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### COMPANIES OUTSIDE OF DICKINSON

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<tr>
<th>COMPANY NAME</th>
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<th>CONTACT</th>
<th>E-MAIL</th>
<th>PHONE</th>
<th>SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swank Motion Pictures</td>
<td>colleges.swankmp.com</td>
<td>SLCE</td>
<td><a href="mailto:SLCE@dickinson.edu">SLCE@dickinson.edu</a></td>
<td>717-245-1671</td>
<td>Ordering movies and rights</td>
</tr>
<tr>
<td>Criterion Pictures</td>
<td>criterionpicusa.com</td>
<td>SLCE</td>
<td><a href="mailto:SLCE@dickinson.edu">SLCE@dickinson.edu</a></td>
<td>717-245-1671</td>
<td>Ordering movies and rights</td>
</tr>
<tr>
<td>Phantom Entertainment</td>
<td><a href="http://www.djphantom.com">www.djphantom.com</a></td>
<td>Ashley</td>
<td><a href="mailto:ashley@djphantom.com">ashley@djphantom.com</a></td>
<td>800.357.4268</td>
<td>Large Scale Event Items</td>
</tr>
<tr>
<td>Alliance Audio</td>
<td><a href="http://www.allianceaudio.biz">www.allianceaudio.biz</a></td>
<td>Gary Greyhosky</td>
<td><a href="mailto:gary@allianceaudio.biz">gary@allianceaudio.biz</a></td>
<td>717-422-2831</td>
<td>Sound Equipment</td>
</tr>
</tbody>
</table>
RESERVING SPACE ON CAMPUS

Campus facilities are used heavily during the academic year. Therefore, it is recommended that you reserve space well in advance. Remember: student organizations must be registered every semester with the Student Senate in order to reserve facilities on campus.

The Office of Conferences and Special Events (CASE) is responsible for reserving College facilities and coordinating major College events. You may check out events.dickinson.edu to see what rooms are available. CASE is located in the lower level of the HUB. To reserve space you can visit, call, or e-mail CASE.

**Phone:** 717-245-1900 **E-mail:** case@dickinson.edu

- Spaces for events can be reserved for the current semester or two semesters beyond the current semester.
- Use of college facilities is a privilege contingent upon adherence to all college policies and regulations. Violation of these policies may result in cancellation of an event or refusal for future reservations.
- Each registered and recognized student organization must designate two people from their organization to be their contact people for CASE. Those two students will be the only members who may request space. They will be responsible for arranging special set-ups, audio/visual needs, security, and ensuring the conduct of the group, including knowledge of and adherence to college policies. They will be the only students who are able to make changes to any reservations.
- Student organizations are prohibited from holding any meetings or events during the time Student Senate meets (Tuesdays, 6 p.m.–8 p.m.).
- No student organization sponsored social or co-curricular event will be scheduled during exam periods or reading days.
- Space reservations and event setup requests must be made at least two weeks in advance, no exceptions.

To reserve space, you will need to submit some information to CASE. If you complete the 'Event Planning Cheat Sheet' at the end of this booklet, then you will have all of the information that you need to share.

**Contact CASE to reserve the following spaces or areas:**

- Atriums, lobby spaces, etc. in academic areas
- Classroom/Academic spaces
- College Guest Houses
- Holland Union Building
- Lecture Spaces
- Outdoor Spaces
- Seminar Spaces
- Theater/Performance Spaces

The following spaces are exceptions to the above and will be scheduled as indicated:

- **Dining Hall:** must have prior approval from the Director of Dining Services
- **Kline Center:** must have prior approval from Kline Center Facility Manager
- **Mathers Theatre and The Cubiculo:** must have prior approval from the Department of Theatre and Dance
- **Weiss Rehearsal Room:** must have prior approval from the Music Department
- **All residential spaces:** must have prior approval from the Department of Residential Life

Keep track of what spaces you have reserved! If you aren’t going to use the space, release it so that other organizations can hold their events. Failure to cancel a reservation in a timely manner will result in a $50.00 charge to the sponsoring organization if setup was required. If another organization has a space on a date you were interested in, reach out to them and see how you might be able to collaborate!
**EVENT TECHNICAL SUPPORT**

When you reserve your room with CASE, you also need to let them know if you require any audio or visual support. Audio/visual requests must be made at least two weeks prior to the date of the event. Requests made less than 7 days in advance will be accommodated based on the availability of staff and/or equipment.

If a technical rider is included in the correspondence you have with the group you are bringing to campus, you must share it with Events Support prior to confirming your event. After reviewing the technical rider, Events Support will make a determination as to whether or not they will be able to support your requests.

Although the Events Support can support most events, it is unable to support bands. If your organization is bringing a band, please speak with SLCE.

**STUDENT ORGANIZATION REGISTRATION FORM**

All student organizations must complete the 'Student Organization Registration' online at the beginning of each fall semester or when changes are made to the executive board due to elections or vacancy. The Office of Student Leadership and Campus Engagement (SLCE) will set a due date for completion, usually two weeks into the fall semester.

