Important Numbers

University Student Center 443-885-3120
Office of Student Activities 443-885-3471
University Events Office 443-885-4143
Student Government Association 443-885-3454
Student Affairs 443-885-3527
Promethean 443-885-3464
Spokesman 443-885-3464
Box Office 443-885-1522
Catering 443-885-3902
Copy Center 443-885-4345
MSU Bookstore 443-885-2099
University Police Department 443-885-3100

Revised September 2, 2014
The Office of Student Activities

Statement of Purpose

The Office of Student Activities is dedicated to providing quality activities and programs in a learning environment that promotes academic excellence, leadership development and personal growth in students, to include an appreciation of intellectual, ethical, and aesthetic values. Its primary goal is to assist individual students and student organizations in the creation, implementation and evaluation of social, educational, cultural and recreational programs while fostering leadership development skills and promoting community activism which contributes to the total education of each student.

Staff Members

Floyd E. Taliaferro, III, Director
Toya G. Corbett, Coordinator
Joyce Allison, Assistant Coordinator
Avon Lewis, OSA Secretary

University Student Center
Suite 303
(443) 885-3470
**What is a Student Organization?**

A student organization is defined as a group of currently enrolled, undergraduate Morgan State University students who unite to promote a common interest. Morgan State University recognizes the vital contributions that student organizations make to enhance the quality of campus life; however, recognition as a campus organization is not to be interpreted as an endorsement of the University.

Student organizations shall abide by all applicable requirements of state and federal law and local ordinances; by all Morgan State University policies, guidelines, rules and regulations, including but not limited to the Morgan State University Code of Conduct. If it is alleged that a registered student organization or its members have failed to comply with University policies or procedures, the University may conduct an investigation and render sanctions as deemed necessary.

**Registration Process for Recognized Student Organizations**

Student organizations are required to register annually with the Office of Student Activities. Beginning in August, student organizations must register online at www.morgan.edu. Any existing student organization that does not register by the communicated deadline will lose any dates/events approved by the University Events Office and will be cited inactive until the registration process is complete.

Completion of the registration form by a representative of each organization will be utilized to verify that the organization is active. Any information (i.e. valid email address, phone number, mailing address, etc.) on the registration form not fully completed will delay the registration process. Please provide the purpose and brief description of your organization. This description will be displayed on the Student Organization’s web page and will provide helpful information to students interested in your group. Make sure you proof read before submitting your registration because information will be posted as submitted. In addition, a current copy of each organizations constitution and by-laws must be on file with the Office of Student Activities. Once your registration is approved, it will appear on the Student Organization's link on www.morgan.edu

Student organizations must also attend the annual Student Organization’s Summit before their registration is finalized.

Registration entitles an organization to the following:

- Reserve space on campus for meetings, programs, forums, workshops, etc.
- Grants proper affiliation with the University
**Student Organization’s Summit**

The Student Organization’s Summit is a one day conference that convenes each September in which all student organizations gather together for the purposes of:

1. To be educated on Morgan State University, University Student Center and the Office of Student Activities policies, procedures, and guidelines.

2. To better equip student organizations with the tools they need to be successful on campus such as: Leadership Development, Parliamentarian Procedures, Campus Marketing, Fundraising, and Event Planning.

3. To provide advisors with training to be more effective in the guidance of student organizations.

4. To promote effective networking with University administrators.

All student organizations must attend the Student Organization’s Summit to be an active organization within the Office of Student Activities at Morgan State University for the current academic year. Two (2) representatives and one (1) advisor from each organization are required to be present for the entire duration of the Summit. Student organization representatives can only represent one (1) organization on the day of the Summit. Failure to comply with attendance requirements will result in the student organization being inactive for the entire academic school year and all previously scheduled programs being canceled.

**Forming a New Student Organization**

Students who may not find a current club or organization to fit their interest, may start their own. However, there are several things to consider before embarking on the recognition process:

⇒ Is the need that will be addressed by your proposed organization already being filled by another student organization? If so, please consider joining the existing organization rather than starting a new one.

⇒ Does the proposed organization have durability, i.e. is there a reasonable potential that the organization can attract new members on a yearly basis so that it can remain viable after the initial members graduate from Morgan? If not, you may want to find ways to pursue your interests that do not involve creating a new organization.

⇒ Is the membership willing to actively participate in the Morgan student organization community and develop programs and events that foster relationships with the entire Morgan campus and the surrounding community?

⇒ Applications for a new student organization are only accepted in the months of November and March.
Student groups desiring to be officially recognized as a student organization at Morgan State University must submit the following application components to Office of Student Activities, USC Suite 300:

1. New Student Organization application
2. Purpose of organization and its benefits to the University
3. List of officers and the names of at least eight other students and their student ID numbers who desire to be members
4. Membership requirements
5. A signed statement from a full-time University administrator or faculty member on University letterhead consenting to serve as advisor that includes that individual’s email address and telephone number
6. Constitution and By-Laws
7. Written consent from the national organization, if applicable
8. Types of activities planned
9. Dues statement, if applicable

The purpose, program and constitution of the proposed organization must not be in conflict with the policies, rules and regulations of the University.

