William Paterson University Policy
Campus Activities, Service and Leadership

SUBJECT:	Student Organization Event Scheduling		TITLE:	Student Organization Event Scheduling Policy		
CATEGORY: Check One	**Board of Trustees** ☐		**University** ☐	**Functional** ☐		**School/Unit** ☐X
Responsible Executive:	Director, Campus Activities, Service and Leadership			**Responsible Office:**	Campus Activities, Service and Leadership	
CODING:	01-40-20-00-00		**ADOPTED:**	2017	**AMENDED:**	01-24-25

LAST REVIEWED: 01/24/25

I. PURPOSE

The purpose of the Student Organization Event Scheduling Policy to provide guidance and requirements for approval of student organizations planning events and activities.

II. ACCOUNTABILITY

This policy is administered by Campus Activities, Service and Leadership with cooperation from Events Scheduling Office.

III. APPLICABILITY

This policy applies to all student organizations recognized by the Student Government Association (SGA) and / or Campus Activities, Service and Leadership (CASL).

IV. REFERENCE

- Student Organization Event Policy

V. POLICY

Campus Activities, Service and Leadership requires all recognized student organizations to use 25Live Room Reservation System to request spaces for all events.

A. 25 Live Room Reservation Requirements

- Campus Activities, Service & Leadership must approve all requested events prior to moving forward in planning the event.

- Student organizations must have a confirmed room contract from Events Scheduling to proceed with planning their event. The student organization representative is responsible for reviewing and responding to all event correspondence in a timely way.

- A meeting must be scheduled with the Office of Campus Activities, Service and Leadership to discuss all arrangements for any proposed event. At this meeting, the CASL staff will determine what type of event is taking place, the need for security review room set-up needs, etc.

- All events must adhere to the descriptions provided during the room reservation process. Should the nature of an event need to be changed, the organization must cancel the room reservation and resubmit a new request based on the new details of the event. These changes must still adhere to the SGA timeline for approval. (For example, if a group requests a lecture and then wants to change the event to a karaoke night, the room reservation needs to be resubmitted to account for the increase in noise for other programs in the area and the need for a different room set-up.)

- Campus Activities, Service and Leadership has established programming "block-out" dates in which student organizations may not sponsor an event. The "block-out" dates usually occur when the university is closed, during the last week of each semester, and during the final exam periods.

- Although space can be reserved for a student organization, if the meeting and all required documentation are not approved by CASL by the required timeline, the reservation may be cancelled, and the group may forfeit the secured space.

B. Pioneer Life Requirements:

All student organization events must be fully approved by CASL in the Pioneer Life system.

- Student organizations must submit in Pioneer Life a completed Event Form indicating the details of the event including date, start/end time, location, sponsoring organization(s), event details, and flyer.

- All student organization events that have a financial component must also complete a Finance Form in Pioneer Life, and have it fully approved by SGA by the predetermined deadline as outlined in the SGA Financial guidelines.

- Event Forms must be approved no later than two weeks prior to the date of the event and/or by the SGA Financial Timeline. Mega, Large Scale and events requiring extensive funding will require an additional approval timeline.

C. Enforcement:

Failure to meet with a CASL staff member to have an event approved will result in the forfeiting of the room reservation and the cancelation of the organization's event. If a group holds an unapproved event, they may face sanctions by SGA, Campus Activities, Service and Leadership and/or the Office of Student Conduct.