For instructions on completing the form, please visit www.dickinson.edu/slce.

This information must be completed and up-to-date or your organization will be unable to reserve space on this campus for the remainder of the semester.

**RELIGIOUS HOLIDAY POLICY**

Dickinson College is fully committed to tolerance, understanding and support of the diverse faith traditions to which members of our community adhere. After a careful review of our practices and those of our peers, the College is instituting a written policy that provides guidelines about event scheduling around religious holidays.

*The College (offices and departments) will not schedule public and/or college-wide events on the following major religious holidays:* Rosh Hashanah, Yom Kippur, and the first night of Passover, Eid al-Fitr, and Eid al-Adha. The College calendar already excludes events on Christmas and Easter. College wide events are those that invite all members of any part of Dickinson community, and due to religious observance, someone within that group might be excluded. If a college sponsored event is scheduled on these holidays, it must be rescheduled as soon as the conflict is realized.

Notations will be made on the CASE calendar to designate the official beginning and ending times of these holidays.
INVOICES
An invoice is a detailed list of goods shipped or services rendered with an account of all costs. In other words, it is an itemized bill.

WHEN DO YOU USE AN INVOICE?
Invoices are generally used when goods are provided for a particular organization. A couple of examples include t-shirts or giveaways, equipment or any other tangible items ordered by a student organization. The College generally does not pay for items before they are delivered. The obvious exceptions include the purchase of office supplies or food for dinners.

If the individual with whom you are communicating wants to fax a copy of the invoice to the Student Leadership and Campus Engagement at 717-254-8081, make sure that he/she puts the name of your student organization somewhere on the invoice so that we can easily get in touch with your organization.

If you are ordering from off-campus, have approval from Dining Services, and employees from the vendor are coming to campus, then you must request a certificate of insurance name Dickinson College as an additional insured. The name, date, location, and time of the event to be insured must appear on the certificate. The restaurant can fax the certificate of insurance to 717-254-8081. When you ask them to fax it, make sure they put the name of your organization somewhere on the fax.

CONTRACTS
All contracts must be signed by an authorized administrator. Under no circumstances are individual students or student organizations allowed to enter into or sign contracts.

WHEN DO YOU USE A CONTRACT?
Contracts should be used when entering into an agreement with another party for a provided service. Examples of such situations include performances, lectures, concerts, comedians, technical services or any service which the provider is required to provide for an event or program.

A contract is not handwritten on a piece of paper. Contracts should come from either the person or organization supplying the service or you can use a Dickinson College SLCE Contract (available in SLCE).

If the individual with whom you are communicating wants to fax a copy of the contract to SLCE at 717-254-8081, make sure that he/she puts the name of your student organization somewhere on the contract so that we can easily get in touch with your organization.

All payments will be made in the form of a college check and presented to the artist or their representative after the performance. Payments are not made in cash and the College does not authorize deposits or partial payments.

W-9 FORMS
W-9s are required by the federal government for the purposes of reporting to the Internal Revenue Service any payment to an individual or organization. The College is required to file an information return with the IRS and this form supplies the Taxpayer Identification Number for the payee.

A W-9 is required any time an individual, company, etc. is providing a SERVICE. Examples would include a band playing a concert, a restaurant catering a party, or a speaker giving a lecture.

A W-9 is NOT required when you are purchasing a PRODUCT. Examples would include buying t-shirts, equipment, or food (without the restaurant serving the food).
The Office of College Advancement is responsible for the engagement and fundraising work of the college. Their staff brings expertise in building relationships with alumni and parents as well as conducting mail, phone and personal solicitations. If you are interested in raising funds for your organization this year and are in need of creative ways to do so or guidance in getting started, please consider members of the College Advancement staff resources for you and your members. Student organization leaders can contact Coco Minardi, Assistant Vice President for Engagement & The Dickinson Fund at 717-245-1571 or minardin@dickinson.edu.

Dickinson is a non-profit organization that relies on gifts from alumni and friends to cover operating costs not paid for by tuition. These contributions help to provide a transformational Dickinson experience both in the classroom and beyond. Soliciting alumni of Dickinson is done exclusively by the Office of College Advancement, not individual student organizations.

If you want to have food at your event, you should first communicate this with CASE when you make your reservation with them. You should let them know if you plan to use Dickinson Dining Services, an outside vendor, or food on your own.

**USING DICKINSON COLLEGE DINING SERVICES**
If you want to use Dining Services to provide food for your event, you can first visit their Web site at dickinson.edu/dining/ for more information on the type of food they have as well as prices for various items. The Department of Dining Services is located on the upper level of the HUB.

After you have a confirmed room reservation, you may order food for your function from the Dining Services office by calling 717-245-1318 or making an appointment with a Dining Services employee. Dining Services requires at least 10 days advance notice, but would prefer a longer notice to accommodate you and provide the best service possible.