Once application packets are received, they are reviewed by the Coordinator for Student Activities and then forwarded to the Vice President for Student Affairs for final approval. The Vice President for Student Affairs may elect to approve an organization on a trial basis, stipulating that one year must elapse from the date of approval before a final decision for recognition will be rendered.

Notification of approval or non-approval will be communicated in writing within 30 days of submission. Organizations approved in the fall must attend a New Student Organization Orientation in February. Organizations approved in March must attend the annual Student Organizations Summit in September. Failure to attend the aforementioned events will result in the termination of the new organization.

Upon final approval, a permanent file will be kept in the Office of Student Activities and the proposed organization must comply on an annual basis with the existing standards for all registered organizations. The University shall exercise sole and complete discretion whether to approve a proposed student organization.
**Grade Point Average Requirement for Student Organization Leaders**

The students in the following positions are required to possess a minimum cumulative GPA of 2.5: President, Vice-President, Secretary, Treasurer and Parliamentarian. The new GPA requirement was implemented for the 2012-2013 academic school-year. Once your organization has registered with the Office of Student Activities, the grade point average of each officer will be verified prior to your organization completing the registration process. If the listed officers do not possess the required minimum GPA, the organization will be deemed inactive for the entire fall semester. Those organizations deemed inactive during the fall semester may re-submit their registration for the spring semester if they have officers who possess the required GPA.

**Student Organization’s Fun Fair**

The Student Organization’s Fair, sponsored by the Office of Student Activities, is held annually during the fall semester. Its purpose is to provide registered student clubs and organizations with the opportunity to recruit new members. Each group is given table space to display the organization’s purpose, achievements, activities, etc., through flyers, news articles, pamphlets and paraphernalia.

**Student Organization’s Meeting**

The Office of Student Activities conducts meetings with student organizations for the purpose of disseminating University policies and procedures and for promoting events, programs, and community service activities. The meetings also serve as an excellent networking opportunity for student leaders, to share ideas, and to gather critical and timely information as it relates to campus life.

Attendance at the meetings is mandatory, requiring each organization to have two representatives and one alternate present. There is a compiled attendance list and any organization that misses three (3) meetings or more, forfeit calendar dates/room reservations, etc.

**Student Organization’s Mailboxes**

Student organizations who are registered and in good standing with the University may request a mailbox located in the Student Government Association Complex. Mailboxes will be disseminated based upon availability. The address for each organization is as follows:

Name of Organization  
Morgan State University  
University Student Center  
1700 E. Cold Spring Lane  
Baltimore, Maryland 21251

**Student Organization’s Discounts**
Registered student organizations are allowed the following discounts:

- 25% discount in the MX Copy Center on all advertisement printing/copying for authorized events and activities.
- Purchases from the Sweet Shoppe at wholesale cost for any authorized events taking place in the University Student Center. Items purchased can be served or resold as a fundraiser.
- Sponsor free play hours in the Recreation Center by paying a service charge of $60.00/hour.

**Advisors**

**Who can advise a student organization?**
Each student organization is required to have an advisor who is a full-time administrator or faculty member of Morgan State University. Advisors should be someone who is willing to actively serve and contribute to the positive growth of a student organization.

**Why should I advise a student organization?**
Advising provides you with an opportunity to help facilitate the growth and development of student leaders. It’s a fun way to get to know students outside of your classroom or office. You will be able to see the students you work with become successful in their organization’s work, and see knowledge from class used in their everyday lives.

**Advisor Responsibilities and Expectations**

- Responsible for the overall conduct and deportment of the student organization, attending and supervising all sponsored events;
- Attend all scheduled meetings and those activities sponsored by his/her respective organization. Failure to do so may result in the meeting or activity being canceled;
- Serve as a role model;
- Be familiar with the group’s history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with the interpretation of those;
- Coordinate and ensure that all persons leave the contracted facility at the conclusion of an event;
- Ensure an orderly transition of officers at the end of his/her term;
- Become knowledgeable of University policies and procedures that impact student organizations;
- Negotiate contractual agreements entered into by the student organization;
- Provide assistance in the areas of budget development, major expenditures and financial record keeping;
- Provide positive direction and confront behavior by members, which is deemed to be detrimental to the individual and/or other members of the organization;
- Encourage the development of effective communication and interpersonal skills.
Morgan State University Name and Logo Policy

Use of the Morgan State University name, that is, the use of the University’s name in the title of any program sponsored by a student organization is prohibited. Advertising should not imply University endorsement.

“It is the policy of Morgan State University to protect the name, designs, and colors of the University, including without limitation, the trademarks, service marks, designs, team names, nicknames, abbreviations, slogans, logographics, mascots, seals and other symbols which have or will come to be associated with the University (hereinafter collectively referred to as "Indicia") from unauthorized uses and to permit the use of the same under circumstances benefiting the University and its educational mission."

