who have completed Treasurer Training may submit a payment form.

All financial forms are available on the Finance and Administration website: 
http://appserv.pace.edu/execute/home_finance.cfm

Payment forms include:
• Petty Cash Forms – select this type of voucher for cash reimbursements up to $100. Allow 72 hours for processing.
• Reimbursement – select this type of voucher for reimbursements over $100. Allow 3 weeks for processing.
• Purchase Requisitions – when ordering from vendors, please make an appointment to see the Coordinator of Student Development and Campus Activities. Allow 3 weeks for processing.
• Independent Contractor Payment- select this type of voucher when paying for services such as performers and speakers. Allow 4 to 6 weeks for processing.

Contracts
The Standard Performance Contract, available from Campus Activities, will be used for all agreements with outside agencies such as bands, DJ’s, performers and speakers. Any contract, University or otherwise, must be negotiated and reviewed by Campus Activities prior to approval of events.

The Standard Performance Contract will be drawn up and returned to the organization whose responsibility it is to have all copies signed by the performer. After all copies have been signed and returned to Campus Activities, the contract is then sent to the Finance and Administration office to be reviewed by Legal Counsel and then the contract will be signed by the Executive Vice President of Finance and Administration. The organization receives one copy of the contract, one copy is given to the performer, and the original with one copy is kept by Campus Activities.

Students are not permitted to pay any performers, lecturers, agents, vendors, etc., with cash, personal check, or out-of-pocket funds. Contracts are always paid by Pace University check, never by cash. Payments or fees for services rendered paid in cash are not reimbursable and may subject organization to disciplinary action.

A check for the performer(s) or speaker(s) will be ready on the day it is required provided the University offices of Finance & Administration, Legal and the Comptroller approves the contract at least four weeks prior to the scheduled date of performance.

Contracts must be negotiated and typed by Campus Activities before receiving the artist’s approval. No hand written contracts will be accepted.

All contracted performers must possess a valid photo I.D. DJ’s are permitted a maximum of three guests to help them load in and set up their equipment. Guests must also possess a valid photo I.D.

Performers may not be paid until after the performance.

All contracts must contain the performer’s social security number or the agent’s federal identification number.

Students may not sign contracts.

Funding Sources
Everyone needs money, but no one seems to have enough. How can you raise enough funds to successfully achieve your organization's goals? Here's the key to unlocking the University's coffers.

*Fundraisers*

There are the standard tried and true methods such as bake sales, candy sales, T-shirt sales, auctions and raffles, in addition to other innovative and creative ideas. Make sure that any fundraiser you plan is consistent with University policies and procedures. Please use the guidelines on the following page if you choose to conduct a raffle. Food sale fundraisers must be approved in advance to insure no conflicts with the University's food service contract. It is important that you speak with a member of the Campus Activities staff if you are unsure of applicable policies. Don't be shy! Ask!

*Student Activities Fee (S.A.F)*

Student Organizations under SGA jurisdiction may submit budget requests for activities fee funding for their events and club activities to the student-run Budget Allocation Council. The Council is comprised of representatives from Student Government Association, Pace BOARD and the organizations. Certain criteria applies to be eligible. Please refer to BAC guidelines in the appendix.

*Box Office Receipts*

Charging admission to events is a great way to recoup some of the cost of sponsoring an event but seldom works as an effective fundraiser unless benefit tickets are sold (special seats at relatively high prices.)

If an admission is charged at events, printed tickets are necessary and organizations must use Campus Activities Ticket Tallies and Cash Reports to record all ticket sales. Generic tickets are available at no charge. Computer tickets may be ordered though Campus Activities at a nominal charge. No tickets for admission may be printed off-campus unless special permission is obtained from Campus Activities.

All ticket sales are to be accounted for by returning stubs, unsold tickets and completed ticket tallies to Campus Activities within one week following the event.

*Important Notes And Helpful Hints*

Only those members who have completed Treasurer Training are authorized to submit payment vouchers.

- No Pace organization is permitted to have an outside checking account.
- Treasurers should be responsible for keeping accurate records of the organization’s financial records. Campus Activities will forward to each organization periodic reports and account balance. If discrepancies arise, the Campus Activities bookkeeper is available to clarify budget questions. The questions, however, must be based on the organization’s documented records.
• No student(s) are permitted under any circumstances to personally make money from any event, project or fundraiser sponsored by a student organization. Any student found in violation of this policy will be subject to the disciplinary process. (Exceptions include SGA approved student D.J.’s.)

• Reimbursements always require original receipts or invoices as documentation of purchases. Both must include the full name and address of the vendor.

• Photocopies of receipts are not acceptable.

• Credit card statements are not accepted as receipts. Please request itemized receipts of all purchases.

• All reimbursements from restaurant receipts must be itemized by menu items. Verify that you can obtain an itemized bill before choosing a restaurant. Include the names of the parties served and describe the business transpired. Check stubs are unacceptable as receipts.

• Organizations will not be reimbursed for alcoholic beverages without prior Campus Activities approval. Receipts that indicate the purchase of alcoholic beverages will not be reimbursed in part nor in full.

• For reimbursement of food expenses, you must include a description of the business conducted and a listing of the members and/or guests in attendance on your financial transaction request form. Meals per person may not exceed $20 without prior approval of Campus Activities.