**When you contact Dining Services, be ready with the following information:**

- The day, date, and time of your event
- Contact name, organization, phone number, method of payment (internal requisition)
- Location—the room you reserved with the Conferences and Special Events Office.
- Rain location—if applicable
- Type of function and service style (breakfast, lunch, dinner, buffet or waiter served, etc.)
- Estimated number of guests—to be confirmed 48 hours before event
- Menu - including special dietary requirements such as vegetarian or allergies
- Keep in mind that alcohol must be served by TIPS-certified servers hired by Dining Services
- Special Arrangements—flowers, china service, linens, etc.
Keep in mind that all cancellations must be made at least 48 hours prior to the scheduled event. This will nullify any charges for food orders and labor commitments. Failure to do so, will subject the individual to charges of costs already incurred. Any change in detail concerning your event must be submitted to Dining Services as soon as possible to establish if the change can be accommodated.

**USING OUTSIDE FOOD PROVIDERS**
Individuals, clubs and other organizations are not permitted to cater or bring food and beverages into Dickinson College spaces that must be reserved in advance. Dining Services reserves the right of first refusal for all food served at Dickinson College.

Exceptions allowing outside caterers to serve food or beverages on campus will be made by the Director of Dining Services or the Catering Manager. Such exceptions must receive written approval from the Director of Dining Services in advance of the event.

**EVENTS WITH ALCOHOL**
For complete information, please visit [www.dickinson.edu/alcoholevents](http://www.dickinson.edu/alcoholevents)

*What you need to know:*
- Events with alcohol must be registered via the form found on the above webpage.
- Events must have the appropriate number of designated sober hosts.
- Hosts must attend Host Training offered twice per year
- Alcohol must be served by TIPS-certified servers
- Those wishing to drink must have their ID checked and given a wristband
If your organization plans to show a film or television show, you must keep in mind certain copyright restrictions. You must pay for the rights to screen a film or television show anytime it can be considered a public performance. SLCE recognizes two companies that your organization may use to purchase the rights to screen films or television shows: Swank Motion Pictures, Inc. and Criterion Pictures USA.


**Q:** What constitutes a public performance?
**A:** Any exhibition of a movie outside the privacy of a home setting is considered a public performance.

**Q:** Do we need a license even if we don’t charge admission?
**A:** Yes! A license is required for all public performances regardless of whether admission is charged.

**Q:** What if a video store or equipment provider says it is okay to exhibit rented or purchased movies?
**A:** These stores rent and sell movies for “home use only” and cannot provide legal permission for use outside the home. You can only obtain licensing directly from a licensor, not from a third party.

**Q:** Who bears the responsibility if a film is shown without a license?
**A:** The management of the venue or premises where the movie is shown bears the ultimate responsibility and consequences of copyright infringement. However, anyone involved with the public performance of copyrighted material should seek compliance.

**Q:** I own the movie. Do I still need a license to show it outside my home?
**A:** Yes. Neither the rental, purchase or lending of a videocassette or DVD carries with it the right to exhibit movies outside the home.

**Q:** I want to show an old movie, from the 1930’s or 40’s. Do I still need a license?
**A:** Absolutely. Copyright pertains to all movies regardless of the year it was produced.

**Q:** A small group is having an informal gathering in our facility. Do we still need a license?
**A:** Yes! A license needs to be obtained regardless of the number of people attending the screening, if the movie is being shown outside your home.

**Q:** How many days can I show the movie?
**A:** Prices are for a one-day rental. For each additional day shown, a fee of $100 will be charged. If you charge admission, your movie rental rate is the flat rate versus 50% of your gate receipts, whichever is greater. Payment is due upon receipt of the invoice.

**Q:** What are the restrictions of the license for my movie?
**A:** Your order is for a limited license to exhibit only to the agreed upon time and place. Violation of this is subject to the penalties set forth in the Federal Copyright Act. No movie or any portion thereof may be copied or duplicated in any manner. Infraction of this violates the Federal Copyright Statutes and carries a penalty of up to $5,000. Hollywood studios reserve the right to reject showings of certain movies to potential crowds over 200.

**Q:** Are there any advertising restrictions?
**A:** These motion pictures are specifically licensed for non-theatrical showings only. Advertising through media such as public radio, public television or general public newspaper is strictly prohibited. Advertising must be used exclusively to inform members or staff of movie showings via on-premises bulletin boards or direct mail.

**Q:** Can I plan a fundraiser with my movie?
**A:** You may fund raise with any movie except for Walt Disney Pictures’ feature-length movies, for which you may only charge admission to help defray the rental cost of the movie.
**DPS PRESENCE AT EVENTS**

*When determining whether or not DPS will be required at your event, keep in mind the following questions:*

- What type of artist are you bringing? Is it a large band or a lesser known comedian? The large band will likely require DPS to be there, but a lesser known comedian might not.

- How many people do you expect to be attending your event? The larger the crowd, the more likely it is that DPS presence will be required.