The intent of this policy is to ensure that the University retains the benefit and control of its Indicia and that no use is made of them without the express approval and consent of the University, including any future or current uses. All use of the University’s name and trademark are subject to prior written approval and must conform with the Morgan State University Graphic Identity Manual. The manual can be found at http://www.morgan.edu/Graphical_Identity/index.asp

Bake Sales

Goods baked/cooked by Morgan students, faculty or staff are not permitted to be sold on-campus. Only pre-packaged goods (M&Ms, candy bars, lollipops, etc.) are permitted to be sold on-campus.

Raffles

Any student organization desiring to conduct a raffle must first obtain a gaming permit from the Police Commission of Baltimore City. Organizations requesting a permit for the first time, must allow thirty days for approval. A gaming permit application can be acquired from the Office of Student Activities.
Morgan State University

Membership Intake Guidelines

The purpose of these guidelines is to provide an official document on membership intake for fraternities, sororities, social fellowships, and all other student organizations of Morgan State University. Organization advisors and prospective members will also receive the guidelines. To be recognized by the University, organizations using intake processes must adhere to these guidelines. The aim is to ensure the safety and well being of students applying for membership.

Qualifications for Membership in a Fraternity, Sorority or Social Fellowship

A prospective candidate must meet the following minimum requirements:

1. Registered full-time Morgan State University undergraduate student
2. Minimum cumulative grade point average of 2.7, on a 4.0 scale
3. Earned at least 24 credit hours from Morgan State University
4. No judicial sanctions
5. Must have made satisfactory arrangements with the Office of Financial Aid
6. Must have attended a Membership Intake Orientation session the same semester aspiring to join a fraternity, sorority or social fellowship
7. Transfer students must have attended Morgan State University for at least one semester, and also have earned the required minimum of 24 credit hours, twelve (12) of which must have been earned at Morgan State University

Membership Intake Orientation

Students who are seeking membership in a fraternity, sorority, or social fellowship are required to attend Membership Intake Orientation (MIO). MIO will consist of a review of the University’s membership intake guidelines, academic requirements and policy on hazing. MIO meetings will occur during the fall and spring semesters. Aspirants must attend MIO during the semester they wish to participate in membership intake.

Membership Intake Policy

National Pan-Hellenic Council

Organizations who are members of the National Pan-Hellenic Council (NPHC) will conduct membership intake only in the Fall semester of each academic year. Any NPHC member organization wishing to admit new members must do so only during the period specified by the University. A time period of ten (10) weeks, beginning the second week in September and ending the second week in November, will be
permitted to conduct any and all membership intake activity. This period includes interest meetings and concludes with final initiation ceremonies.

All procedures must be followed if an organization is to be allowed to participate in membership intake for the Fall semester. Failure to follow the procedures will result in postponement of the organization’s intake process until the Fall semester of the following year.

**Council of Independent Organizations**

and any other organization that conducts a membership intake process

Council of Independent Organizations (CIO) member organizations and any other organization that conducts a membership intake process will conduct membership intake only in the Spring semester of each academic year. Any organization wishing to admit new members must do so only during the period specified by the University. A time period of ten (10) weeks, beginning the second week in February and ending the second week in April, will be permitted to conduct any and all membership intake activity. This period includes interest meetings and concludes with final initiation ceremonies.

All procedures must be followed if an organization is to be allowed to participate in membership intake for the Spring semester. Failure to follow the procedures will result in postponement of the organization’s intake process until the Spring semester of the following year.

**Meetings and Documentation**

I. The Office of Student Activities will disseminate a Membership Intake Schedule to the advisors of organizations that conduct a membership intake process at the beginning of each semester.

II. A Membership Intake Intent Form (attached) must be submitted by the organization to the Coordinator of Student Activities at least two weeks prior to beginning any membership intake activities, including interest meeting.

III. Organizations must assure that all interest meetings are on record with the University Events Office.

IV. Before a student is considered for membership intake, the Coordinator of Student Activities must:

   - Certify his/her eligibility with the Office of Records and Registration.
   - Request review of University disciplinary records for any violations of the University’s Code of Conduct.

V. All organizations conducting membership intake must submit a “Potential Candidates for Initiation into a Campus Organization Form” to the Coordinator of Student Activities. This form lists the names of membership aspirants approved by your chapter for submission to your regional or national representatives. If the national or regional intake team conducts the intake
process, all related correspondence forwarded to any regional or local representatives must also be forwarded to the Coordinator of Student Activities. The form must be submitted promptly after the interest meeting and prior to the start of the official process/education of candidates.

VI. Prior to beginning the membership intake process, at least one chapter official, preferably the chapter president or intake chair, in addition to an advisor and the aspirants will meet with the staff of the Office of Student Activities to discuss and sign the Statement of Policy on Hazing and the Code of Student Conduct. To schedule an appointment, call the Coordinator for Student Activities at 443-885-1821.