• Capital Purchases (large scale assets such as computers and other physical property) are not reimbursable. You must procure these types of items through the university’s purchase order system.

• Invoices presented by vendors for payment will not be processed unless a purchase order was processed and approved first. DO NOT ORDER SUPPLIES WITHOUT A PURCHASE ORDER OR YOU WILL PAY OUT OF YOUR POCKET!
Events
All events and programs require a great deal of planning by both your organization and Campus Activities. Therefore, the deadline for event registrations and new financial transaction request is four (6) weeks prior to the first day of finals.

Program Planning

When planning an event on campus, whether it is a major or minor one, it is important to consider these fundamental steps:

- Designing the event
- Preparing a budget for the event
- Registering the event at the Activities Center
- Preparing the programming checklist
- Delegating, implementing, monitoring the task list
- Holding a Pre-Planning meeting, when necessary
- Hosting the event
- Evaluating the event

Designing the Event

The first step in event planning is to determine the who, what, where, when, how and most importantly, why of the event. Usually, organizations will assign members to an event committee to determine the purpose of holding the event, where and when it will take place, what will be the components of the event and what needs to get done to make it a reality. Pre-planning can happen at anytime, but optimally occurs at least eight weeks prior to the event. The planning committee should consider what talent is needed, what decorations will set the right environment, how many people will be needed to run the event and how the event will be promoted to reach the appropriate target audience.

Preparing a Budget for the Event

Once the organization has a clear understanding of what is involved in the event, a budget needs to be prepared and funds secured. To secure funding, follow the guidelines listed under Money Matters. Members who attend Treasurer Training are taught how to secure funds necessary to host events.

Registering the Event at the Activities Center

Simultaneous to preparing the budget, the event needs to be registered at the Activities Center. Simply complete an Event Registration Form and submit it to Campus Activities as early as possible. The form asks you for:

- Description of your event
- Services that will be required such as food services and audio visual equipment
- Possible Dates - list at least 3 possible dates for your event in case your first
The representative signing the Event Registration must be a member who has completed Program Training. Upon review, the reservationist will determine whether or not your event is a major event which would require a production meeting or other follow-up procedures.

**Types of Events**

The Activities Center classifies all student events into two categories: major events or minor events.

**Major events** include all events which:
- Invite the public to attend, or
- Charge admission, or
- Require a significant facility set-up with maintenance or food services.

Examples of major events include parties, dances, concerts, comedy shows, most talents shows and popular speakers.

**Minor events** are small scale functions where:
- Attendance is restricted to members only, or
- There is a minimal facilities set-up.

Examples of minor events include meetings, bake sales and table displays.

The reservationist will notify you about the classification of your event. A copy of the approved registration will be placed in your organization’s mailbox. Major events require a “production meeting” with the Assistant Director of Campus Union to help you navigate through Pace policies and provide liaison information with the other offices involved. If your event is classified as a major event, you must schedule a production meeting at least 4 weeks prior to the event.

**Getting Space for Your Event**

Once you have registered your event, the reservationist will notify you if any of the locations you’ve requested are approved. If they have not, contact the reservationist directly so that alternative space can be arranged. After the location is approved, all requests for food service, maintenance set-up and services must be finalized ten working days prior to the event. Last minute changes may not be possible.
If for any reason you decide to cancel an event that is registered, please notify the Activities Center in writing at least five working days prior. Any expenses incurred for failure to report the cancellation in a timely fashion will be the responsibility of the organization. A fine may also be imposed if an unreported cancellation negatively impacted Campus Activities.

There are a number of areas on campus that may be reserved for meetings and special events. Reservations should be made at least 4 weeks in advance. We recommend making reservations 6 weeks in advance, especially if the public is being invited. A minimum of 8 weeks is required to reserve the Pace Downtown Theater. Rooms are reserved on a first come, first served basis by completing an event registration form at the Activities Center. For more information in planning your event, see “Programming and Organizing Events”.

**Room Capacities**

*Art Gallery (Student Union)  Capacity: 74*

The Peter Fingesten Art Gallery is used to display the works of student, faculty and staff artists. It may also be reserved for receptions, meetings and small gatherings.

*Classrooms  Capacity: Varies depending on classroom*

Classrooms may be reserved for meetings based on availability. No food service is available in the classrooms. Classrooms are not available during the first two weeks of each semester with the exception of common hours.

*Faculty Dining Room  Capacity: lectures/meetings 130; sit-down 80; buffet 60*

Adjacent to the Cafeteria, 1st floor, Campus East, the Joseph J. Miranne Faculty Dining Room may be reserved for late afternoon and evening functions.

*Gymnasium  Capacity: 1000*

Located on C level of Campus West, the Gym may be used for large-scale events pending availability.

*Lecture Halls*

Lecture Hall North (capacity 139), Lecture Hall South (capacity 139), Lecture Hall West (capacity 89), W613 (capacity 82) and W614 (capacity 82). All five lecture halls are located on the 2nd and 6th floors, Campus West. They are used strictly for meetings and lectures when class schedules permit.

*Media Room (Student Union)  Capacity: 134*

The Media room can be utilized for a number of events specializing multimedia equipment.