- Is this event open to people outside of the Dickinson College community? If so, it is likely that DPS will be required. Even if the event is only open to the Dickinson College community, DPS may still have to be there.

If you have any doubt as to whether or not DPS will be required at your event, feel free to contact DPS at 717-245-1349 or SLCE. When budgeting for your event, keep in mind that if DPS is required at your event, you will have to incur some costs associated with their presence.

**STUDENT ORGANIZATION MAILBOXES**

Every registered student organization is assigned a mailbox located in the Student Senate Office. Student organization leaders are expected to check these mailboxes daily for vital information that is communicated by Student Senate and SLCE.

**E-MAIL ACCOUNTS AND WEB SITES**

Any student organization may receive an e-mail address with permission from their advisor.

To obtain an organizational e-mail address, the advisor may e-mail the Help Desk (helpdesk@dickinson.edu) for information on how to proceed. If an organization already has an e-mail address but the password has been lost, the advisor must e-mail the Help Desk to create a new password.
There are several different resources available for advertising events on campus. The most effective and frequently used place for advertising events on campus is the HUB. Student organizations are encouraged to think creatively (and sustainably) as they market and promote their events and programs.

**WHAT INFORMATION DO YOU NEED ON YOUR MARKETING MATERIALS?**

- Event Name
- Event Date
- Event Time
- Name of Sponsor
- Funded by Student Senate (if applicable)

**COLLEGE INFORMATION CHANNEL:** The College Information Channel (Channel 3 on Dickinson’s cable network) is used to broadcast campus announcements and upcoming events. To submit information to be posted on Channel 3, stop by the HUB Information Desk and fill out a request form. CASE reserves the right to edit announcements as needed.

**COLLEGE CALENDAR:** To find out what is happening on campus check out the college’s Web calendar at dickinson.edu/events. The calendar is updated daily by SLCE from event reservation information. If you would like the event to be listed, let CASE know when you reserve space. Please include an event description.

**SUPPLIES:** The Student Senate Office has colored butcher paper, recycled posterboard, and other supplies available for your organization’s advertising needs. A copier is also available in the Student Senate Office for your organization’s use. Officers of each organization will be set up to use the Senate Copy Fund for club business early in the Fall semester once names of officers are submitted by way of the Student Organization Registration form.

**SHEET BANNERS:** There are two spaces available on the outside of the HUB (facing Britton Plaza) that may be reserved to advertise your event on a sheet banner. You can reserve a spot by signing up in SLCE between 8:30 a.m. and 4 p.m. Reservations are made for one week only (maximum of seven days, Monday to Monday). You and your organization are responsible for hanging and removing of the banner.

**T-STANDS:** T-stands are available to hang flyers and posters in the HUB by the main entrances and at the top and bottom of the spiral staircase. T-stands in these locations are available on a first-come, first-served basis. T-stands can also be used in various ways at events. To use T-stands at your event, be sure to ask for them when you make a reservation with CASE.

**SPIRAL STAIRCASE AND LARGE BULLETIN BOARDS:** Many groups find the spiral staircase an excellent spot for hanging large banners. You must reserve the staircase to post large banners at the top by contacting CASE. However, anyone may post flyers without reserving the lower space as long as they are not posted on wood or glass surfaces.

**HUB CORKBOARDS:** The corkboards in the lower level of the HUB are assigned to student organizations via a lottery system at the beginning of the fall semester.
**WHITEBOARD CALENDAR**: SLCE maintains an oversized whiteboard calendar outside of its office in the lower level of the HUB. Contact the office at slce@dickinson.edu if you would like your event to be on the whiteboard.

**PRINT CENTER**: The Print Center is Dickinson College’s one-stop shop for high-quality professional documents at competitive prices. They design and print stationary, business cards and envelopes, posters, brochures, publications and other printed items for the Dickinson community. Contact them at printctr@dickinson.edu. Please be advised that there is a possibility of being charged for design time (First hour is free, $15.00/hr for any additional time).

**SOCIAL MEDIA**: Social media can be very effective for advertising events and groups, but be sure what you are using is what the group needs.

**DICKINSON TODAY & CAF TABLE TENTS**: This daily e-mail includes announcements and general information. These events are pulled directly from the Web Calendar. To submit, contact CASE.

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**OFFICER TRANSITION**

One of the inevitable realities of a student organization is the transition between one set of officers to the next. Although this may be a difficult process, students can work intentionally to make the transition as seamless as possible.

In thinking about transitioning from one set of officers to the next, it may be helpful to hold a casual retreat with the outgoing and incoming officers as well as a series of 1-on-1 meetings. Through these conversations, the new officers will be able to learn from the experience of the outgoing officers and offer continuity and continued growth for the organization.

