



Recognized Student Organization (RSO) Handbook

Chicago Campus
2018-2019

Adler University
RSO Handbook

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I. INTRODUCTION FROM STUDENT AFFAIRS

The Office of Student Affairs at Adler University strives to support students in their personal and professional development. Recognized Student Organizations are a vital part of that goal as they help students build community, develop leadership skills, and gain exposure to professional resources and networks.

This Handbook is designed to provide important information to Recognized Student Organizations, their leaders, and their advisors. In addition to outlining key university policies to which organizations must adhere, it contains procedural guidance on starting or maintaining an organization, planning an event, and requesting and managing an organizational budget.

Please feel free to contact the Office of Student Affairs at studentaffairs@adler.edu if you need assistance understanding the information contained in this Handbook, or if you need additional support or advice. Also, watch your email for invitations to periodic leader training and support opportunities throughout the year.

We look forward to working with your organization to enhance the student experience at Adler University!

II. DEFINITIONS

Recognized Student Organization—A Recognized Student Organization (RSO) is one that meets the following criteria:

- The organization has applied and has been approved by the Office of Student Affairs as a Recognized Student Organization.
- The RSO has a minimum of two executive officers; executive officers must be degree-seeking students at Adler University.
- The RSO has a minimum of ten active members, including any executive officers; all members must be currently enrolled students at Adler University. In accordance with Adler University's non-discrimination policy, membership and participation in the RSO must be open to all students without regard to race, color, creed, ancestry, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, pregnancy, childbirth, conditions related to pregnancy or childbirth, genetic information, citizenship status, military or veteran status.
- The RSO has an advisor that is core faculty or full-time staff at Adler University.

RSOs typically fall under one of the following categories:

- **Academic/Professional**—The primary purpose of academic/professional RSOs is to enhance the learning outcomes of a particular academic program at Adler University and/or help prepare students for particular professions after graduation.
- **Identity**—The primary purpose of identity-based RSOs is to support students of a particular identity or community affiliation (ethnic, religious, sexual orientation, etc.) and to educate others about the community's culture, history, or traditions.
- **Special Interest**—The primary purpose of special interest RSOs is to offer students opportunities to unite around an activity or topic that is not generally covered by other types of organizations.
- **Honorary Student Organization**—Honorary organizations are local chapters of state or national organizations. They are funded through the parent organization and are not subject to the same regulations as Adler University RSOs.

RSOs are expected to offer at least one activity in each of the following categories each academic year:

- **Social Activity**—Social activities offer community building opportunities for members of the organization, or the student body at large. Social activities may include mentoring programs, celebrations, excursions, or other gatherings.
- **Educational Activity**—Educational activities provide professional development opportunities to the Adler student body. Educational activities may include lectures, panel presentations, film screenings/discussions, case conceptualizations, or other trainings that further the mission of the student organization.
- **Community Service Activity**—Community service activities provide support to a marginalized population or community organization outside the Adler University community. Community service activities may include single occurrence volunteer opportunities (e.g. serving in a homeless shelter), ongoing volunteer opportunities (e.g. tutoring programs), collection drives (e.g. clothing, canned food, or toys), consciousness raising activities (e.g. participation in walks, rallies, or lobbying efforts), or event support (e.g. providing logistics or leading discussions at local conferences and events). While pure fundraising activities (e.g., bake sales) will be considered, the Office of Student Affairs encourages RSOs to think creatively about ways in which they can be involved more directly in the solving of a systemic societal problem. As professionals in training, students at Adler University have important skills and resources that may be appropriately utilized for the betterment of community. Unsuitable community service activities include educational events that target primarily the Adler University community, donation of University-provided RSO funds directly to an organization, using University-provided funds to buy supplies which are donated directly to an organization, and offering therapeutic services not appropriate for clinicians in training.

RSO Advisor—All Recognized Student Organizations are required to have at least one advisor, though certain RSOs may find it appropriate or advantageous to have more than one advisor. The following expectations apply to all RSO advisors:

- Adler University core faculty and full-time staff members are eligible to serve as RSO advisors.
- The advisor must be informed in a timely manner of all meetings and functions of the RSO.
- While the amount of direct advisor involvement will vary from one RSO to the next, it is expected that all advisors will maintain regular communication with RSO leaders, complete regular goal assessment activities with the RSO, assist with decision making and planning when requested, and be supportive of the RSO through periodic attendance at meetings and events.
- Advisors will work with student leaders to complete an Expectations Worksheet once each year, in order to establish mutually agreed upon roles for student leaders and advisors.

