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# Campus Contacts

<table>
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<tr>
<th>DEPARTMENT</th>
<th>TITLE</th>
<th>NAME</th>
<th>EMAIL</th>
<th>PHONE</th>
<th>SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Leadership &amp; Campus Engagement (SLCE)</td>
<td>Program Coordinator</td>
<td>Jessee Vasold</td>
<td><a href="mailto:vasoldj@dickinson.edu">vasoldj@dickinson.edu</a></td>
<td>717-245-1752</td>
<td>MOB, Event Planning, Organizational Development, and More</td>
</tr>
<tr>
<td>SLCE</td>
<td>Assistant Dean and Director</td>
<td>Josh Eisenberg</td>
<td><a href="mailto:eisenbej@dickinson.edu">eisenbej@dickinson.edu</a></td>
<td>717-245-1103</td>
<td>Leadership Skills, Senate, Alcohol Policy, and More</td>
</tr>
<tr>
<td>SLCE</td>
<td>Assistant Director</td>
<td>Anna Baldasarre</td>
<td><a href="mailto:baldasaa@dickinson.edu">baldasaa@dickinson.edu</a></td>
<td>717-254-8117</td>
<td>Leadership Development, Sororities</td>
</tr>
<tr>
<td>SLCE</td>
<td>Assistant Director</td>
<td>Sean Ryan</td>
<td><a href="mailto:rayansea@dickinson.edu">rayansea@dickinson.edu</a></td>
<td>717-245-8115</td>
<td>Club Sports, Outdoor Education, Fraternities</td>
</tr>
<tr>
<td>SLCE</td>
<td>Administrative Assistant</td>
<td>Erin Slattery</td>
<td><a href="mailto:slattere@dickinson.edu">slattere@dickinson.edu</a></td>
<td>717-245-1671</td>
<td>Contracts and More</td>
</tr>
<tr>
<td>SLCE</td>
<td>Student Senate Bookkeeper</td>
<td>Mary Silva</td>
<td><a href="mailto:silvama@dickinson.edu">silvama@dickinson.edu</a></td>
<td>717-254-8990</td>
<td>Budget, Purchasing Cards, Transportation Reservation Requests</td>
</tr>
<tr>
<td>Dickinson Public Safety</td>
<td>Non-Emergency Contact</td>
<td>Office Contact</td>
<td><a href="mailto:security@dickinson.edu">security@dickinson.edu</a></td>
<td>717-245-1349</td>
<td>General Non-Emergency Contact</td>
</tr>
<tr>
<td>DPS</td>
<td>Transportation Coordinator</td>
<td>Alyssa Gill</td>
<td><a href="mailto:fleet@dickinson.edu">fleet@dickinson.edu</a></td>
<td>717-254-8187</td>
<td>Reserve Transportation for Events</td>
</tr>
<tr>
<td>Dining Services</td>
<td>Administrative Assistant</td>
<td>Norma Weston</td>
<td><a href="mailto:westonn@dickinson.edu">westonn@dickinson.edu</a></td>
<td>717-245-1318</td>
<td>Catering Requests</td>
</tr>
<tr>
<td>Dining Services</td>
<td>Catering</td>
<td>Kim Foltz</td>
<td><a href="mailto:foltzk@dickinson.edu">foltzk@dickinson.edu</a></td>
<td>717-245-1318</td>
<td>Catering Requests</td>
</tr>
<tr>
<td>Dining Services</td>
<td>Director</td>
<td>Errol Huffman</td>
<td><a href="mailto:huffmane@dickinson.edu">huffmane@dickinson.edu</a></td>
<td>717-245-1318</td>
<td>Dining Spaces Requests</td>
</tr>
<tr>
<td>Conference and Special Events (CASE)</td>
<td>Administrative Assistant</td>
<td>Sarah Ireland</td>
<td><a href="mailto:irelands@dickinson.edu">irelands@dickinson.edu</a></td>
<td>717-245-1900</td>
<td>Reserving space on Campus</td>
</tr>
<tr>
<td>CASE</td>
<td>Event Support Coordinator</td>
<td>Chad Everts</td>
<td><a href="mailto:eventsc@dickinson.edu">eventsc@dickinson.edu</a></td>
<td>717-245-1900</td>
<td>Sound and Audio Visual Support (not for bands)</td>
</tr>
<tr>
<td>LIS</td>
<td>Media Center</td>
<td>Brenda Landis</td>
<td><a href="mailto:mediacenter@dickinson.edu">mediacenter@dickinson.edu</a></td>
<td>717-245-1223</td>
<td>AV Equipment, Cameras, Recording Rooms, Production Software Assistants, Makery</td>
</tr>
<tr>
<td>Print Center</td>
<td>Office</td>
<td>Office Contact</td>
<td><a href="mailto:printctr@dickinson.edu">printctr@dickinson.edu</a></td>
<td>717-245-1427</td>
<td>Printing Needs and Graphic Design</td>
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## Companies Outside of Dickinson

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>WEBSITE</th>
<th>CONTACT</th>
<th>EMAIL</th>
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<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>Donna</td>
<td><a href="mailto:donna@djphantom.com">donna@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 on EngageD 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 email CASE.