*Meeting Room (Student Union)  Capacity: 74 each*

The meeting rooms are used for student organization meetings, parties and other gatherings.
**Multipurpose Room**  **Capacity: 140– lecture style, 110 with round tables**

Located on the B-Level’s east side this space is available to student organizations for special functions such as lectures, presentations, receptions and conferences.

**Schimmel Theater Lobby**  **Capacity: 131**

Located on C level, Campus East, the Schimmel Theater Lobby may be used for receptions and other small events.

**Schimmel Theater**  **Capacity: 660**

Located on B and C levels, Campus East, the Schimmel Theater is the site of live performances and civic functions.

**Spotlight Café**  **Normal capacity: 54, Programming capacity: 100**

Located on B-level, a food bar with programmable space is available to student organizations who wish to sponsor an event. Organizations may not charge admission at Spotlight events.

**Eddie Layton Student Union Lounge**  **Capacity: 304 (includes side rooms when reserved)**

Located on B-level, Campus West, the Student Union Lounge is used for special functions, such as the ethnic cultural festivals, cafe nights, films, awards dinners and luncheons. It also has a permanent film screen and track lighting. A portable stage is available upon request.

**Table Space Locations**

Table display areas may be reserved near the library, the main lobby, and the kiosk lobby for fundraisers and promotions.

**Leadership Lounge**

Located on the 8th floor of 41Row, the Leadership Lounge is a resource room for student leaders and is an excellent environment for strategic organizational planning.

**Evening Events Policy**

The Student Development and Campus Activities Office in conjunction with the Security Office require all students to adhere to the evening events policy. All SDACA approved late night functions allowing the general public to attend are to be held on Thursday nights from 9pm-2am. All sponsoring organizations are to have a production meeting with the SDACA and Security offices 4 weeks prior the date to discuss the scope of the event and determine security needs.

One member of the sponsoring organization(s) must be present at the event check-in with SDACA staff for the entirety of the program.

*Please note maximum capacity for events held in the Student Union is 304, the side rooms do not add attendee amount.*
Guest Policy is to reflect 2 to 1 ratio Pace students to outside guests (ex. An event located in the Union allows for 200 Pace students and 100 outside guests). The SDACA staff will set aside the exact number of wristbands for each group. Government-issued I.D.’s or Pace University I.D. cards will be required for entry. Events open to the general public may require metal detectors as stipulated by Security.

The capacity number includes all attendees, performers/entertainers, entourage, student organization volunteers and events staff members. List of entertainers/production staff arriving in preparation of the event must be submitted to the SDACA and Security office 24 hours in advance. Once the official list has been provided any additional artists’ guests will be deducted from the general public population.

It is agreed that doors close at 12:30am with no admittance or re-admittance rule.

Preparing the Programming Checklist and Implementing the Event

After you have received approval on a registered event, obtain a copy of the Programming Checklist from the Activities Center and use it to delegate, implement and monitor the tasks for a successful program.

Posting

All materials to be posted must be approved by SDACA. For effective promotion, we suggest that the materials be submitted at least two weeks prior to the event. The SDACA staff will stamp the posters "Approved". Any materials not stamped or posted in illegal areas will be removed.

The SDACA staff will post all signs within 48 hours. However, if copies of the flyer are required first, this will add an additional 24 hours to the posting time. Groups may post their own flyers, once stamped by SDACA, as long as they post only on Campus Activities boards.

Do not post on top of, move, or remove other posted materials on the bulletin boards.

When preparing materials to be posted, please follow these guidelines:

1. Materials must have the name of the sponsoring organization printed on them.
2. We will post materials as early as possible, but given the limited bulletin board space, dated materials within two weeks of the event will take priority over dated materials with more than two weeks lead-time.
3. Student organization bulletin boards are located on the first floor of Pace Plaza, along the wall of the Frankfort Street hallway. Departmental and specially designated bulletin boards are located at various locations in Pace Plaza and 41 Park Row. These bulletin boards are maintained solely by the individual department, group or student organization that is assigned a specific board.
4. No flyers, posters or other forms of publicity are permitted on or in walls,
elevators, classrooms, restrooms, doors, and stairwells. Any of these items placed on surfaces other than bulletin boards will be taken down by staff working for Buildings and Grounds, Security or Campus Activities.

Posting on glass doors and revolving doors is a serious safety hazard and strictly forbidden. Violators will be subject to disciplinary action.

5. The Spruce Street and Frankfort Street Corridors of the first level of Pace Plaza have become popular places to highlight same day event publicity. The taping of flyers to the metal pillars is permissible only on the day of the event. The department/organization which tapes up these flyers is requested to take them down after the event is over.

6. Departments/organizations may hand out flyers in the lobbies of Pace Plaza and 41 Park Row as long as the regular pedestrian traffic flow is not impeded.

Worthwhile Ideas

Posters
Requests for the printing of posters by an outside agency to advertise an event must be made at Campus Activities at least four weeks before the posters are needed. These posters should only be used for large events such as cultural festivals, drama productions, important lectures, workshops, etc. Smaller events, such as meetings, should not require the use of posters unless you decide to make your own posters.

Flyers
May be printed by Document Services or outside vendors only for a large event, which calls for such printing. The printing costs involved will be deducted from the organization’s account. All publicity must be approved by Campus Activities. The Student Government Association monitors use of the University’s Poster Maker. Large posters may be obtained from the SGA at a nominal cost.