III. RSO REGULATIONS

- A. Any student organization applying for recognition or renewal must read, and agree to the information contained within, the RSO handbook.
- B. While the goals of the RSO must be consistent with the vision of Adler University, recognition of a student organization does not imply endorsement by Adler University of the positions taken by the RSO.
- C. RSO membership must be open to all Adler University students. RSOs may not charge membership fees.
- D. All RSOs should strive for a blend of support, education, and outreach. RSO activities should, therefore, balance social events for students in the organization, professional development events meant to further the education of RSO members and others in the Adler student body, and activism/service activities which benefit a population or organization beyond the Adler University.
- E. RSOs agree to follow all rules and regulations outlined in the Adler University Catalog and Student Handbook, as well as all other policies and procedures of the University.
- F. RSOs are responsible for adherence to all federal, state, and local laws and ordinances. Any actions which violate federal, state, or local laws or ordinances are the responsibility of the individual group. Responsibility is not assumed by Adler University.
- G. RSOs must conform to the financial policies and responsibilities established by Adler University.
- H. RSOs are prohibited from using institutional funds to purchase alcohol, and alcoholic beverages may not be served at RSO-sponsored events on campus. When RSOs sponsor off-campus events at which alcoholic beverages are offered for consumption, the organization and its officers shall be solely responsible for participant conduct in accordance with civil law and University policies.
- I. RSOs must seek organization renewal each year. An online renewal application is available which includes an overview of activities completed during the previous year, a list of anticipated activities for the upcoming year, and a budget report/request.
- J. If the RSO, or any members acting on its behalf, violates rules and regulations in the Adler University Catalog or the Student Handbook, Adler University may initiate appropriate disciplinary action that applies to the leaders, members, or attendees of the RSO, up to and including dissolution of the organization and/or referral to the Student Development Committee (SDC) or Student Comprehensive Evaluation Committee (SCEC). In addition, Adler University students are expected to adhere to the American Psychological Association (APA) and American Counseling Association (ACA) ethical standards. The RSO may be dissolved if they are found in violation of the professional ethical standards or act contrary to Adler University mission and policies.

IV. BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION

Official recognition of a student organization by Adler University grants the organization the following benefits:

- Identification with the university as an RSO
- Documentation of the organization's existence in the history of Adler University
- Ability to request funding from the Office of Student Affairs
- Ability to host events in University facilities
- Access to event advertising through the Office of Student Affairs
- Ability to reserve and use audio-visual equipment from the Adler University IT Department
- Access to an Adler-hosted group email address

In addition, students who are involved in RSOs develop leadership skills, become part of a supportive community of peers, initiate programming that enhances their academic and personal interests, and participate in professional development and service opportunities.

V. BECOMING A RECOGNIZED STUDENT ORGANIZATION

Students must work with the Office of Student Affairs to start a new Recognized Student Organization (RSO) at Adler University. Prospective RSOs must follow the approval process outlined below:

1. The prospective student organization will circulate a "Petition to Seek Recognition as a Student Organization" (available on Adler Connect). A minimum of 10 Adler students must sign the petition.
2. The prospective student organization will write an organizational constitution utilizing a constitution template available on Adler Connect. The template addresses the following areas:
 - a. Organization name
 - b. Organization purpose
 - c. Membership
 - d. Officers and Duties
 - e. Meetings
 - f. Funding
 - g. Constitutional Amendments
3. The prospective student organization will identify current students who will fill the officer roles outlined in the constitution.
4. The prospective student organization will identify one or more advisors from the core faculty or full-time staff at Adler University.
5. The prospective student leaders and advisor(s) will complete a Student Leader and Advisor Expectations Worksheet (available on Adler Connect).
6. The prospective student organization will identify three goals for the first year, one each in the areas of social events, educational events, and community service activities. The goals will guide the assignment of an annual budget. New organizations applying for recognition and funding during an academic year, rather than in the regular application cycle, may be awarded a smaller than normal budget but can apply for a full budget in the following year.
7. The prospective student organization will submit items 1-6 (above) to the Office of Student Affairs using the online application form: <https://adlerstudentaffairs.wufoo.com/forms/new-rso-application-form/>.
8. The Office of Student Affairs will review the petition, constitution, and budget request and suggest changes as necessary.
9. The Office of Student Affairs will inform the student organization leaders and advisor(s) of the approval or non-approval decision and any associated budget.