VII. At this meeting, the chapter will submit/provide:

- Any national or regional paperwork that needs to be signed by an University official
- Statement of Policy on Hazing (signed by appropriate organization officers and each aspirant)
- A calendar of events that include a timetable of any intake activities with dates and times (i.e. start date of the aspirant’s educational sessions/intake process and initiation date).

VIII. Not more than one week after the conclusion of the membership intake process (after initiation), an updated “Membership Roster Addition/Deletion Form” must be submitted to the Coordinator of Student Activities.

New Initiate Presentations

All new initiates must be made public to the campus community within 48 hours of their final induction ceremony according to the approved documentation on file with the University. Organizations wishing to host a new initiate presentation must also conduct the event within 48 hours of the new members being initiated. All must new initiate presentations must be requisitioned and approved by the University Events Office. A copy of the confirmed requisition must be given to the Coordinator of Student Activities. Organizations that violate this policy will be suspended for a minimum of six months.

Code of Conduct for Probates/New Initiate Presentations/Coming Out Shows

- No nudity or sexually explicit acts
- The use or intake of alcoholic beverages are strictly prohibited
- No use of weapons, flares, fire, paddles, or chains
- The altering of any University property (lights, windows, buildings, bridges, poles, side walks, fences, etc.) is strictly prohibited
- Probates and presentations must be over and the area completely cleared of people and trash by 11pm, regardless of the day of the week
Guiding Principles

The safety and welfare of the student/membership aspirant is of paramount concern to all involved in organizational intake activity.

All documents supplied to the Coordinator of Student Activities are kept confidential from students, student leaders and other student officers. They may be shared with University officials and staff personnel, as needed.

Once an organization receives from the Coordinator of Student Activities approval of its membership intake schedule then the organization’s advisor must notify the Coordinator of Student Activities of any desired changes (dates and times). The notification of proposed changes should be by phone and in writing, no less than two business days prior to the event.

Any evidence of intake activities occurring outside of the approved membership intake time period will result in the prompt suspension of the organization intake process, and/or suspension or expulsion of individuals or organizations determined to be violators after an appropriate hearing by Student Judicial Affairs.

All organizations must adhere to the University’s “Code of Student Conduct” and any other applicable University guidelines and procedures.

Organizations must accurately and truthfully provide all information requested by the University.

Certification and Eligibility of Advisors for Fraternities, Sororities and Social Clubs

Each organization is required to have an advisor who meets the following two qualifications:

1) Full-time administrator or member of the faculty of Morgan State University

2) Active member of the national body of the respective organization

Persons serving as advisor cannot be an undergraduate student nor within five years of his/her graduation from any college or university.

Fraternities, sororities, and social fellowships that are sponsored by a graduate chapter and have a graduate chapter advisor, must also have an on-campus advisor. If the graduate chapter advisor is a full-time employee of Morgan State University, then he/she is able to serve as the on-campus advisor as well. Each advisor must attend an Advisor’s Council meeting conducted at the beginning of each fall and spring semester.
If you have any questions or concerns related to the membership intake policy, or if you would like to report any incidents of hazing, please contact the Director of the Student Center and Student Activities.

**Policy on Hazing for Student Organizations**

Hazing is a violation of State of Maryland law, Article 27, 5268. As such, it is punishable by fine and/or imprisonment consistent with the provisions of the statute.

At Morgan State University, it is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. “Hazing” is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in University life, either on or off campus.

The Division of Student Affairs of Morgan State University defines hazing as:

“Any activity undertaken or situation created by an individual, group of individuals or organization, in which individuals are voluntarily or involuntarily subjected to activities which have the potential to harass, intimidate, impart pain, humiliate, invite ridicule of, cause undue mental or physical fatigue or distress, or to cause mutilation, laceration, or bodily injury.”

The following are forms of hazing:

1. Paddling
2. Requiring or forcing exercises and calisthenics
3. Road trips (involuntary excursions)
4. Requiring or forcing exposure to uncomfortable elements
5. Requiring or forcing activities which impair academic efforts
6. Verbal or physical harassment
7. Requiring or forcing the wearing of apparel which is not in good taste
8. Requiring or forcing nudity
9. Requiring or forcing consumption of any liquid or solid substance
10. Any activity which would degrade or otherwise compromise the dignity and free will of the individual
11. Any activity that would reflect poorly in the fraternity/sorority system individual from performing activities
12. Any action that would place the individual in immediate danger
13. Any activity involving mental abuse
14. Any illegal activities
15. Any action which prevents the necessary to maintain normal bodily functions
16. Any activity contrary to an individual’s genuine morals
17. Any deception designed to convince the individual that he will not be initiated
18. Throwing harmful substances (oil, syrup, flour, etc.)
19. Any type of personal servitude which may be demeaning
20. Forcing aspiring members to do any physical work without help from the brotherhood or sisterhood
21. Any kind of mental or physical disciplinary action against an aspiring member
The University Events Office is responsible for the logistics for all events that take place on the campus of Morgan State University. From scheduling information, to catering, staffing, and liability insurance, the University Events Office staff is available to assist with all of your event needs.