Here are some suggestions for areas to focus on during these meetings:

- Review of goals from previous year and progress made towards achieving them
- Evaluation and review of previous year’s programs and activities
- Examination of membership in regards to commitment, retention, and recruitment efforts
- Review of officers and organizational structure
- Audit of previous year’s and incoming year’s finances
- Conversation regarding the organization’s image in the eyes of the Dickinson College community
- Strengths and weaknesses of the organization
- Responsibilities associated with each officer’s position
- Training on the various processes that exist at Dickinson College
- Completion of a new Student Organization Registration Form
- Handing over copies of previous meeting agendas/minutes, and the student organization’s constitution and bylaws

The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined.
Students may reserve vehicles to travel to events associated with an organization or for use during a particular event. For instance, a group may reserve vehicles to transport members of their organization to a conference off-campus or they might reserve a vehicle to pick up a band from the airport. Any student that wishes to drive the cars or minivans must complete the online driver training and any student looking to drive the full size van or bus must complete the road course.

**FORMS AND PROCEDURES**

- **Pick Up Vehicle Reservation Form at Student Life Suite or Student Senate Office**
  - Complete all sections of the form.
  - The form must be completed at least one (1) week in advance but all vehicles are reserved on a first come-first served basis.
- **Go to Student Senate Office for the Student Senate Bookkeeper’s signature**
  - The bookkeeper will check to make sure that your group has money allocated in your budget for the use of the vehicle. If it is not budgeted in the 04 account, you may use the 06 account if there is enough money available.
  - The bookkeeper will sign indicating that the group is approved financially to reserve the vehicle.
- **Go to Department of Public Safety**
  - Go to the DPS office during normal business hours with the Vehicle Reservation Form, the name(s) of the certified driver(s) that will be operating the vehicle, desired vehicle type, the destination being traveled to, and the date(s) that the vehicle will be needed to make the reservation.

**STANDARD COSTS**

- Cars and minivans are each $0.32 per mile.
- The full size 11 passenger vans and the minibus are $0.37 per mile.
- The minimum charge is $5.00, so even if you only drive a few miles you will have to pay at least the minimum charge.
- **Other fees may be involved if (this list is not exhaustive):**
  - The car is returned with less than 1/4 tank of fuel
  - The car is returned extremely dirty
  - The car is returned a day late
  - The car is not returned to the DPS parking lot
The Clubs Consulting Committee is one of our student body’s leading organizations, which strives to bring all that it can to making sure the clubs on campus have everything they need to be successful. The purpose of this committee is to approve new clubs, consult with current clubs, and support the needs of all the student organizations recognized by the Student Senate. The club approval process is fairly simple; we make sure your idea doesn’t overlap with other clubs’ current mission and that there is student support for the organization you would like to form. Consulting with current clubs also falls into the formal reviews we conduct. On a monthly basis we ask all club leaders to come together to discuss challenges, needs, accountability and possible opportunities for collaboration. Lastly, as a Student Senate committee we are here to as a resource for students and their organizations. I look forward to meeting you and having a successful year.

Thank you,
Peter Brooks
Director of Clubs Consulting 2015-2016
As a way to assist you and your organization in planning events, we recommend utilizing this event planning cheat sheet.

<table>
<thead>
<tr>
<th>Event name and date</th>
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</thead>
<tbody>
<tr>
<td>Location and Rain Location (if applicable)</td>
</tr>
<tr>
<td>Start time of event</td>
</tr>
<tr>
<td>End time of event</td>
</tr>
<tr>
<td>How much set up time is needed?</td>
</tr>
<tr>
<td>How much cleanup time is needed?</td>
</tr>
<tr>
<td>Goals of the event</td>
</tr>
<tr>
<td>Audience (Who do you expect to come? How many?)</td>
</tr>
<tr>
<td>Amount budgeted for event</td>
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<tr>
<td>Did you confirm that your budget is secured?</td>
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<tr>
<td>Physical layout of event</td>
</tr>
<tr>
<td>Audio/visual needs</td>
</tr>
<tr>
<td>--------------------</td>
</tr>
<tr>
<td>What type of food/beverage will be at your event? (If applicable)</td>
</tr>
<tr>
<td>Who is providing the food/beverages?</td>
</tr>
<tr>
<td>If food/beverages are being provided by an outside restaurant that is serving the food, do you have a certificate of insurance?</td>
</tr>
<tr>
<td>Will there be alcohol?</td>
</tr>
<tr>
<td>How are you decorating the event?</td>
</tr>
<tr>
<td>How are you advertising for the event?</td>
</tr>
<tr>
<td>Does your event require transportation?</td>
</tr>
<tr>
<td>Did you register your event using the event registration system?</td>
</tr>
<tr>
<td>Did you process payment for any costs associated with the event?</td>
</tr>
<tr>
<td>Did you send layout and audio/visual needs to CASE?</td>
</tr>
<tr>
<td>Was it approved?</td>
</tr>
</tbody>
</table>
**EXAMPLE OF AN INVOICE**

ABC Company  
5555 Street Address  
Suite 555  
City, State 55555  
Phone: 555-555-5555  
Fax: 555-555-5555  
www.webaddress.com