VI. MAINTAINING RECOGNITION

Annual Renewal

The online renewal form (<https://adlerstudentaffairs.wufoo.com/forms/student-organization-annual-renewal-form/>) is due by July 15.

Leader Trainings

The Office of Student affairs will offer leader training meetings each semester. Meetings will focus on professional skill building, Adler policies applicable to student organizations, and networking among student leaders. A representative of each RSO is expected to attend one meeting each term. RSOs who are repeatedly absent from leader trainings will need to meet with the Office of Student Affairs to obtain important information and discuss organizational needs.

Leadership Changes

The RSO must notify the Office of Student Affairs of any officer or advisor changes within two weeks of the changes, via email.

Constitution Revisions

An RSO which wishes to revise its constitution must submit a revised copy of the constitution to the Office of Student Affairs via email. Any proposed revisions will be reviewed by the Office of Student Affairs and approval decisions will be communicated in writing. The Office of Student Affairs may, at any time, require an RSO to update or make changes to the existing organizational constitution. Failure to comply with changes requested by the Director of Student Affairs may result in loss of recognition/approval for the organization.

Program Evaluations

The RSO must organize a minimum of one social activity, one educational activity, and one community service activity each year in order to remain recognized by Adler University and be eligible for Adler funding. Organizations are expected to meet with their advisor(s) periodically to evaluate progress toward event goals. The Office of Student Affairs will provide materials to both advisor(s) and leaders to help facilitate the evaluation. Program evaluation is designed to introduce students to a professional practice likely to occur in the workforce, as well as to assist organizations in avoiding disappointment and burnout in event planning. The Office of Student Affairs will identify a specific annual theme (e.g. violence, children, education) to guide office and organization programming. All RSOs are expected to explore the annual theme in some way in at least one of the year's activities.

Non-compliance with any of the above expectations may result in the RSO being placed on probation for the current or upcoming year. Probation may include a reduced budget and required supervision with the Advisor and Office of Student Affairs. Failure to comply with the terms of probation may result in suspension of the RSO.

VII. ANNUAL TIMELINE OVERVIEW

June 1	Renewal Process for Following Year Announced
July 15	Application to Seek/Renew RSO Status For Following Year Due Applications to form a new RSO may be submitted to the Office of Student Affairs at any time. However, RSOs who submit an application by July 15 will have the highest chance of receiving full funding.
August 1	Annual Approval Notices Sent to RSO Leaders
Mid-September	RSO Fair All RSOs are expected to have at least one representative in attendance.
TBD	Announcement of Annual Budgets The Office of Student Affairs will share budget information with RSO leaders once the annual university budget is decided by the Board of Trustees. This typically happens in early-fall.

The Adler University fiscal year runs from September 1-August 31. Approved funds for the RSO do not carry over from one academic year to the next.

VIII. EVENT PLANNING PROCESS

RSOs should observe the following steps when planning an event:

1. RSO leaders and members will discuss the event and identify a preferred date and time. Please see section X for specific guidelines on movie-related events.
2. The RSO will submit an “RSO Event Policies and Request Form” to the Director of Student Affairs. A sample form is included in Appendix A, but the most up to date version of this form is available on the Adler Connect Portal or from the Office of Student Affairs. The form should be submitted by email.
3. The Director of Student Affairs will identify a workable event space and initiate a room reservation.
4. Depending on the details of the event, the Director of Student Affairs will grant final approval for the event or forward the RSO Event Policies and Request Form to the Facilities and IT Departments for further processing.
5. Once final event approval has been granted, the RSO may publicize the event:
 - a. Submit your event information at www.adler.edu/EventPromo. This automatically notifies Student Affairs, Marketing & Communications, Facilities, Alumni Affairs, Academic Affairs, and the Adler University Webmaster of your final event details for promotion through e-newsletters, Adler Connect event calendars, the external website, on-campus LCD screen announcements, and other University communications channels.
 - b. To post flyers, email print advertisement to studentaffairs@adler.edu for approval. See section XII of this handbook for more information on the University’s posting policy.
6. RSOs must comply with all event policies included on the “RSO Event Policies and Request Form” (see Appendix).

IX. GENERAL EVENT GUIDELINES

All Student Organization Events should take place at Adler University, in a licensed establishment, or at a public venue such as an outdoor park. In general, RSO events should not take place in individual student’s or advisor’s homes. Please contact the Office of Student Affairs for clarification.