Staff

Deborah Grady, Coordinator
Dawn Scruggs, Assistant Coordinator
Eric Richardson, Assistant Coordinator
Towanda Oglesby-Cooper, Administrative Assistant

University Student Center
Suite 303
443-885-4143
The University Events Office is responsible for the logistics for all events that take place on the campus of Morgan State University. From scheduling information, to catering, staffing, and liability insurance, the University Events Office staff is available to assist with all of your event needs. The University Events Office is located in the University Student Center, Suite 303 and the staff is available Monday through Friday 8am –5pm to assist you.

I. Event Reservations
   a. The University Events Office only recognizes Student Organizations that are officially registered with the Office of Student Activities.
   b. Student Organizations must submit a web request via the Virtual EMS Online Scheduling System which can be found at http://www.morgan.edu/university_student_center.html
      i. A web request is defined as a submission of a desired reservation using Virtual EMS (VEMS).
      ii. A web user is defined as an individual that is assigned to a group that can create and view reservations in VEMS.
   c. Student Organizations can submit web requests in advance up to 1 year.
   d. Student Organizations are only allowed to submit web requests for General Body or Executive Board meetings during the first week of the fall semester. No events can take place during the first week of the fall semester; however, events are allowed during the first week of the spring semester.
   e. During the summer, student organizations can submit web requests for Executive Board meetings to be held in rooms 204 and 208 only.
   f. The University Events Office reserves the right to cancel any room reservation if the aforementioned policies are abused.
   b. The requesting student organization must thoroughly complete all required fields including the Event Description. All details, equipment needs and any other pertinent information regarding the event must be included. The University Events Office is NOT responsible for information omitted from the web request that may delay the approval of the event.
   c. The University Events Office staff will review all web requests in the order in which they are received.
   d. Once the web request is reviewed by the University Events Office staff, pending no further details, an approval authorization will be sent to the organization’s advisor. The advisor has 3 business days to respond with an event approval; otherwise the web request will be subject to cancellation. A web request is only officially approved and subsequently booked once an event confirmation is sent to the student organization.
   e. If the University Events Office staff indicates that there are charges or additional documentation required, the requesting student organization must make arrangements to fulfill the request prior to the event receiving final approval. Once approved, the event will be automatically added to the EMS Virtual Event Calendar.
   f. If the requested event is NOT approved, the University Events Office staff will send supporting documentation via email to the requesting student organization.
   g. In the event that a student organization is requesting the use of a facility outside of the University Student Center (i.e. residence hall, athletic field, recreational, academic space), a Use of Facility Authorization request will be sent to the manager of that
facility. The University Events Office will never guarantee that a facility manager will approve any request. *This process usually takes a longer time to receive an approval.*

h. Advertisements and/or promotions are not permitted until the University Events Office has received approval for the proposed event.

i. Fronting by a student organization (reserving campus space for another student organization, department or for any off-campus entity) is prohibited and is subject to sanctions.

j. Reservations are non-transferable; one student organization cannot transfer a reservation to another student organization. Violation of this policy may result in the cancellation of future reservation privileges.

k. Organizations using University facilities and/or equipment for events are responsible for any damage to the facility and its equipment that may occur during the event.

   i. The University Events Office reserves the right to cancel any future reservations if proper payment is not made for any damages incurred during an event.

l. Student Organizations are permitted to have events Sunday, 12pm – 10:30pm, Monday – Thursday between the hours of 9am – 10:30pm; Friday and Saturday, 9am – 2am. Events scheduled outside of this time frame must be approved by the Director of the University Student Center and Student Activities and/or the Vice President for Student Affairs.

m. All student organization events will end on the last day of class during the fall and spring semesters.

n. No events will be permitted to take place on University grounds without a confirmation from the University Events Office.

o. All events are subject to observation by the University Events Office and or any member of the University Student Center staff.

II. Major Events

   a. A major event is classified as a party, concert, performance, or any event with a projected 300+ attendees. The University Events Office reserves the right to classify other events as a major event.

   i. Requests for major events must be submitted to the University Events Office no less than thirty (30) days in advance.

   ii. A minimum of one (1) planning meeting prior to the event will take place to discuss the onsite operations for the event. Representatives from the University Events Office, University Police and Public Safety, the Event Coordinator, Student Activities, the student organization president and advisor must be in attendance.

   iii. Major events will not be permitted to begin until the advisor(s) is present.

   iv. Upon arrival to event, the advisor(s) must check in with the University Events Office staff person on duty. Advisors are required to be present for the duration of the event.

   v. All performers must check in with the University Events Office staff immediately upon arrival and submit to a security check conducted by the University Police prior to entering the venue or setting up for the event.
vi. A performer is defined as a professional or non-professional entertainer such as a DJ, singer, dancer, comedian, or the like. A comprehensive list is available in the University Events Office.

vii. The University Police and Public Safety Department reserves the right to cancel any event that is deemed to be a risk to public safety.