Paid Advertising
The Pace Press and the WPUB radio station will prepare professional ads at a nominal charge. Contact each media organization respectively for more information.

Radio
Off-Campus radio advertising is limited to radio stations which provide free P.S.A.’s (Public Service Advertisements.) All P.S.A. mailings must be done through Campus Activities.

Newspaper
No newspaper advertisements are permitted (except with student publications) without the written consent of the Director of Campus Activities and the Dean for Students.

Helium
Helium balloons are a great way to publicize your events, as well as decorate toward a festive mood. Helium usage is reserved through the Activities Center. Complete the required paperwork at the Activities Center at least one week prior to the event.

Helium tanks are not allowed to be moved. Bring your balloons and ribbons to the Student Union to use the helium.

**Other Nifty Ideas**

Logos- Develop a logo for your organization and use it on all publicity. A logo is a trademark or symbol that is constantly associated with a product, or event.

Teasers- In the form of ads, posters, buttons, pins, or radio announcements, teasers may be used to start a publicity campaign.

Previews- Especially useful for a film series. Set up TV/Video in front of the library.

Button, Pens & Key Rings -To advertise upcoming events for your organization.

T-shirts- Buy inexpensive T-shirts and sell or wear them to advertise your organization or upcoming programs.

Bookmarks- Print up colorful bookmarks with advertising about an event or information about your organization.

Table Tents- Make use of tent cards in CAF 101, Spotlight Café, Student Union, and the residence halls.

Display Area- Use your student organization bulletin board, or other areas designated by Campus Activities.

Wall signs- Make creative wall signs for the Spotlight Cafe. All wall signs must be taken down within one week after the event.

Tickets- Give free tickets. Attach them to potato chip bags or soda cans in vending machines. Check with food service.

Sandwich Boards & Costumes- Dress someone in a sandwich board or wild costume and walk around campus with advertisement of your event.

**Hosting the Event**

On the day of your event, give your checklist one final review. Arrive early and make sure your space is set-up, your staff is in place and trouble shoot for last minute obstacles you may not have anticipated.

*Hint: It is important to bring any documentation you have about the event with you to handle situations as they arise. Make sure you have your approved event registration, space reservation form and performance contracts with you.*

**Evaluating the Event**

The event process is not complete until you have tied up the loose ends after the event.
by filing an Event Evaluation Form with the Activities Center and have reconciled any financial expenses, box office deposits and other revenue. To maintain active status, Event Evaluations are due within two weeks after an event.

Things You Should Know

- Campus facilities are always in demand. The sooner your planning process begins, the more likely you will receive first preference for dates, times and locations.
- Academic scheduling will not accept requests for classrooms until two weeks into the semester.
- Events may not exceed five hours (excluding set-up and clean-up) without prior approval of the Activities Center.
- **Students may not enter agreements on behalf of the university. Do not sign contracts. Do not make “verbal” agreements. You may be held personally accountable.**
- Campus facilities may not be used or rented for private, non-Pace functions by students or student organizations.
- Student organizations sponsoring any event will be held responsible for any damages which occur as a result of the sponsored event. Any problems and/or damage should be reported to the Security Office immediately.
- Events subject to admission charges or the collection of monies from food sales require the completion of a cash report submitted to the Activities Center on the day following the event.
- Any assistance with a planned event needed by student organizations can be received by contacting the Activities Center, weekdays, between 10 a.m. and 6 p.m.
All student events are subject to the policies and regulations set forth in this Student Organization Resource Manual, the Pace University Student Handbook, and any of its supplements which may be distributed from time to time.

**Pace University’s Policy on Hate/ Bias Related Crime**

**Policy Statement:**

The New York State Legislature found and determined that “criminal acts involving violence, intimidation, and destruction of property based upon bias and prejudice have become more prevalent in New York State in recent years. The intolerable truth is that in these crimes, commonly and justly referred to as “hate crimes”, victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation. Hate crimes do more than threaten the safety and welfare of all citizens. They inflict on victims, incalculable, physical and emotional damage and tear out the very fabric of free society. Crimes motivated by invidious hatred toward particular groups not only harm individual victims, but send a powerful message of intolerance and discrimination to all members of the group to which the victim(s) belongs. Hate crimes can and do intimidate and disrupt entire communities and vitiate the civility that is essential to healthy democratic process. In a democratic society citizens cannot be required to approve of the beliefs and practices of others, but must never commit criminal acts on account of them.”

Pace University has, throughout its history, prided itself in, and been recognized for, its reputation as a leading institution of higher education in New York state. The University’s Guiding Principles of Conduct clearly and unequivocally provide that “membership in the University community is accompanied by the responsibility to maintain and foster an environment characterized by freedom of expression, inquiry and exchange of ideas and respect for the dignity and uniqueness of each individual.” In addition, the University has established standards of behavior to ensure the safety of all members of the University Community.

The commission of a crime of violence, intimidation, or destruction of property by a member of the Pace Community is unacceptable. The commission of such a crime out of bias or prejudice is repugnant and will not be tolerated. The University, through its disciplinary, grievance or employment practices and procedures and/or by referral to local law enforcement officials, will seek appropriate redress, including criminal prosecution against any student, staff or faculty member who violates this policy.