**TO:**  
Dickinson College  
Office of Campus Life  
ATTN: Student  
Carlisle, PA 17013

**SHIP TO:**  
Dickinson College  
Office of Campus Life  
ATTN: Student  
Carlisle, PA 17013

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>T-shirts</td>
<td>$2/shirt</td>
<td>$200</td>
</tr>
</tbody>
</table>

**Invoice:** 5555  
**Month Day Year**

Make all checks payable to ABC COMPANY!  
THANK YOU FOR YOUR BUSINESS!
Dickinson College
Student Organization—Vehicle Reservation Form

The Department of Public Safety handles all reservations for College vehicles and you must have this form completed in order to make a reservation. For trips of five (5) or more driving hours (approximately 250 or more miles) two authorized drivers are required. You must submit this form at least *one week* in advance of the date you require the vehicle(s).

Student Organization: ___________________________  Event: ___________________________

Organization Contact Name and E-mail: ___________________________________________

Name of Authorized Driver(s): _________________________________________________

Account Number: ______________________________________________________________

Date(s) Needed: ___________________________  Destination: ___________________________  Approx. Mileage: ___________________________

Vehicle Type:  _____ car  _____ 6 passenger minivan  _____ 11 passenger van  _____ 14 passenger minibus

----------------------------------------------------------------------------------------------------------------------------------------

Office of Student Life Professional Staff Member  Date

Student Senate Bookkeeper  Date
Form W-9

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name as shown on your income tax return:

Sammy Songwriter

Business name/disregarded entity name, if different from above:


Check appropriate box for federal tax classification:

☑ Individual/sole proprietor

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Exempt payee

Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

1234 ABCD Street

Anytown, PA 12345

City, state, and ZIP code

Requester’s name and address (optional)

List account number(s) here (optional)

Part I
Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see "How to get a TIN on page 3."

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

123-45-6789

Employer identification number

Date: 7/31/12

Part II
Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here
Signature of U.S. person

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

• An estate (other than a foreign estate), or

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
EVENT CONTRACT

This Contract is entered this ___ day of _______________, 200__ by and between Dickinson College (the “College” or “Dickinson”) and ___________________________________________ (the “Artist”).

It is understood and agreed that the term “Artist” means and includes an individual performer, as well as any and all members of a performing ensemble of whatever nature, including but not limited to, performers, assistants, support personnel and each and every employee, representative, and agent of Artist (hereinafter collectively referred to as “Personnel”).

Address & phone number of Artist:

Name, address, & phone number of Artist’s authorized agent, hereafter “Agent”:

Type of engagement:

Date(s) of engagement:

Place of engagement:

Time(s) of engagement:

Breaks or intermissions:

Compensation (all inclusive unless otherwise stated):

Terms of payment:
Payment will be made by Dickinson College at (i) the end of the final engagement or (ii) the date on which the College receives the fully executed contract, whichever is later.

Federal tax identification or social security number:

Percentage of gross sales of recordings, photographs and souvenirs to be paid to the College:

Number of complimentary tickets and value of complimentary tickets to be provided to Artist:

Dickinson College department contact:

Artist’s authorized representative:
GENERAL TERMS AND CONDITIONS

1. **Supplemental Services.** Artist does not require supplemental musicians, equipment, musical instruments or other services by and/or at the expense of the College unless otherwise specified in this Contract.

2. **Transportation and Housing.** Transportation and housing arrangements and costs are the responsibility of the Artist unless otherwise addressed in the Compensation section in the first section of this Contract.

3. **Equipment.** Artist shall be responsible for the provision of all equipment, special fixtures and décor required for Artist’s performance under this Contract unless Dickinson College agrees in writing, at least one month before the time of performance of this Contract, to provide such equipment, special fixtures and décor. Artist agrees to indemnify Dickinson College for any and all expenses associated with the provision of such equipment, special fixtures and décor, even if Artist terminates the Contract prior to the performance of the Contract.

4. **Artist’s Equipment.** Artist shall have sole responsibility and liability for any damage to, or loss of, Artist’s equipment used in performance of this Contract.

5. **Facility Access.** Artist will be allowed reasonable access to the facility used for the engagement before and after the engagement for the purposes of assembling and removing Artist’s equipment.

6. **Sale of Merchandise.** The Artist may, with the College’s prior written approval, sell recordings, photographs and souvenirs before and after the performance and during intermission. All sales are subject to the percentage of sales commission specified on in the first section of this Contract, which commission shall be paid to College immediately following the conclusion of the sales period.

7. **Complimentary Tickets.** The Artist is entitled to complimentary tickets as specified in the first section of this Contract. The College will release these tickets if they are not properly assigned by the Artist or picked up by guests or Artist’s representatives by a mutually agreed-upon time. The value of these tickets will not be included in the value of the gate sales and thus will be excluded from any percentage payments.