III. Event Cancellations
   a. All cancellation requests with no catering services must be submitted in writing no less than 1 business day prior to the event by the end of the office hours. Food service requests must be submitted in no less than 3 business days prior to the event.
      i. Cancellations for student organizations must come from the event requestor or campus advisor.
   b. Any student organization canceling an event less than 72 hours in advance will be responsible for the following.
      i. loss of deposit (if applicable)
      ii. any charges for outsourced equipment
   c. Any student organization that fails to cancel a reserved date and does not use that date are subject to the following:
      i. 1st offense – A written warning
      ii. 2nd offense – 2nd written warning
      iii. 3rd offense – Suspension of reservation privileges for the remainder of the current semester and the cancellation of all events within that semester
   d. In the event that the University is closed due to an emergency, natural disaster or inclement weather, all events scheduled will be rescheduled based upon availability.

IV. Insurance
   a. In accordance with the policies and procedures of Morgan State University, all affiliated and non-affiliated university events must be adequately insured. Morgan State University does not provide nor pay for liability insurance for events. The liability insurance coverage document must include the following: Rating, Additionally Insured, Occurrence Coverage, Policy Limits, and Terms.
      i. The insurance companies providing coverage must be of an acceptable financial rating as determined by Morgan State University.
      ii. Exceptions may be made however; Morgan State University retains the right to require the A-rating. Unrated companies will not be accepted.
      iii. The policy limits are the following: $2,000,000 in the Aggregate and $1,000,000 combined single limit per occurrence for bodily injury including death, personal injury and property damage.
      iv. Morgan State University, which includes its current & former trustees, officers, directors, employees, volunteer workers, and agents, must be named as additional insured for liability coverage.
      v. All questions and concerns regarding liability coverage should be directed to the University Events Office. The University Events Office can provide a full scope of what is needed for the liability insurance coverage to be accepted.
b. The University Events Office reserves the right to cancel an event if liability coverage is not received within 3 business days of the event.

V. Catering
   a. Student organizations are required to use Morgan State University’s contracted food service provider, Thompson Hospitality.
   b. Morgan State University’s contracted food service provider will only provide services for events that have been authorized by the University Events Office and have been issued an official event number.
   c. Student organizations must submit their food service requests to the University Events Office no less than 7 business days prior to their event.
   d. The University Events Office reserves the right to refuse any food service requests that have been submitted less than 7 business days prior to the event.
   e. Full payment for food services must be submitted to the University Student Center Box Office no less than 3 business days prior to the event.
   f. The University Events Office reserves the right to cancel any food service request that has not been paid in full within 3 business days of the event.
   g. Any menu changes must be submitted in writing to Thompson Hospitality for approval. Changes made within 3 business days of the event may not be honored.
   h. All cancellation requests must be submitted in writing no less than 3 business days in advance and must come from the organization’s president or campus advisor.
   i. Student organizations are prohibited from bringing any outside food/beverage into their event.

VI. Payment
   a. All events must be paid in full no less than 3 business days prior to the date of the event.
   b. The University Events Office reserves the right to cancel any event that has not been paid in full within 3 business days of the event.
   c. The following are acceptable methods of payment:
      i. Cash
      ii. Cashier’s Check
      iii. Business/Corporate Checks
      iv. Money Order
      v. Credit Card
      vi. Purchase Orders
      vii. Approved Morgan State University Foundation Fund Requests
   d. Any student organization with an outstanding balance will lose all reservation privileges. Furthermore, all existing reservation requests are subject to cancellation.

VII. Security
   a. All student organization events are subject to security measures as dictated by the Chief of University Police or his designee.
   b. All overtime costs will be charged back to the student organization that is requesting the event.
      i. Overtime costs are defined as additional amounts compensated to employees for work performed in excess of a standard work-week.
ii. Overtime cost will vary depending on the employee’s classification and specific type of job assignment.

iii. The University Events Office will ensure that all overtime costs associated with a reservation are communicated once an event is confirmed.

c. University Police are scheduled for one hour prior to an event start time or the required reporting time as dictated by the client and or the Chief of University Police or his designee. University Police report to headquarters for a briefing and then report to the event site.

d. University Police are scheduled for one hour after an event’s scheduled end time in order to secure the facility and the surrounding area. Any additional time required to secure an event will be charged to the requesting student organization.