**Definition:**

A person commits a hate crime when he or she commits a specified offense and either: intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age,
disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.

Bias Related Crime Reporting:

There are numerous ways available within the University to report a bias-related crime. The Affirmative Action Officer (AAO) is the University Official delegated with responsibility to investigate all reports of discrimination within the University. The AAO has offices in New York (212) 346-1310 and Westchester (914) 773-3856.

All crimes, including bias-related crimes, may be reported to the Campus Security office; Dean for Students; Office of Multi-Cultural Affairs (New York) or Diversity Programs (Westchester), or the Human Resources Offices. All crime emergencies on campus may be reported to Campus Security via the Intra University Emergency Phone – Ext. 777.

If you are unsure as to whether a bias-related crime may have occurred, or desire to speak with someone confidentially, you may contact the University Ombuds (212) 346-1111 or the Counseling Centers in New York (212) 346-1526 or Westchester (914) 773-3710.

If you witness a bias-related crime at Pace University and fail to report it to a University Official, you are in violation of the University’s Guiding Principles of Conduct.

The University is required by federal law, 20 U.S.C. § 1092f (Student Right to Know and Campus Security Act of 1990, as amended) to report all bias-related crime to the United States Department of Education as part of its annual crime statistics reporting. You can find these statistics on the Pace University Web site at www.pace.edu (Intra-Pace, Finance and Administration, Safety and Security, Campus Statistics). When a bias-related crime occurs on campus, the University Community will be notified at the time and in the manner set forth in the Safety/Security, Crime Reporting section outlined in this Handbook.

Procedures for Handling Bias-related crimes:

Complaints involving bias-related crimes may be initiated through the University Disciplinary Procedure, or the University Grievance Procedure, both of which are outlined in this Handbook. Complaints involving faculty or staff should be initiated through the Human Resource Office. Any complaint involving a bias-related crime may also be made directly to local law enforcement agencies.

Penalties for Commission of a Bias-related crime:

Internal University sanctions against a student, student group, or organization may include a wide range of penalties as enumerated in this Handbook, including actions such as warning, restitution, probation, and up to and including expulsion (permanent separation) from the University. Penalties against faculty and staff are determined
through established employment practices and may include up to termination.

The Hate Crimes Act of 2000 made extensive provision in the penal code for serious criminal penalties resulting from conviction for the commission of bias-related crime, including incarceration depending on the nature and severity of the crime. University penalties may be in addition to criminal penalties.

Bias-related Crime Prevention Information:

Pace University is intent on ensuring a safe and secure environment, free from bias and prejudice for all its community members. The University provides the following to new students each year: information on bias-related crime, alcohol and drug use, sexual harassment and sexual assault and general crime prevention through various means including orientations, this handbook, and other relevant publications and brochures. The University also provides information and encourages discussion of these and related topics through workshops, seminars, discussion groups, media presentations and a wide variety of activities, events and programs sponsored by the University departments and student organizations. Students are also exposed to these issues through the curriculum of University 101, the required extended orientation course, taken by all freshmen students.

Counseling and Support:

Victims of or witnesses to bias-related crimes may obtain counseling and support from the University Counseling Center, University Ombuds, Offices of Multi-Cultural Affairs or Diversity Programs, or the Dean for Students. Faculty and staff may seek counseling and support through the University Employee Assistance Program.

The above policy, information and procedures are in compliance with the New York State Hate Crimes Act of 2000 and New York State Education Law, Article 281-A, Section 645O as amended, January 8, 2003.

Hazing

Any action or situation involving physical or mental abuse such as harassment, intimidation or hazing (defined as subjecting a person to treatment intended to put him/her in a humiliating or disconcerting position), the forced consumption of liquor, drugs or other liquid or solid substance for the purpose of initiation into or affiliation with any organization, or other conduct which recklessly or intentionally endangers or threatens the health, safety or welfare of any person on University owned or operated property or at University sponsored activities is expressly prohibited.

Pace University’s Regulation of Conduct on Campuses & College Property

Section 6430 - General Provisions:

Pace University has established rules and regulations as enumerated in this Handbook and in other University publications, in compliance with the New York State Education Law and the General Municipal Law for the maintenance and enforcement of public order.
Item H of the Pace University Guiding Principles of Conduct expressly provides that engaging in any of the following conduct constitutes a violation of University rules and regulations and shall be considered sufficiently serious to warrant disciplinary action:

“Any action or situation involving physical or mental abuse such as harassment; intimidation or hazing (defined as subjecting a person to treatment intended to put him/her in a humiliating or disconcerting position), the forced consumption of liquor, drugs or other liquid or solid substance for the purpose of initiation into or affiliation with any organization; or other conduct that recklessly or intentionally endangers or threatens the health, safety or welfare of any person, regardless of whether or not the behavior occurs on or off University premises, or University operated property or at University sponsored activities.”