8. **Security.** College shall have the sole responsibility for and control of security when the engagement takes place on College premises. No private security retained by Artist shall be allowed to (1) interfere with Dickinson College’s performance of safety and security services; or (2) carry weapons of any type while on Dickinson College’s campus. Any private security retained by Artist shall be subject to search at any time while on Dickinson College’s campus. During the Performance, Artist shall engage in no behavior and shall use no language that might reasonably incite violence or violent behavior by members of the audience. Artist shall use no pyrotechnical or incendiary equipment or devices in connection with the Performance without the prior written approval of Dickinson College.

9. **Consent.** Artist irrevocably consents to being photographed, videotaped or otherwise recorded by Dickinson College and authorizes the use and reproduction by Dickinson College or its authorized agent of any and all photographs or videos taken from normal guest view, that Dickinson College may take of Artist before and during the engagement or performance, for the purpose of creating advertising materials and for internal educational materials for Dickinson College, without any further compensation to Artist beyond that provided in this Contract. Any photographs, negatives, videotapes or other recordings shall be the sole property of Dickinson College and all rights, title and interest in and to the photographs, negatives, videotapes and other recordings including copyrights, shall be owned by Dickinson College. Artist shall assist the College in securing this same irrevocable consent from any and all persons employed by Artist who are present at Dickinson during the time of Artist’s performance.

10. **Assignment.** It is understood that in entering into this Contract, Dickinson College is relying on the skill of the Artist. Accordingly, Artist may neither assign nor subcontract this Contract without the express written consent of Dickinson College, which consent may be withheld in Dickinson’s sole discretion.
11. **Independent Contractors.** The parties do not hereby intend to enter into a partnership or joint venture, to become agents of one another or to have their respective Personnel become agents of the other, and the relationship between College and Artist shall at all times be that of independent contractors.

12. **Artist’s Personnel.** Artist’s Personnel shall at all times be the agents and responsibility of Artist, and Artist shall be solely responsible for the supervision, daily direction and control of such Personnel. Artist shall be responsible for payment of all compensation, benefits and employer taxes relating to such Personnel (including workers’ compensation and disability).

13. **Borrowed Servants.** If any such arrangement, however informal and of whatever duration, is made whereby employees of Dickinson College are used by Artist, such employees, while engaged in such work on behalf of Artist, shall be considered for all purposes employees of Artist and not of Dickinson College, irrespective of the party paying them. Artist shall indemnify employer against any and all liability. Loss, cost, damage or expense, by reason of any act or omission of any such employee while being used by Artist.

14. **Compliance with Law and Policy.** Artist shall be responsible for complying with applicable federal, state and local laws and regulations, including but not limited to, those pertaining to the payment and withholding of taxes, Artist’s conduct, and for complying with any applicable union or federation rules. Artist and all persons in the employ of Artist will abide by and conduct themselves at all times in accordance with all applicable federal, state and local laws, as well as all Dickinson College operations policies, rules and regulations, including but not limited to those contained in the Dickinson College Administrative and Staff Handbook pertaining to non-discrimination, sexual harassment and drug and alcohol use. A copy of the Handbook is attached hereto as Exhibit A.

15. **Intellectual Property Representations and Warranties.** Artist represents and warrants to Dickinson College that he/she/it is or will be the sole and exclusive owner of any materials associated with the performance of this contract, unless Artist has obtained permission to use such materials from the rightful owners of such materials. Artist warrants that the materials used in the performance of this Contract, for which permission to use has not been obtained, are or will be an original work independently created by Artist. Artist further warrants that the materials used in the performance of this Contract shall not infringe on any copyright, trademark rights or other rights of any third party. Artist further warrants that the materials used in the performance shall not contain any material contrary to law. Dickinson College represents and warrants that it has obtained the necessary performance licenses for Artist’s performance and will pay all royalties applicable to Artist’s performance.

16. **Other Intellectual Property Issues.** In rendering performance pursuant to this Contract, Artist shall not incorporate any third-party material in the work, or produce a derivative work of third party materials for incorporation into the work, unless such materials and their owners (including the owners any intellectual property rights embodied therein) have provided permission to Artist to make use of such intellectual property. Artist shall have sole responsibility for payment of all royalties and other charges with respect to third party materials and/or intellectual property employed by Artist during the performance of this contract. Dickinson College shall have no obligation to pay or account for such royalties or other charges.

17. **Indemnity.** Artist shall indemnify Dickinson College, its trustees, officers, employees, students, and representatives, for any claim of copyright infringement, or violation of any right of any third party, including but not limited to the publication of libelous or unlawful material, contained in the performance by Artist, arising out of or related to Artist’s use of any materials developed pursuant to this Contract. Such indemnification shall include any and all loss, damage, costs, charges, legal fees, recoveries, judgments, penalties, and expenses that may be obtained against, imposed on, or suffered by Dickinson College, its trustees, officers, employees, students, or representatives, by reason of any violation or alleged violation of any copyright or any other right of any person, or by reason of or from any use that may be made of the performance by Dickinson College or its assigns. To the fullest extent permitted by law, the Artist shall also defend, indemnify, and hold harmless Dickinson College, its trustees, officers, employees and students from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress, or death) arising directly or indirectly in connection with the Performance or activities of the Artist hereunder, whether the same arises before, during or after completion of the
Artist’s Performance or expiration of this Contract, except for damage, loss, or injury resulting solely from Dickinson College’s negligence or willful misconduct. Artist shall indemnify Dickinson College, its trustees, officers, employees, students, and representatives for all legal fees and expenses associated with the defense of Dickinson College, its trustees, officers, employees, students, and representatives in the defense of copyright infringement or other claims at the time such fees arise.