When utilizing Adler University space, it is important to remember that the University is primarily an educational venue. The facility was not designed to house non-educational or large scale events. While the Student Affairs, Facilities, and Information Technology Offices strive to assist students in event planning, they cannot accommodate all requests. Set-up requests must be finalized at least one week before the event. See Appendix A for the full Usage Policy.

Facilities

In general, RSO events cannot be scheduled in campus rooms until all academic courses and institution-wide events (e.g., Board of Trustees meetings, Admissions Open Houses, Orientation) have been scheduled each semester. Once room scheduling becomes available, the following guidelines will apply:

- Events with 40 or fewer attendees will be booked in an available classroom. Events with more than 40 attendees will be booked in Community Hall if available; maximum capacity is 154 attendees. It is generally not possible for RSO events to be held in campus hallways, stairwells, or lobbies.
- Due to tight campus schedules, most events will need to use an existing floor plan set-up. Student groups are permitted to rearrange furniture but must return the room to its original set-up at the conclusion of the event.

Information Technology

- The IT department is available to set up equipment (PowerPoint, video, microphones, and limited recording) and provide instruction on its use Monday-Friday, 8am-6pm, and Saturday-Sunday, 8am-4pm. IT staff will not be onsite during the event but can be reached for assistance at these times.
- IT staff can provide equipment (but not support) for events outside of business hours if a faculty/staff member is present and will assume the responsibility of ensuring that all equipment is properly secured post-event.

X. MOVIE-RELATED EVENTS

Chapter 1, section 110 of the Federal Copyright Act (Title 17 of the U.S. Code) governs the public screening of movies (documentaries, independent films, and Hollywood-type movies shown via video, DVD, or web streaming). Student leaders are responsible for understanding the law and related Adler University policies and abiding by them.

Private Showings, Public Showings, and Face-to-Face Exempt Showings

A **private showing** involves watching a movie with members of your family or a small group of friends. If it takes place in a private location (such as your home or another space not open to the public), it is permissible and does not violate copyright law.

A **public showing** involves movie events shown to people other than family members or a small group of friends. A screening is also public if it takes place in a location that is accessible to individuals other than your select family members or friends, or if it is advertised to the public (including via the internet). Public showings are subject to copyright laws and coordinators of such events must obtain a public performance license. A movie event qualifies as a public showing even if no admission fees are charged and regardless of whether an educational lecture or discussion accompanies the showing.

A special exemption exists for **face-to-face showings** that take place in a class context. This exemption only applies if the movie will be shown by an instructor, in a classroom, for instructional purposes that directly relate to a specific course's curricular objectives. The exemption applies to films shown during the regular class period as well as those shown at another scheduled time, but requires that only students who are registered for the class may participate. A movie screening ceases to qualify for the face-to-face exemption if the professor opens up the class session to individuals who are not regularly registered for the class or if the professor is using an unlawful copy of the film.

Student Organization Movie Events

Most student organization events will not qualify as either private or face-to-face showings. Therefore, it is important that leaders of such organizations plan ahead to secure all necessary permissions.

Step 1: Decide which movie you wish to show and identify its copyright owner. This information is generally listed on the movie packaging or website. You may also visit www.imdb.com and check the "Company Credits" section of the listing.

Step 2: Identify which distribution company owns the rights. Each company has distribution rights for a different set of movie companies, so you may have to search to find the one that offers the rights for your selected movie. The major firms that handle licenses for popular Hollywood movies are:

- Criterion Pictures: <http://www.criterionpicusa.com/>, 800-890-9494
- Swank Motion Pictures, Inc.: <http://colleges.swankmp.com/>, 800-876-5577

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown and how large the audience will be. Recent quotes for small showings (fewer than 20 guests) of popular movies have averaged \$175.

Step 3: Make arrangements for payment with the distribution company. They should be able to send a bill for the movie to you so you can charge the expense to your student organization account.

Film Resources Available at the Mosak Library

The Adler University Library has performance rights to a collection of award-winning documentaries that can be screened for free on campus via Filmmaker's Library Online. The films cover a myriad of topics including race, ethnicity and multiculturalism, human rights, international relations, sex and gender, politics, health, the environment, art, and literature. Visit <http://flon.alexanderstreet.com/> to see a list of available films.