Phone: 717-245-1900 Email: 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 student organization must designate their officers on EngageD. These students 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 for that group.
★ 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.

All spaces at Dickinson must be reserved through CASE except:

★ 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 & 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.

If your organization is bringing a band, please speak with SLCE about hiring an outside support company. CASE and MOB are unable to provide speakers and/or technical support.

STUDENT ORGANIZATION REGISTRATION

All student groups must be registered and up-to-date on EngageD. Please ensure that changes are recorded when they are made to the executive board and before the end of each semester.

The Office of Student Leadership & Campus Engagement (SLCE) will require groups to renew and review their information at the beginning of each academic year. If the group is not renewed within the first two weeks of the academic year, the group will be locked and unable to reserve space. SLCE requires that all student groups list a president, treasurer, and an advisor who must be a Dickinson staff or faculty member.

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.

For the complete policy and dates, please visit www.dickinson.edu/religiousholidays.
INVOICE AND CONTRACTS

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 StudentLeadership 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).
I. PURPOSE AND OBJECTIVES
This policy establishes procedures for the use of institutional funds to purchase food and beverage or catering services. The objectives include the following:

☆ Ensuring the college maximizes the value of limited resources used to buy food services and leverages opportunities found through internal resources.
☆ Providing guidance on how institutional funds shall be used, i.e. the requirement to give Dickinson College Catering the first-right-of-refusal for all events.
☆ Ensuring College community members execute advance planning and preparation to ensure successful College events for all parties involved.
☆ Providing guidance on purposes and circumstances under which institutional funds should and should not be used.
☆ Ensuring appropriate parties are involved in the decision to use institutional funds.
☆ Ensuring catered functions advance the mission of the College through application of the institution’s strategic plan.

Use of Dickinson College Catering is required for on-campus events where food is served because the College has invested in the fixed resources (staff and equipment) associated with delivering complete dining and catering services. Giving discounts to the College’s internal customers is appropriate to make budgets go further. However, it is also appropriate to charge internal customers for more than just the variable costs associated with food service. Charging internal customers only the variable costs would lead to higher (and wasteful) consumption. This would also overextend the College’s catering services in addition to creating higher, unnecessary expenses for the College.

This policy describes the general procedures to follow under normal circumstances as outlined in Section V. Should other-than-normal circumstances occur, and deviation from the policy is contemplated, the consideration of such deviation shall follow the process outlined in Section V. It is also understood that this policy may be modified in the future from time-to-time. Proposed changes to this policy would be presented to the college’s senior officers (i.e. President’s Staff) and to the All College Committee on Planning & Budget (P&B) for recommendation to the President.

II. POLICY GOAL
The goal of this policy is to maximize to the greatest extent possible the overall value obtained from the use of institutional funds and to minimize the real dollars leaving the campus. The true incremental cost to the College associated with any catering order consists only of the variable costs (i.e. food and additional staff who are scheduled to work for the event). The use of outside vendors incurs true costs to the college consisting of both the fixed and variable costs. Maximum value can be achieved through the use of internal resources, i.e. reduced costs to the College by using Dining Services’ volume purchase agreements, and utilizing production staff who are already on the schedule, as well as equipment which the college already owns.

III. USE OF INSTITUTIONAL FUNDS
Use of institutional funds for any purpose is subject to the approval process described in Section V. Requests for all catered functions that are to be funded by institutional funds shall be made through Dickinson College Catering.

College internal customers will receive a 20% discount off the price of food and beverage services through Dickinson Dining and Catering Services; prices are based on the Catering Menu posted for the public and external customers. Pricing for external customers will be set at prevailing market rates and will be reviewed/adjusted annually. Discounts do not apply to additional services and non-food charges, i.e. delivery fees, linens, and TIPS servers.