18. **Insurance.** Artist shall obtain and maintain at the Artist’s expense, comprehensive general public liability insurance coverage for injury, death, and property damage claims, including contractual claims, arising from its wrongful or negligent acts or omissions in performing under this Contract. Such insurance coverage shall have limits of not less than $1,000,000 per occurrence, and $3,000,000 in the aggregate. Such insurance policy or policies shall name the College as an additional insured. Such coverage shall not be canceled or reduced in amount or scope of protection except upon fifteen (15) days’ prior written notice to the College. The College shall be furnished with a copy of the policy or a certificate of insurance at least twenty (20) days prior to the first engagement scheduled pursuant to this Contract.

19. **Force Majeure.** Neither party shall be responsible for complying with any provision of this Contract, including any attachments or rider(s), when prevented from complying with such contractual provision due to an act of God or any other condition reasonably beyond the control of such party. This provision does not excuse performance under this Contract caused by labor disputes, nor does the intoxication of Artist or Artist’s Personnel by the misuse of prescription medications or the use or misuse of other drugs, narcotics or alcohol excuse performance hereunder.

20. **Termination for Cause.** If Artist fails to fulfill Artist’s obligations under this Contract, College may terminate this Contract by providing written notice to Artist. If, in the College’s sole discretion, the Artist cannot perform within the reasonable expectations of the College because the Artist is under the influence of intoxicating beverages, narcotics or drugs, or for any other reason, the Artist shall be deemed to have breached this Contract.

21. **Termination Without Cause.** College may terminate this Contract in accordance with the provisions of this paragraph whenever College shall determine, in its sole discretion, that such termination is in its best interest. College shall pay all reasonable costs incurred by Artist up to the date of termination. The Artist agrees that in no event shall the damages due to Artist caused by College’s exercise of its discretion under this provision exceed the total amount of payment due under this Contract as set forth on this the first page of this Contract, and that such damages are Artist’s sole and exclusive measure of damages.

22. **Cancellation by Artist.** If this Contract is canceled by the Artist, the Artist hereby agrees to reschedule the performance at the earliest possible date, which is convenient for both parties, under the terms of this Contract. The decision whether to reschedule the performance is at the sole discretion of the College.

23. **Choice of Law and Forum.** The validity, interpretation and effect of this Contract shall be governed by the laws of the Commonwealth of Pennsylvania, without reference to conflict of laws principles. The parties agree to, and do hereby submit to, the sole and exclusive jurisdiction of the courts of the Commonwealth of Pennsylvania to resolve any dispute arising under or out of this Contract.

24. **Authorized Signors.** The parties warrant that the individual executing this Contract on behalf of it is duly authorized to do so.

25. **Documents Supremacy.** Any attachment to this Contract shall be deemed supplemental and subordinate to this Dickinson College Event Contract. The terms and conditions of this Event Contract, and the rights, privileges, duties and obligations arising pursuant thereto, shall be controlling in the event of conflict with any attachment.

26. **Amendments to Contract.** All additions to and deletions from this Contract (including any riders attached hereto) must be initialed, or signed, and dated by both parties.

27. **Integration.** This Contract, including any attachments hereto, which are hereby incorporated by reference, represents the complete and final expression of the Contract between the parties.
28. **Non-Competition.** All public appearances by the Artist during the time period commencing forty-eight (48) hours prior to the first performance and continuing twenty-four (24) hours after the final performance contemplated in this Contract in or about the Borough of Dickinson must be approved by the College. Artist further agrees not to give any other public performance within a twenty (20) mile radius of Dickinson, Pennsylvania within a one (1) week period before to appearing at Dickinson College without the College’s prior written approval.

29. **Headings.** All headings used in this Contract are for the convenience of the parties only. The headings are not part of the terms of agreement between the parties, and no representations as to the accuracy of the headings are made by either party.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties hereto have executed and delivered this Contract as of the date first above:

| Artist: ______________________ | Dickinson College: ______________________ |
| ______________________________ | ______________________________ |
| (Signature)                      | (Signature)                      |
| ______________________________ | ______________________________ |
| (Typed Name)                    | (Typed Name)                    |
| ______________________________ | ______________________________ |
| (Organization)                 | (Title)                         |
| ______________________________ | ______________________________ |
| (Address)                      | (Address)                       |
| ______________________________ | ______________________________ |
| (Address)                      | (Address)                       |
| ______________________________ | ______________________________ |
| (Date)                         | (Date)                         |