VIII. Housekeeping

a. All student organization events are subject to housekeeping measures as dictated by the University Events Office or the Director of Physical Plant Operations.

b. All overtime costs will be charged back to the student organization that is requesting the event.

i. Overtime costs are defined as additional amounts compensated to employees for work performed in excess of a standard work-week.

ii. Overtime cost will vary depending on the employee’s classification and specific type of job assignment.

iii. The University Events Office will ensure that all overtime costs associated with a reservation are communicated once an event is confirmed.

c. Housekeepers are scheduled for one hour prior to an event start time or the required reporting time as dictated by the client and/or the University Events Office.

d. Housekeepers are scheduled for a minimum of one hour after an event’s scheduled end time in order to thoroughly clean the facility and return it to its original condition. Any additional time required to clean after an event will be charged to the requesting student organization.

IX. Storage

a. The University Student Center does not have the space available to store materials and/or equipment for organizations utilizing reserved space for their event.

i. Any materials and/or equipment used must be removed at the conclusion of the event or the student organization will be subject to a non-refundable $100 removal fee.

b. The University Student Center is not liable for any pilferage or property damage that occurs as a result of materials and/or equipment that is left before or after an event.

c. The University Student Center cannot receive shipments or delivery of materials for storage arrangements. Items shipped or delivered will be refused and returned to sender.


**Tickets**

The University Student Center offers a variety of ticket services. Student organizations are required to use one of the services listed below for all events in which there is an admission charge. The University Student Center management reserves the right to require student organizations to use one of the services for an event.

1) **Ticket Option 1 (printing only)**
   a) The University Student Center Box Office provides counterfeit proof tickets for authorized events at a rate of $.25 per ticket.
      i) Tickets can be sold independently by the student organization.
      ii) The University Student Center Box Office will not be used for sales.
   b) This option requires that all event charges must be paid in full 72 hour prior to the event.

2) **Ticket Option 2 (box office)**
   a) The University Student Center Box Office provides counterfeit proof tickets for authorized events at a rate of $65.00 (Student Organization). Tickets will be sold from the University Student Center Box Office by University Student Center staff.
      i) All monies collected will be applied to the charges indicated by the University Events Office
         (1) Student organizations will not be required to provide full payment for the event 72 hours prior to the event.
      ii) All monies collected in excess of the event charges will be refunded in cash to the student organization within five (5) business days after the last day of the event.

3) **Ticket Option 3 (Ticketmaster)**
   a) The University Student Center Box Office provides official Ticketmaster ticket services for authorized student organization events at a rate of $75.00 per event.
      i) Tickets can be purchased online at [www.ticketmaster.com](http://www.ticketmaster.com).
         (1) Additional services charges apply.
      ii) Tickets can be purchased at any Ticketmaster outlet
         (1) Additional services charges apply
   b) Tickets will be sold from the University Student Center Box Office by University Student Center staff.
      i) All monies collected will be applied to the charges indicated by the University Events Office
         (1) Student organizations will not be required to provide full payment for the event 72 hours prior to the event.
      ii) All monies collected in excess of the event charges will be refunded in cash to the Student organization in the form of a check within thirty (30) business days after the last day of the event.
Advertisements/ Flyers

All flyers and advertisements on the campus of Morgan State University must be approved by the University Events Office. Any flyer or advertisement placed in the University Student Center without the approval of the University Events Office will be removed and possibly destroyed without notice.

Student organizations interested in placing flyers/advertisements at the University Student Center Information Desk must submit flyers to the Main Office for approval. The University Events Office staff will place all approved flyers throughout the University Student Center. The University Events Office staff will not post flyers immediately. To ensure that events receive adequate visibility time it is recommended that flyers/advertisements be submitted no less than seven (7) business days prior to the event.

The University Events Office reserves the right to refuse to approve any flyers/advertisements that have not been scheduled properly with the University Events Office that contain offensive or distasteful graphics or text, that promote events or activities not being held on the campus of or sponsored by Morgan State University. Flyers for activities held off campus will be placed based upon space availability.

Student organizations interested in posting flyers/advertisements in academic facilities are subject to the posting policies set forth by the academic department responsible for that facility.

a) Student organizations interested in posting flyers/advertisements in Residence Halls must get the approval of the Resident Director of that facility and are subject to guidelines set forth by the Office of Residence Life.

b) Student organizations interested in posting flyers/advertisements in the Dining Hall must get the approval of the Food Service Department.

c) Under no circumstances are flyers/advertisements are to be posted on any glass or plexi-glass surfaces, walls, floors, ceilings, columns, light fixtures or doors on the Welcome Bridge (adjacent to McKeldin Center) or the New Bridge (between Banneker and the Communications Building). Additionally, chalking is not permitted at all.

2) SIGN FLASH (Flat Screen Monitors)

i) Only events that have been approved by the University Events Office will be posted.