Such rules and regulations shall govern the conduct of students, faculty and other staff as well as visitors, licensees, and invitees on Pace campuses, properties, and at University sponsored activities. The penalties for violations of these rules and regulations are clearly set forth in this Handbook and shall include provision for the ejection and ban of a violator from Pace University campuses. In the case of a student, staff or faculty violator, penalties may include suspension, expulsion or other appropriate disciplinary action, and in the case of an organization which authorizes such conduct, withdrawal of permission for that organization to operate on Pace University property or at any Pace sponsored activities or events on or off campus. Such penalties shall be in addition to any penalty pursuant to the penal law or any other law to which a violator or organization may be subject.

A copy of these rules and regulations shall be given to all students enrolled at Pace and shall be deemed to be part of the by-laws of all organizations operating on Pace campuses. Organizations agree to annually review their by-laws with individuals affiliated with such organizations.

(Compliance with Chapter 597, Article 129-A as amended; Section 6430: September 30, 2003).

Section 6431- Pace University established in 1999, the President’s Advisory Committee on Campus Security, in compliance with the Student Right to Know and Campus Security Act of 1990, as amended. The committee complies in all aspects to the requirements of Section 6431 of the New York State Education Law, to wit:

The committee is comprised of a minimum of six members, at least half of which are female: one third of the committee are students appointed by Student Government Associations; one third being faculty appointed by campus faculty councils and one third being administrators appointed by the President of Pace University.

The committee reviews current campus security policies and procedures and makes recommendations for their improvement. It specifically reviews current policies and procedures for:

educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault;
educating the campus community about personal safety and crime prevention;
reporting sexual assaults and dealing with victims during investigations;
referring complaints to appropriate authorities; counseling victim’s, and; responding to
inquiries from concerned persons.

The committee reports, in writing, to the President of the University on its findings and
recommendations at least once each academic year, such report being available upon
request.

Section 6433 - Campus Crime Reporting and Statistics: Pace University is in
compliance with all aspects of Title 20 of the U.S. Code Section 1092(f), Student Right
to Know and Campus Security (Jeanne Clery) Act of 1990, as amended, and
provisions of New York State Education Law.

The Pace University Campus Crime Statistics can be found on the Pace University
Internet Web Site at www.pace.edu (Intra Pace, Finance and Administration, Safety
and Security, Campus Statistics). The Pace University Presidents’ Advisory
Committee on Campus Security will provide, upon request, all campus crime statistics
as reported to the United States Department of Education (U.S.D.E.).

The U.S.D.E. web site for campus crime statistics is; http://securityoncampus.org. The
Pace University Official charged with responsibility for collecting and reporting campus
crime statistics is Mr. Frank McDonald, Executive Director of Safety and Security, (914)
773-3700.

Upon request, the University shall provide a hard copy of Pace’s campus crime
statistics, mailed to the individual requesting the report, within 10 days of the request
and that information will include all of the statistics that the University is required to
ascertain per federal law. The President’s Advisory Committee, the Executive Director
of Safety and Security, and the President will take steps to inform students and
prospective students of the existence of the campus crime statistics on an annual basis
and other safety policies and procedures of the University.

Section 6434 – Investigation of Violent Felony Offenses:

Pace University has implemented a plan providing for the investigation of any
violent felony offense occurring at or on the campuses of Pace University, and
providing for the investigation of a report of any missing student. These plans provide
for the coordination of the investigation of such crimes and reports with local law
enforcement agencies. Such plans include, but are not limited to, written agreements
with appropriate local law enforcement agencies providing for the prompt investigation
of such crimes and reports.

Food Service

Food and beverages on campus may be provided by Dinning Services.

To plan for a catered event, the procedure is as follows:
1. Make an appointment with the Catering Manager to discuss the final details and obtain a written estimate for the event.
2. Fill out the appropriate paperwork at SDACA.
3. Follow up with Dinning Services to confirm order the day before.

**Alcohol Policy for New York City Campus**

Any student organization reserving University facilities will be held responsible for the University policies on alcohol contained in the Undergraduate Catalog, Student Handbook, and any of its supplements. In addition, student organizations must conform with the following Campus Activities policies on alcoholic beverages served at student functions.

An organization reserving University space will be held responsible for the following:

Only beer may be served. All beer orders are subject to approval by the SDACA advisor. All orders must be processed through the SDACA office.

The following disciplinary action may be prescribed for uncomplicated violations: social probation, residence hall probation and/or disciplinary probation. More serious or multiple violations may lead to suspension, dismissal or expulsion from the University.

It is strongly advised that student organizations, when serving alcohol at events, include the price of alcohol in the admission price. However, if a student organization wishes to sell beer, by the glass, this is possible only after the following guidelines are set:

1. All details concerning monies collected are arranged at least ten (10) working days in advance with Campus Activities.
2. Ticket tally sheets and tickets must be used. There will be no collection of monies at the bar area. Drink tickets will be sold at the door.

All functions serving alcoholic beverages must also serve non-alcoholic beverages and have food available.

Double proof of age is required of everyone attending a function where alcoholic beverages are served. The minimum age for entry to an event is seventeen (17), with twenty-one (21) the minimum age for drinking alcoholic beverages. Proof must consist of:

1. A Pace I.D. and a proof of age, or
2. Another College I.D. and proof of age, or
3. Two pieces of identification, one of which must contain proof of age, if a person is a guest of a Pace Student.