The use of institutional funds for purchase of food, beverage, or catering shall be:

☆ To support College community events.
☆ To support officially recognized College group events.
☆ To support academic initiatives that broadly affect College community members.
☆ To support College fund-raising and community outreach efforts.
IV. INSTITUTIONAL FUNDING OF CATERED SERVICES

Institutional funds for the purchase of food and beverage or for catered functions shall be requested through the College budgeting process. Budget requests shall be reviewed and approved or denied by the College Planning and Budget Committee.

V. PROCESS FOR REQUESTING CATERING SERVICES USING INSTITUTIONAL FUNDS

- Provide catering services with written approval to use institutional funds by delivering a completed Internal Requisition or Student Senate Authorization Form. Provide catering services appropriate approval for service of alcohol as applicable.
- Place request for services by following standards and guidelines published by Catering Services. Customized, complex, or global and authentic themes require significant pre-planning and advance notification.
- Requests made after published deadlines may be declined or may be assessed an additional fee as published in the catering guidelines. Declined requests do not mean an event cannot be held; however, the event will not have food and beverage service.
- Catering requests may be granted an exemption from use of Dickinson College Catering at the discretion of the Director of Dining Services and the Catering Manager providing the request was submitted prior to established deadlines. Exemptions typically are granted if Catering Services’ resources will be over-extended upon review of each event.
- There is an automatic exemption for events with fewer than 25 people and spending less than $200. The rationale for these numbers is that food for groups of 25 or more people have greater risks of foodborne illness outbreaks and require more planning for food safety controls.
- Other exemptions from the requirement to use Dickinson College Catering Services are requested through the Director of Dining Services and may include:
  - Contracts with “food trucks” to support Student Senate and Student Life programming
  - Specific ethnic cuisine to support a related cultural program or event

1 Custom menus are not eligible for a discount; cost is the published rate.
2 Standards at Dining Services’ website or at: www.dickinson.edu/download/downloads/id/6402/catering_guide.pdf

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 the Office of College Advancement at 800-543-3809.

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.
To host a co-curricular group showing of a copyrighted film (which is most films), you need to have "performance rights" or permission from the copyright holder, even if you are not going to charge admission. For some films the Library acquires, performance rights are already available. Films on the Kanopy and Films on Demand streaming platforms may be used for on-campus showings by student groups and co-curricular programs for which no admission is charged. Also, the Library purchases performance rights for many (though not all) individual documentaries in the DVD collection. If a library DVD has performance rights, it will be noted in the full catalog record for the film. If you need help determining if a film in the Library collection has performance rights, please email circ@dickinson.edu

If the Library copy of a film does not already have performance rights, you will need to get the permission of the copyright holder in order to hold a co-curricular or club group showing. The copyright holder may charge you a fee for this. If a fee is charged, it is the responsibility of the group organizing the showing to fund this.

Student groups, clubs, and organizations should contact the Office of Student Leadership & Campus Engagement (slce@dickinson.edu) and MOB (mob@dickinson.edu) to purchase performance rights for an individual showing of many films. MOB frequently purchases film rights and is always looking to co-sponsor movie events with other groups. You can also contact the distributor directly to request permission, and this may be an option with some independently produced films. If you do not get an explicit written or email response giving permission, you may not use the work outside of fair use or other exemptions permitted by copyright law.

For more information, visit: http://libguides.dickinson.edu/copyright/filmperformancerights

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 incur costs associated with their presence.

STUDENT ORGANIZATION MAILBOXES

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

Any student organization may receive an @dickinson.edu email address with permission from their advisor.

To obtain an organizational email address, the advisor may email the Help Desk (helpdesk@dickinson.edu) for information on how to proceed. If an organization already has an email address but the password has been lost, the advisor must email the Help Desk to create a new password.

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.

CLUB CONSULTING COMMITTEE

The Clubs Consulting Committee strives to make sure the clubs on campus have everything they need to be successful. The purpose of this committee is to approve new clubs for Senate recognition, consult with current clubs, and support the needs of all the student groups recognized by the Student Senate. The club approval process is fairly simple; they make sure an idea doesn’t overlap with other clubs’ current mission and that there is student support for the potential group. Consulting with current clubs also falls into the formal reviews we conduct. On a monthly basis all club leaders come together to discuss challenges, needs, accountability and possible opportunities for collaboration. Lastly, as a Student Senate committee they are here to serve as a resource for students and their groups.
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.

⭐ DICKINSON WEB 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 CASE 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 Club Resource Room 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.

⭐ 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 obtaining, creating, hanging, and removing the banner.

⭐ SPIRAL STAIRCASE AND LARGE BULLETIN BOARDS: Many groups find the spiral staircase an excellent spot for hanging posters. 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 by SLCE at the beginning of the fall semester.