All requests for Sign Flash must be submitted via

http://www.morgan.edu/university_student_center/advertise_in_the_msusc.html

ii) at least 2 weeks (14 days) prior to the desired posting date.

iii) Requests for advertisement to be posted on Sign Flash must include the following:

1) Reservation Number
2) Event Details
3) Starting and end date that the advertisement should be posted
4) Graphics with the following specifications.
   (a) Sent as an attachment and NOT embedded in the actual email
   (b) jpeg format
   (c) Image dimensions should be 8.5X11 inches
   (d) Basic event information (i.e., date time location contact info)
iv) The University Student Center reserves the right to refuse to post images that are of poor visual quality or are deemed inappropriate or offensive.

v) Cancellations or changes to original requests must be submitted in writing to mckeldin@morgan.edu.

Movies

The University Student Center offers facilities equipped with DVD and VHS players. Any student organization interested in showing a movie in the USC Theater or the Calvin and Tina Tyler Ballroom must obtain copyright approval to show the requested movie or rent the movie from a non-theatrical motion picture distributor approved by the Assistant Director of Operations. Written copyright approval must be submitted to the Assistant Director of Operations no less than twenty (20) business days prior to the scheduled showing date. Once received, written copy right approvals are forwarded to University Council for review. The requested movie will not be allowed to be shown without the approval of University Legal Council.

The process is as follows:

a) Movie rentals through an approved non-theatrical motion picture distributor are coordinated by the Assistant Director of Operations.
   i) Requests for such rentals must be submitted in writing no less than twenty (20) business days in advance.
   ii) Once the availability of the requested movie is confirmed the requesting group will be informed of the cost of the movie in writing.
   iii) Full payment of the movie must be provided to the University Events Office before the movie will be rented. Acceptable forms of payment include cash, credit card, foundation fund requests, and purchase order.
   iv) The University Events Office staff will oversee the actual playing of the movie on the day of the showing. Movies will NOT be managed or handled by Student Organizations, University Departments or Non-University Clients.

b) The University Student Center reserves the right to refuse the showing of any movie.

Outdoor Activities

Outdoor activities are limited to the University Hour and Weekends with the exception of Homecoming activities and I Love Morgan Day. All outdoor activities/events must be approved by the University Events Office. The University Events Office reserves the right to deny any outdoor activity.

University Parking Garage

The University Parking Garage hours of operation are Monday through Friday 7:30 a.m. -11:30 p.m. The Parking Garage can be made available for authorized events. Requests for extended Parking Garage services must be submitted in writing to the University Events Office.
Catering

Student organizations are required to use Morgan State University’s contracted food service provider, Thompson Hospitality, for any event in which food will be served. Thompson’s will only provide services for events that have been authorized by the University Events Office and have been issued an official event number. The Catering Office is located in suite 303 of the University Student Center.
Morgan is the fastest-growing college in Maryland.

- Over the last ten years, undergraduate enrollment at Morgan grew by more than 35 percent.
  - More than $200 million has been expended on new construction and renovations throughout the campus. Construction is nearing completion on several projects, including the $40 million 2000-seat state-of-the-art Carl Murphy Fine Arts Center, the $14 million refurbishment and expansion of Hughes Stadium, and the $16 million Research Building and Greenhouse, which will offer ultramodern laboratories for physics, biology, chemistry, and biochemistry.
- For four decades, Morgan has been one of the leading institutions in the Mid-Atlantic States in the production of Fulbright Scholars.
- Each year Morgan produces more African-American scientists and engineers than any other institution of higher education in Maryland.
- Morgan ranks first in the state in the enrollment of African-Americans in chemistry.
- During a recent ten-year period, Morgan graduated 10 percent of all the African-Americans in the nation who received the bachelor's degree in physics.
- Morgan is one of the top institutions in the country with respect to the number of its African-American bachelor's degree recipients who go on to earn graduate degrees.
- Morgan receives more applications for admission from African-American high school students than almost any other college or university in the country.

History. Founded in 1867; became public college in 1939; renamed Morgan State University by state legislature in 1975 to reflect expanded mission and scope.

Type of institution. Designated as Maryland’s public urban university, Morgan serves an ethnically and culturally diverse population. Academic units include the Clarence M. Mitchell, Jr., School of Engineering, the College of Arts and Sciences, the Earl G. Graves School of Business and Management, the Graduate School, the Institute of Architecture and Planning, and the School of Education and Urban Studies. Students may choose from thirty-eight academic programs that lead to the bachelor's degree, nineteen that lead to the master's degree, and five that lead to the doctoral degree.

Outcomes. Morgan awards more bachelor's degrees to African-American students than any campus in Maryland. In many fields—especially in engineering and the sciences—Morgan accounts for large percentages of the degrees that African-Americans receive from Maryland institutions. An above-average percentage of Morgan graduates enter graduate and professional schools. Morgan ranks among the top four colleges and universities nationally in the number of black graduates who subsequently receive Ph.D. degrees. Typically, about 41 percent of our graduating seniors report in May that they have found employment, and about 23 percent indicate that they have applied to graduate or professional schools. Of the students seeking to pursue advanced study, 74 percent report that they have applied to programs directly related to their majors at Morgan.