For those people signed into the residence hall, the residence hall pass does not substitute for positive identification.
The following forms of identification will be accepted as proof of age:

- Driver's license with photo
- Passport

The consumption of alcohol is prohibited in any University vehicle used to transport students to and from an event. Upon requesting the use of a University vehicle, the sponsoring organization must designate one individual to help enforce this policy. Disciplinary action will be taken by Campus Activities against any student(s) and the sponsoring organization(s) should this regulation be violated.

Activities Center team members will be on duty at all dances and major functions where alcoholic beverages are served. They will be stationed at the point of entry to proof ages, sign-in guests and attach Campus Activities wristbands on those attending who are twenty-one (21) years of age or older, and in the bar area as servers. Sponsoring organizations will be charged the expense of hiring staff to run events with alcohol. There will be no exceptions to this policy. The student organization will still maintain responsibility for the collection of revenue in conjunction with Campus Activities.

All Pace University students and organizations must abide by the following excerpts from the New York State Law:

No person shall sell, deliver, give away, or serve any alcoholic beverage to any intoxicated person.

Any person under 21 years of age who is found to have presented or offered false or fraudulent written identification of age for the purpose of purchasing or attempting to purchase an alcoholic beverage may be faced with probation for a period of not exceeding one year, and may, in addition receive a fine not exceeding $100.00.

Fraternity initiation rites which endanger physical or mental health or involve the forced consumption of alcohol or drugs is prohibited.

All organizations must also comply with the following regulations when serving alcohol:

1. The server will provide only one drink per person per trip at the point of dispensing the alcoholic beverages.
2. Food and non-alcoholic beverages must be available in order to dispense alcoholic beverages.
3. The dispensing and serving of all alcoholic beverages will be terminated at least one hour before the end of the event.

Informal events sponsored by student organizations and geared towards those under the age of 21, will be restricted from the serving of alcoholic beverages. Examples of informal events are rush parties, meetings, and membership drives. Any exceptions to this policy must be granted approval by the Dean for Students Office and the event must be directly supervised by Campus Activities. At events geared toward those over the age of 21, approval must first be obtained through the Dean for Students Office.
When planning food for your event, please consider:

- The type of event,
- The date, time and place,
- The number of people attending,
- The available budget (note: no food service will be provided unless the full cost is covered by existing funds and not by anticipated receipts.)

Make sure your orders are placed well in advance. Final numbers of people attending must be submitted four working days before the event. Remember that all functions not occurring during normal working hours will be subject to overtime wages. Overtime is considered to be after 5:00 p.m. on weekdays and all day on weekends.

**Dances & Parties**

SDACA allows six parties and/or late night events each Fall and Spring semester.

These events are usually scheduled on Thursday evenings from 9:00 pm until 2:00 am. In coordination with the Campus Activities office and on a case-by-case basis they may be held on a Friday or Saturday evening instead. They may not be held on Sunday through Wednesday evenings.

At the beginning of each semester all groups interested in late night parties must meet together at Dance Reservation Day hosted by Campus Activities. Groups with at least three co-sponsors have priority in selecting dates. Once the date is assigned it is the responsibility of the sponsoring organizations to meet with Campus Activities four weeks prior to the event to finalize all details.

The only alcoholic beverage permitted is beer served in clear plastic cups. A request for a temporary permit to serve alcohol must be submitted to the State Alcohol Commission three weeks prior to the event. Only beer from kegs may be served at parties. They must be pre-ordered and delivered directly to the SDACA office. Beer delivered in cans and/or bottles is prohibited.

Organizations receive notification of Dance Reservation Day in their mailboxes. All dances are held in the Eddie Layton Student Union unless special permission is granted by Campus Activities.

**Speakers**

In addition to guest speakers, this category includes lectures, forums and seminars. The main purpose of this type of event is to share ideas and enhance the educational experience.

Biographical information must be submitted for contracted speakers with the Event Registration Form. Written approval may be required from the Dean for Students in order to confirm the event. All speakers must be named by security. All speakers must be negotiated and contracted by Campus Activities.

The Standard Performance Contract will be drawn up and returned to the organization.
whose responsibility it is to have all copies signed by the performer. After all copies have been signed and returned to Campus Activities, the contract is then sent to the Finance and Administration office to be reviewed by Legal Counsel and then the contract will be signed by the Executive Vice President of Finance and Administration. The organization receives one copy of the contract, one copy is given to the performer, and the original with one copy is kept by Campus Activities.

**Off Campus Events**

Organizations wishing to sponsor events off campus must obtain approval from SDACA.

Bus transportation, if feasible and requested, should be provided at a nominal cost to the students who prefer not to drive to an off campus event.

If the event is geared towards students 21 years of age or older, permission to have an open bar must be obtained through the Director of Campus Activities. The sponsoring organization will assist the off campus site, if necessary, in the proofing process. No alcohol is to be available during the last half-hour of the event.

Events geared towards students under 21 years of age may not have alcoholic beverages available. The contract or agreement with the off campus site must clearly stipulate that no alcoholic beverages will be available during the event.

Reminder: All contracts and agreements must be approved by the University prior to the event.

**Trip Policy**

Any organization planning a trip must register the event in Campus Activities. The organization must provide one ticket per 50 reservations for Campus Activities representatives. All special arrangements, such as complimentary tickets from a travel agency, must be approved by the Director of Campus Activities. Personal liability waivers are required for all travelers.