XI. POLITICAL EVENTS

Unlike Adler University as a whole, recognized student organizations may use University facilities to host, sponsor and publicize an event on behalf of a single political candidate, provided organizations follow Adler procedure for reserving space and hosting an event. Whenever a student organization hosts, sponsors, or publicizes an event on behalf of a political campaign or a political party, the sponsoring student organization must deliver a disclaimer explaining that the use of University facilities or resources for this event does not constitute an endorsement by the University, the views of those invited to speak on campus are the views of the speaker and not of the University, and that the University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.

However, no student organization or individual may:

1. Use the name or seal of the University or any of its campuses on letters or other written materials intended for support of a political campaign on behalf of or in opposition to any candidate for public office, including the solicitation of funds for such purpose or activities.
2. Use University resources for political campaigns or solicitation of, endorsement of, or opposition to, candidates for public office.
3. Use University property for the placement of signs (including flyers, banners, posters, stickers, and chalking) of endorsement of, or opposition to, candidates for public office.
4. Host a campaign rally at University facilities.

XII. POSTER HANGING GUIDELINES

All publicity materials must be approved by the Office of Student Affairs and stamped by the 15th floor receptionist prior to hanging. Any flyer containing quotes, statistics, or other referenced data must include proper citations. All flyers must include the name and email address of the sponsoring organization plus all pertinent event details. Student Affairs may decline any flyer that does not meet these expectations.

Posting is only permitted on the bulletin boards in Alfred's Café, the Vending Room, the Computer Lab, and the faculty/staff lunch room behind Adler Community Health Services. Publicity materials may not be left on furniture or tabletops and may not be taped to any doors, windows, cabinets, or interior/exterior walls. The west wall of Community Hall is a bulletin board and may be utilized during an event if previously scheduled; no other walls in Community Hall may be altered. All postings must be removed within three days of the event date; prior to the event date, no posting may be removed by anyone other than the sponsoring organization.

XIII. BUDGET GUIDELINES

Budget Requests

Funding from the Office of Student Affairs may be available to support RSO programming and efforts. Recognized Student Organizations will be automatically considered for funding at the point of applying for recognition as a new RSO or by submitting renewal paperwork in the summer term.

Appropriate Use of Funds

All RSOs must adhere to the following rules when using their funds. Reimbursement requests for expenses that do not adhere to the rules may be denied by the Office of Student Affairs.

RSO funds **may** be used for:

- Speaker fees or honoraria (see the Payment for Services section below for more information)
- Support for community service projects
- Programming expenses (e.g., food or event supplies)
- Publicity expenses (e.g., photocopies or art supplies)
- Entrance fees to museums or productions
- Library resources (in consultation with the Director of the Mosak Library)
- Joint programming with other RSOs or academic departments

- T-shirts or other promotional materials that are sold or raffled (not given as gifts); please see the note about use of the Adler-logo in the section below

RSO funds **may not** be used:

- To produce Adler-logo marketing materials (e.g., t-shirts or buttons) without the approval of the Marketing Department
- To purchase gifts for organization members
- To make donations to any organization outside of Adler University (e.g., cash donations, entrance fees to fundraising events)
- To purchase alcohol for any student organization group function, whether on or off campus
- To attend conferences or workshops (Please contact the Office of Student Affairs for information on the Professional Development Scholarship which is available to students wishing to attend conferences)

Tax-Exempt Status

As a non-profit institution, Adler University is entitled to tax-exempt purchases, as are its Recognized Student Organizations. Each Student Organization will be provided with a specific tax-exempt letter at the start of the academic year; it should be used to make tax-free purchases whenever possible for student organization expenses. The tax exempt letter may not be used for any personal expenses; failure to comply with this directive will result in a referral to the Student Development Committee or the Student Comprehensive Evaluation Committee.

Pre-Approval for Large Expenditures

Any anticipated expenditures that exceed \$200 must be discussed with the Office of Student Affairs in advance. The Office of Student Affairs will not guarantee reimbursement of any expense exceeding \$200 without prior approval. Large expenditures must be purchased with an Adler University tax exempt letter.

Payment for Services

Student organizations frequently invite non-Adler guests to speak at an event or provide a service (e.g. neck massages or skill-based trainings). Payments for such services must be made in the form of an Adler check; a W-9 form (available from the Office of Student Affairs and completed by the recipient of the payment) and a written statement of the payment amount (completed by an RSO leader) must be submitted to the Office of Student Affairs. If payment is desired at the event, required forms must be submitted at least 10 days in advance; otherwise, a check will be mailed to the recipient following the event. RSO leaders should not pay honoraria or fees for services out of pocket; such expenses will not be reimbursed.