⭐ ENGAGED: EngageD is Dickinson’s online network for student groups to manage an assortment of tools and promote events.

⭐ 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 (contact the Print Center for the most up to date pricing for design).

⭐ 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 be included on tents, please submit information to CASE at least three weeks prior to the event.
VEHICLE RESERVATION

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 1/2 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
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>
</tr>
</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>
</tr>
<tr>
<td>Did you confirm that your budget is secured?</td>
</tr>
<tr>
<td>Physical layout of event</td>
</tr>
<tr>
<td>Question</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Audio/visual needs</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>
# Dickinson College: Event Food and Catering Exemption

| Event Name: |  |
| Event Date: |  |
| Event Sponsors: |  |
| (Group & Responsible Person): |  |

## Contact Information

- **Cell phone:**
- **E-mail address:**
- **Street address:**

## Signature of responsible person:

*If exemption is granted, applicant releases Dickinson College of liability for concerns related to food and/or food safety provided by external sources as part of this event.*

| Estimated number of attendees: |  |
| Event location: |  |
| Indoors or Outdoors (tents?): |  |

## FOOD and/or BEVERAGE:

### Menu -

- **Provider(s)’s Name - list all sources**

### Provider location and contact information:

- (food prepared in part or in total in/at a home, residence hall, or other form of personal dwelling is prohibited at events on campus)

<table>
<thead>
<tr>
<th>cell</th>
<th>e-mail</th>
<th>fax</th>
<th>street address</th>
</tr>
</thead>
</table>

**Certificate of Provider’s Insurance to CASE**

**CASE Approval:**

**Who will be responsible for food safety during the event?**

- **Name:**
- **Contact information:**

**How long will food-service last?**

- **Start time:**
- **End time:**

**HACCP (safety) plan for TCS foods?**

- **TCS = time/temperature control for safety**

**What will be the transit time of food to the site?**

**How will food be cooked on site?**

**How will cold food be held at 41F or colder?**

**How will hot food be held at 135F or hotter?**

**How will food be protected from contamination during storage, preparation, and serving or display?**

**Will food be served with utensils and/or gloved hands?**

**Catering Manager:**

**Signature/Date:**

**APPROVED** | **DENIED**

**Director, Dining Services**

**Signature/Date:**

**APPROVED** | **DENIED**

*COPY TO CASE - Conferences and Special Events*
## Dickinson College Standard Exemptions for Food On Your Own

The following requires submission to Dickinson College Catering Services for first-right-of-refusal if one or more answer “YES”:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchases from restaurants</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Purchases from catering providers</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Food or events with anticipated attendance of 25 or more</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Food purchases of $200 or more</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Food being served by non-Dickinson party</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Non-Dickinson groups (AWC, CALC, CPYB, etc.)</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**Allowable exemptions:**

- Chipotle for Senior Class/Club events
- Alibi’s and others for First Friday/Pub Night events
- Dickinson office events and luncheons held within assigned office space; and restricted to assigned department group

Catering services cannot provide services or supplies to events with a food-on-your-own exemption. Examples of unavailable services or products include linen, serving utensils, disposable plates/utensils/cups/napkins, ice, food serving employees, cooks, decorating set-up, china, storage, and transport.

Customers may choose to order items for pick-up from catering (bakeshop, deli platters, etc.). TIPS servers are always arranged through catering services for on-campus events.

*If exemption is granted, applicant releases Dickinson College of all liability for concerns related to food and/or food safety provided by external*
# 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>

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 __________
W-9

Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)
Sammy Songwriter

Business name/disregarded entity name, 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=S corporation, S=S corporation, P=partnership)
☐ Exempt payee

Print or type all text on the form. See specific instructions on page 2.

Address (number, street, and apt. or suite no.)
1234 ABCD Street

City, state, and ZIP code
Anytown, PA 12345

Requester's name and address (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.

Social security number
123-45-6789

Employer identification number

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.

Signature of U.S. person
Sammy Songwriter

Date 7/31/12

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,

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.

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.

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 of 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:

<table>
<thead>
<tr>
<th>Artist: ______________________</th>
<th>Dickinson College: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>By: (authorized official)</td>
<td>By: (authorized official)</td>
</tr>
<tr>
<td>(Signature)</td>
<td>(Signature)</td>
</tr>
<tr>
<td>(Typed Name)</td>
<td>(Typed Name)</td>
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<tr>
<td>(Organization)</td>
<td>(Title)</td>
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</table>
STUDENT LEADERSHIP AND
CAMPUS ENGAGEMENT