Even the most spectacular, well-organized event can fail if nobody knows about it! Getting the word out is critical to success! As you begin preparing your publicity strategy and budget, ask Who, What, Where, When, and Why?:

- Why are you planning this event?
- Who is responsible for the program, event or series in planning stages?
- Who will be responsible for carrying out the publicity?
- To whom are you targeting the program?
- Is your information accurate and complete?

To participate in PACE REWARDS, your organization must be in good standing as outlined by the policies and procedures currently set by Campus Activities and the Student Government Association.
To remain in good standing, the following must be filed with Campus involves faculty. For example,

**Student Activities Awards Dinner**

At the conclusion of the academic year, the Center for Student Development and Campus Activities hosts the annual awards banquet honoring the excellence and achievement of our clubs and student leaders. A special evening of awards, friendship and fun, the event is often considered the culminating highlight to a year of hard work and accomplishment. Award recipients are nominated by their peers, advisors and/or through self-nomination. A committee of faculty, staff and students decide upon the categories listed below.

**Dean Emanuel Heller Meritorious Service Award**

Is given to the student organization that demonstrates outstanding collective participation in University and community affairs.

**Edward J. Mortola Pacesetter Cup**

Is presented to the student who exemplifies outstanding leadership qualities as shown by his or her accomplishments in various student activities.

**J.S. Schiff Senior Achievement Awards**

Are presented to those graduating seniors who have consistently shown their dedication and commitment to the Pace Community as shown by their contributions to various activities throughout their tenure at Pace University.

**Andre Bostic Pacesetter Keys**

Are given to those students who have made significant contributions in the area of student activities.

**Dawn L. Knipe Spirit Award**

In recognition for continually displaying true Pace spirit and unity.

**Philip Fulvi Advisor of the Year**

Is given to the staff/faculty member who has shown outstanding initiative and inspiration as an advisor to a recognized student organization.

**S.E.T.T.E.R.S. Letters (Students Empowered Toward Total Excellence, Responsibility and Service)**

Are presented to those student leaders who have fulfilled specific criteria to be recognized as official, lettered Pace student leaders. (self nomination only.)

**Best Co-Sponsorship of the Year**

Is awarded to the student organizations who have combined creativity, resources, and talents to create the best and most unique co-sponsored event benefiting the
Pace Community.

*Outstanding Fraternity/Sorority of the Year*
Is given to the fraternity or sorority who has significantly enhanced Greek life at Pace University.

*Rookie Club of the Year*
Is awarded to the student organization whose efforts have made significant impact in club life during its first year of existence.

*Comeback Club of the Year*
Is awarded to the student organization whose efforts have far surpassed its achievements of the previous academic year.

*Outstanding Community Service*
Is awarded to the student organization whose collective community service efforts have significantly enhanced the Pace Community at large.

*Outstanding Program of the Year*
Is awarded to the student organization whose creative and unique program or event set the standard for quality programming at Pace University.

*Best Programming of the Year*
Is awarded to the student organization whose original and unparalleled programming efforts during the current academic year were consistently well-planned, well-received, and widely benefited the Pace Community.

*Best Theme Programming of the Year*
Is awarded to the student organizations whose collaborative efforts in sponsoring, organizing and publicizing the best theme week/month have significantly enriched the Pace Community.

*Best Publicity of the Year*
Is awarded to the student organization whose advertising and publicity efforts for its events were the most creative and unique.
Contacts
Student Development and Campus Activities
(212)346-1590; fax(212)346-1916; campusactivities@pace.edu

Assistant Dean for Students/Director
David Clark (dclark@pace.edu)

Coordinator of SDACA
Sonia Arenas (sarenas@pace.edu)

Assistant Director of Community Development
Danny Holmgren (dholmgren@pace.edu)

Assistant Director of Student Development
Carmela Pastore (cpastore@pace.edu)

Assistant Director of Campus Activities
Leo Pedraza (lpedraza@pace.edu)

Dean For Students
(212) 346-1306; fax (212) 346-1563

Dean for Students
Marijo Russell O’Grady (mogrady@pace.edu)

Assistant to the Dean
Edith Arenas (earenas@pace.edu)

Office of Multicultural Affairs
(212) 346-1546; fax (212) 346-1563

Director
Denise Belen Santiago (dsantiago@pace.edu)
Office of Residential Life  
(212) 346-1295; (212) 346-1296

Director
Michelle Perez (mperez@pace.edu)

Assistant Director
Jennifer Gray (jgray@pace.edu)

Counseling Center (212) 346-1523; fax (212) 346-1530

Director
Dr. Richard Shadick (rshadick@pace.edu)

Coordinator of Disability
Dr. Richard Raskin (rraskin@pace.edu)

Director of Training & Staff Psychologist
Dr. Christopher Drost (cdrost@pace.edu)

Other Campus Contacts

Career Services  (212) 346-1610; fax (212) 346-1719
Community Outreach (212) 346– 1807
Dining Services  (212) 346-1291; fax (212) 267-1223
Security  (212) 346-1800; fax (212) 346-1645
Special Events  (212) 346-1369; fax (212) 346-1092
Student Government  (212) 346-1633
Appendix