Honoraria and fees for service are intended for non-Adler speakers or service providers. Faculty and staff should not be paid for participation in student organization events.

Reimbursements

Unless prior arrangements have been made, all expenses must be paid in advance by an RSO member. Receipts should be submitted to the Director of Student Affairs along with the name and address of the individual to be reimbursed; the request should also include RSO name and event name.

Reimbursements will only be processed for students who are listed as RSO leaders or the faculty/staff advisor. RSO leaders must provide written authorization for reimbursements made to other members of the Adler community.

Deposits

Occasionally an RSO may hold a fundraiser for an outside organization or sell items to raise additional organizational funds. Proceeds from such events should be given to the Director of Student Affairs for deposit in the RSO's budget. All RSO accounting is handled by the Office of Student Affairs, so making a deposit directly with the Accounting Office may result in misallocated funds.

RSO Budgets vs. Department Budgets

Some RSOs may be closely associated with an academic department at Adler University. The RSO leaders and Advisor must take care to not mingle these budgets. Questions may be addressed to the Director of Student Affairs.

APPENDIX A: RSO EVENT POLICY AND REQUEST FORM (DRAFT)

Event Space Usage Policy for Student Organizations

Read all policies carefully before completing this form. Failure to comply with these policies may result in a \$100 fine and/or loss of privileges.

- Requests for event space and support must be approved by Student Affairs and will be considered on a first come first served basis. Reservations cannot be guaranteed if not submitted at least one week in advance.
- The event or meeting must be a manageable size:
 - Events with 40 or fewer attendees will be booked in an available classroom.
 - Events with more than 40 attendees will be booked in Community Hall if available; maximum capacity is 154.
- The host group must provide staff and resources to manage check-in, set-up, clean-up, break-down, and overall logistics. Due to tight campus schedules, most events will need to use an existing floor plan set-up. Student groups are permitted to rearrange furniture but must return the room to its original set-up at the conclusion of the event.
- The Office of Student Affairs can provide catering menus and contact information, but the host group is responsible for ordering all food and beverages, including coffee, tea, and water. The host group is also responsible for accepting food delivery, overseeing placement, and coordinating post-meeting clean-up. All deliveries must be announced via email to facilities@adler.edu.
- Information Technology/Audio Visual Support:
 - Pending existing commitments, the IT Department may be available to set up equipment and provide instruction on its use Monday-Friday from 8am-6pm and Saturday-Sunday from 8am-4pm. IT staff will not be onsite during the event, but can be reached for assistance through the duration of the event.
 - IT staff can provide equipment (but not support) for events outside of business hours if a faculty/staff member is present and will assume the responsibility of ensuring that all equipment is properly secured post-event.
 - Available technology includes PowerPoint presentations, video presentations, and microphones/speakers. WebEx, Skype, and video recording may be available but must be requested at least one week prior to event.
- If the event includes external attendees, the host group must provide a final list of attendees to Adler Facilities and Security via email (facilities@adler.edu) at least 24 hours before the event.
 - The attendee list must be submitted in an Excel spreadsheet with separate columns for First Name and Last Name. Any changes or last-minute additions must be highlighted in a different color.
 - For events with 5 or fewer non-Adler attendees, name badges will be provided by reception/security staff. For events with more than 5 non-Adler attendees, name badges must be provided and prepared in advance by the host group.
 - If the event takes place after business hours, the host group must provide staff to validate attendees in the first floor lobby and escort them to the meeting room.
- Alcohol is not permitted at any Student Organization event taking place on campus.

Event Space Request Form for Student Organizations

Submission of this form indicates your request for space and services only. Events are not finalized without an official confirmation email.

Event Name:

Event Description (required if event is to be included in the weekly calendar of events, emailed each Friday):

Event Date:

Event Start Time:

Event End Time:

Sponsoring Student Organization:

Event Co-Sponsors (Other Student Organizations, Academic Departments, or Faculty/Staff Members):

Name of Student Organization Contact Person:

Cell Number:

Total anticipated number of attendees:

Anticipated number of non-Adler attendees:

Anticipated AV/Tech Needs:

If you are requesting AV equipment for use outside of business hours (M-F, 8am-6pm/Sa-Su, 8am-4pm) which faculty/staff member will be on-site?

If you expect delivery of any food or other items, please list the vendor(s) here:

If you expect any celebrities or media to be present, or if you anticipate needing Leadership Team support, please put an X here:

Please include any additional information here; note that requests for specific locations cannot be guaranteed: