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Privileges of Registered Student Organizations

A registered Student Organization has the following privileges:

- Recognition from MTSU which allows you to participate in events like Student Organization Fair, Week of Welcome, CUSTOMS, etc.
- Use of Middle Tennessee State University or MTSU in the organization’s name and materials.
- Ability to apply for Student Activity Fee funding.
- Permission to hold events, meetings, and other activities on campus.
- Listing in university publications, like the yearbook and websites.

Updating Your Student Organization

In order to update a student organization, you need to submit the following information on myMT (www.mtsu.edu/mymt).

1. All student organizations will need to click the “Register this Organization” button through the myMT system by September 18, 2015 at 4:30 pm.
2. Submit any new by-laws or changes to the constitution.
3. Attend the Presidium Retreat or a Student Organization Orientation session.

Mailboxes

Each registered student organization is assigned to a mailbox that is also located in the resource center. Please check your mailboxes often. If we see that you are not using the mailbox, your mailbox may be assigned to another organization. Feel free to use these mailboxes to advertise events going on with your organization.

Portable Sound System

Two portable Fender amplifiers, 2 sets of speaker stands, and four microphones are available for rent. There will be a $25 non-refundable fee for their use. The fee will be used for maintenance on the speakers and/or for replacement.
Leadership Library

Organizations will be able to check-out books on icebreakers, group activities, recognizing leaders, community development programs, and more. The Leadership Library is housed in the Student Organization Resource Lab in the Student Union 320. You are encouraged to look through the items and make copies of activities that are of interest to you. *Please do not remove books from the office.*

Student Organization Fair

Each fall, all registered student organizations have the opportunity to participate in the Student Organization Fair. The fair is an ideal recruitment tool for organizations in that it provides a way to meet and interact with potential members. In years past, organizations have set up displays, distributed literature, and met and answered questions for students wishing to know more information. This year, the Student Organization Fair will be held in the Student Union Commons on Wednesday, September 2, 2015 from 10:00 a.m. – 2:00 p.m. Student organizations that wish to participate may sign up for a slot on myMT no later than **Friday, August 28th**.

Student Organization Resource Lab

All registered student organizations are provided access to the Student Organization Resource Lab located in the Student Union Building room 320. For your convenience, the Resource Lab has been updated and is equipped with eight (8) Dell® computers and four (4) Apple iMacs. All computers have internet access and word-processing software, not to mention that half of them are equipped with graphic design software. Included in the room is a color copy machine for your organization’s business use.

Each organization is allotted $35 each semester for printing purposes. This equates to approximately 1,945 black and white copies or 700 color. Keep in mind that if you use a mixture of B/W or Color those numbers will be different.

- **BW Pricing:** $0.01799
- **Color Pricing:** $0.04999

It is important to note that once a student organization uses their allotment each semester, we will NOT be able to add more copies until the next semester.

This Resource Lab is for student organization business only. Anyone found using the equipment for any other reason not meeting the specifications set forth by the Director...
of Student Organizations and Service or the Assistant Vice President of Student Affairs will lose privileges for themselves and their organization.

**Student Activity Fee Dates and Deadlines**

**Application Dates & Deadlines**
Student Activity Fee Applications are available 3 times per year. You may only request funds in the semester in which the program/event takes place. All applications must be typed and submitted by the deadline in order to be considered for funding. Please visit [http://mtsu.edu/sos/SAF.php](http://mtsu.edu/sos/SAF.php) for more information about Student Activity Fee funding.

- **Fall Applications Available** .......................................................... **August 24, 2015**
- **Fall Applications due** ................................................................. **September 18, 2015**
- **Spring Applications Available** .................................................. **November 2, 2015**
- **Spring Applications due** ............................................................ **December 11, 2015**
- **Summer/Early Fall Applications Available** .............................. **March 16, 2016**
- **Summer/Early Fall Applications due** ........................................... **April 15, 2016**

**Reimbursement Dates & Deadlines**
Student Activity Fee money is by reimbursement only. All reimbursements must be submitted by the deadline of each semester in order to guaranteed reimbursement. Make sure you attach all receipts to the completed Reimbursement Request Form.

- **Summer/Early Fall Reimbursements due** .................................... **September 18, 2015**
- **Fall Reimbursement Deadline due** ............................................ **December 11, 2015**
- **Spring Reimbursement Deadline due** ........................................... **May 6, 2016**
Student Organization Finances

Student Organizations who plan to collect money for dues, fundraising efforts, or through sponsorship will need some type of financial record keeping system.

Bank Accounts
In the event a registered student organization maintains a bank account, at least two (2) signatories will be required for withdrawal or payment of funds from the account. Debit cards are prohibited. Student Organizations who maintain a bank account will need to complete a W-9 form (see appendix) in order to seek student activity fee reimbursements.

MTSU Agency Accounts
Registered Student Organizations are able to open an MTSU agency accounts through the Business Office. This account operates very similar to a bank account in that it too requires dual signatures for expenditure of funds. You may contact the MTSU Business Office by calling (615) 898-2540, visiting our offices in Cope Administration Building, or emailing boffice@mtsu.edu.

Financial Reports
All University approved student organizations must be prepared to submit a financial statement and/or reports concerning programs and activities upon request to the associate dean of Student Life. The University reserves the right to place on probation or withdraw its approval from organizations which operate outside the bounds of sound financial procedure or show other evidence of financial irresponsibility. The University assumes no responsibility for indebtedness incurred by student organizations. Every University-approved organization must submit a statement of fees, dues, and assessments to Assistant Vice President of Student Affairs upon request.
Student Organization Travel Policy

Student Organizations who travel must complete in its entirety the notification to travel form before traveling.

Travel Policy
The goal of the MTSU travel policy is to ensure that student organizations effectively prepare for and plan travel so that everyone involved has a safe and fun experience. The travel policy applies when the intended travel is to an activity or event located more than 50 miles from the university. MTSU will provide education about safety, crisis response, and trip preparation in the travel manual to assist organizations when traveling. All registered student organizations are required to complete and submit the “Notification of Student Travel” form to the Office of Student Organizations and Service five (5) business days prior to the departure date. Additionally, all student organizations are required to have a travel liaison whose primary responsibility will be to coordinate the groups travel and communicate the travel plans to the Office of Student Organizations and Service. The travel liaison may be the same student for the entire academic year or may change with each trip. Failure to comply with this requirement may result in the immediate suspension of the organization pending investigation by the Office of Judicial Affairs and Mediation Services.

Travel Liaison
An approved travel liaison will be a current Middle Tennessee State University student, member of registered MTSU student organization. Travel Liaison will be responsible for submitting the travel notification form five (5) business days prior to travel; collecting emergency contact information for each individual traveling five (5) business days prior to departure; serving as the primary contact with the organization advisor; and submitting copies of all information to the organization’s advisor and Director of Student Organizations and Service. See appendix for travel form example.

Visit http://mtsu.edu/sos/docs/travel.pdf to access the Travel Policy forms.
Marketing & Advertising Events

Student Organizations are able to request announcements to be made via various technology resources on campus.

myMT Events
After planning an event on campus, student organizations have the option to create a myMT event that will be posted to the myMT home page. This will allow students registered on myMT to see the flyer and details of the event.

Pipeline Requests
Student Organizations can request announcements to be posted on Pipeline. All announcements must be typed with no graphics or attachments. Requests should be made to jackie.victory@mtsu.edu. All requests submitted by 3:00 PM will be posted the same day. Requests made after 3:00 PM are not guaranteed to be posted.

Office of Fraternity and Sorority Life Listserv
Student Organizations can request announcements to be posted on the Office of Fraternity and Sorority Life listserv. All announcements must be typed with no graphics or attachments. Requests should be made to donald.abels@mtsu.edu.

Office of Student Organizations and Service Listserv
Student Organizations can request announcements to be posted on the Student Organizations and Service listserv. Requests should be made to camporgs@mtsu.edu.

Special Interest Listserv
Student Organizations can request announcements to be posted on the Student Organizations and Service Special Interest listserv. These are incoming freshmen who indicated during CUSTOMS that they are interested in our programs. Requests should be made to camporgs@mtsu.edu.

Digital Promotions
Student organizations are encouraged to use digital promotional options such as the Murphy Center marquee, Student Union video board, and myMT. For more information on these advertising options, please contact camporgs@mtsu.edu.
Student Organization Office Space

The purpose of this policy is to outline the guidelines for use of designated rooms or office space within the Student Union by a Student Organization.

1. Use of space within the Student Union is a privilege which will be extended to certain MTSU registered student organizations on an annual basis or at discretion of the Director of Student Organizations and Service.
2. The Office of Student Organizations and Service reserves the right to terminate an organization’s use of space at the end of the designated occupancy period or due to a violation of the terms of use for the space. They also reserve the right to refuse to accommodate any organization’s request for space.

Terms of Use:

1. The Office of Student Organizations and Service shall determine the length of use for each space. Typical length to use will follow an academic year calendar. Each space occupancy agreement will be reviewed on an annual basis with each group submitting a new request to utilize the space for the next academic year. Renewals are not guaranteed and may be contingent on allowing other student groups an opportunity to occupy office space.
2. Requests for space occupancy and renewal of space will be in April each year and will be reviewed by the Student Organizations and Service Director or designee. Decisions will be made by the end of the spring semester.

Criteria for Student Organization Office Space:

- A registered student organization with the Office of Student Organizations and Service (LS) a minimum of one year, attended Presidium (President’s Retreat), completed all necessary reports through myMT, and in good standing with the University.
- Documented activities/programs that serve the MTSU student body (e.g. number of programs, numbers of student participation in meetings and events; co-sponsorship, open engagement with the University and greater community)
- Demonstration that the organization’s activities reflect its stated mission, goals, and objectives.
- Suitability of organization functions and needs for available space.
Priority given to groups who can demonstrate:
- A student organization that has been registered with Student Organizations and Service for at least one year.
- Affiliation with the Center for Student Involvement and Leadership
- Ability to share space with other groups
- Willingness to maintain office hours (10 hours per week)
- Lack of other designated space on campus

Guidelines for Use of Space:
1. The Office space is to be utilized for legitimate activities, meetings, gatherings, and functions consistent with the registered purpose of the organization and the curricular and co-curricular mission of the University, and shall be compliant with all terms of this Agreement and University policies (MTSU Rights and Responsibilities, TBR Policies, Student Union Policies).
2. It is expected that all groups and guests of the organization utilizing the space maintain an attitude of respect and civility and respond in a professional manner to Center for Student Involvement and Leadership (CSIL) requests.
3. Organizations must maintain a minimum of 10 offices hours each week. All office hours must be posted on the door so that guests will know when they can reach you.
4. Sleeping, overnight stays, or using the office space as a place of residence in any way by any individual is absolutely prohibited and will automatically subject guilty persons to University disciplinary action and may result in immediate loss of office space privileges for the organization.
5. The designated office space must be kept clean and organized. Any shared common space should be kept clean of trash and other items at all times. Any changes in office appearance must be submitted to and approved by the Director of Student Organizations and Service. This includes changes of paint, hanging items on the wall, etc.
6. All furniture assigned to the office/space must remain in the office. All common area furniture must remain in the common area space and should not be placed in offices.
7. All damages to the space (carpet, furniture, walls, equipment, locks) are the responsibility of the organization, which may be assessed the cost of repairs, replacement and/or fines for the damage.
8. Guest Policy: An MTSU Student Organization member must accompany visitors who are not MTSU students or organization members. Organizations are responsible for guests’ behaviors and actions.
9. MTSU assumes no responsibility for materials placed in or missing from the allocated spaces. No cash should be left in offices; deposits should be made within 24 hours following any collections.

10. Any general maintenance concerns should be reported to the Office of Student Organizations and Service.

11. Organizations that lose recognition by MTSU or the Office of Student Organizations and Service will automatically forfeit their allocated space.

12. Allocated space will be checked weekly to ensure appropriate use and safety.

13. If it is determined that an organization is not utilizing their designated space or is using it inappropriately the Student Organizations and Service Director has the right to terminate the organization’s use of the space.

Agreement:
I have read and understand the Student Organization Office Space Policy as well as the general Student Union policies. By signing below I am stating that my organization agrees to follow the above listed policies as well as the MTSU Rights and Responsibilities handbook. We realize that failure to do so could result in a loss of our designated space.

Name of Organization (printed)

President’s Name (printed)          Signature          Date

Vice President’s Name (printed)    Signature          Date

Advisor’s Name (printed)           Signature          Date
Student Organization Awards

The Office of Student Organizations and Service sponsors an annual awards recognition program during the spring semester. All organizations are encouraged to apply for awards so that you may be properly recognized for all of your hard work and dedication to the University. Award applications will be available in February 2016.

Student Leader of the Month
These monthly awards are given to a registered student leader that displays outstanding effort based on the following criteria:
1. Contribution to the overall MTSU community (i.e., students, staff, faculty, programs)
2. Contribution to the Murfreesboro community
3. Contribution to the development of its members
4. Demonstrated commitment to the organization’s purpose and those served by it
5. Communication with related MTSU departments and other student organizations

Applications are available at www.mtsu.edu/mymt for nominations. Please review the nomination form for additional information or contact the Student Organizations and Service office at (615) 898-5812 for more info. Visit https://mtsu.collegiatelink.net/form/start/48603 to submit a nomination!

Student Organization of the Week
The Office of Student Organizations & Service will nominate one outstanding student organization that displays outstanding effort based on the following criteria:
1. Contribution to the overall MTSU community (i.e., students, staff, faculty, programs)
2. Contribution to the Murfreesboro community
3. Contribution to the development of its members
4. Demonstrated commitment to the organization’s purpose and those served by it
5. Communication with related MTSU departments and other student organizations

Award announcements will be made each week.

Student Organization President of the Year Award
This award is given to the President or primary officer of a registered student organization who displays outstanding organization leadership and involvement, based on the following criteria:
1. Contribution to nominating student organization and its individual members
2. Contribution to the overall MTSU community (i.e., students, staff, faculty, programs)
3. Extensive involvement in campus, other organization, or community programs
4. Demonstrated commitment to the organization’s purpose and those served by it
5. Relations with members and officers of the nominating student organization

Student Organization Silent Inspiration Award
This award recognizes a member of a registered student organization who has made significant contributions to his/her organization, but not within an officially recognized leadership capacity for that student organization, based on the following criteria:
   1. Contribution to nominating student organization and its individual members that is not expected as a part of the student’s membership responsibilities
   2. Demonstrated commitment to the organization’s purpose and those served by it
   3. Demonstration of going above and beyond expectations of membership responsibilities

Student Organization Advisor of the Year Award
This award is given to the advisor of a registered student organization who displays outstanding leadership, dedication and involvement, based on the following criteria:
   1. Contribution as an advisor to nominating student organization, MTSU and community
   2. Effective advising within the standards and expectations of the organization, any affiliated national/regional offices and all applicable university policies
   3. Excellent student relations, aptitude in challenging and empowering the organization to thrive, and providing support to assist the organization with meeting its goals
   4. Dedication to consistently advising the organization

Organization of the Year Award
This award is given to a registered student organization that displays outstanding effort based on the following criteria:
   1. Contribution to the overall MTSU community (i.e., students, staff, faculty, programs)
   2. Contribution to the Murfreesboro community
   3. Contribution to the development of its members
   4. Demonstrated commitment to the organization’s purpose and those served by it
   5. Communication with related MTSU departments and other student organizations
Middle Tennessee State University has an exclusive contract with its food service contractor to provide all food service on campus. Pursuant to that contract, the contractor has the right to provide food service on campus to any and all functions having food served unless it declines to do so or an exception is granted pursuant to this policy. One important purpose of this policy is to ensure that all health requirements are met and that food is properly handled.

1) **Guidelines for Exception**

1. No off-campus caterer may deliver and/or serve food on campus to any organized activity, unless an exception is approved in accordance with these guidelines. If an exception is granted, required signatures 1 through 4 must be obtained on Exhibit A, Application to Bring Food on Campus.

2. If an exception is granted to allow an organization/activity to bring/serve food on campus, no food service equipment belonging to either the University and/or the food service contractor may be utilized. It should be understood that the University food service contractor is responsible for the care and protection of the University-owned food service equipment.

3. Unless otherwise approved by the Vice President of Business and Finance or designee, assigned food service space may not be utilized. It should be understood that the University food service contractor is responsible for the cleanliness and care of assigned food service space.

4. Only on-campus University departments, University-sponsored activities and registered student organizations may request an exception to bring/serve food on campus. Unless otherwise noted in this policy, exceptions will only be granted for single, non-regular events (functions), and will not be granted in food service venues including the JUB Tennessee Room and the Student Union ballroom.

5. Activities being held on campus by outside, non-University affiliated groups or organizations must use University Food Services. This includes groups securing space or services from University departments.

6. This policy does not apply to: a) individuals bringing food on campus for personal, individual consumption or having same delivered to their office or
residence hall room for personal, individual consumption; b) office/departments parties, i.e. retirement, holidays, birthdays, etc., as long as the food is being brought from home or purchased off campus and the party is not being catered by an outside vendor; or c) prepackaged snacks that include cookies, nuts, chips, mints, candy and soft drinks (punch, orange juice, cola, etc.) for on campus University departments, activities, registered student organizations for members and invited guests only at closed meetings and activities that are not open to the general public.

7. Exceptions may be granted for "potluck" type dinners and for unique foods inherent to the specific organization or purpose of the function, i.e. International Night. If an exception is granted, required signatures 1 and 2 must be obtained on Exhibit A, Application to Bring Food on Campus. Exceptions cannot be granted in food service venues including the JUB Tennessee Room and the Student Union ballroom.

8. Sale of food for fund-raising activities must meet all fund-raising approval requirements and is limited to bake sales, candy sales, and group dinners not open to the public. The fundraising sale of candy, etc., may not be solicited door-to-door in office facilities or solicited in classroom buildings.

9. The Vice President for Student Affairs or designee will permit registered student organizations to conduct a fund raising bake sale or candy sale once per semester in a designated student programming area. No branded concepts (i.e. Chick-Fil-A, Jersey Mike’s, Domino’s Pizza, etc.) or licensed products may be sold. Registered student organizations that wish to conduct a fund raising bake sale or candy sale must obtain required signatures 1 and 2 on Exhibit A, Application to Bring Food on Campus. Such activities in other locations require the approval of the Vice President for Business and Finance or designee. If an exception is granted, required signatures 1 and 2 and 4 and 5 must be obtained on Exhibit A, Application to Bring Food on Campus.

10. As appropriate, authorization to utilize space, i.e. Alumni House, James Union Building, Keathley University Center, Foundation Reception House, Tennessee Miller Coliseum, residence hall space, building lobbies, etc., must be appropriately secured in addition to permission granted hereunder.

11. The Vice President for Business and Finance or designee may permit other exceptions as felt appropriate in cases including, but not limited to, when University Food Services declines to provide food service, on holidays, and on weekends when food service facilities are closed.
2) **Procedure**

All requests requiring approvals shall be processed in accordance with the following:

1. Departments/organizations desiring an exception shall submit requests on Exhibit A, Application to Bring Food on Campus.
2. The applicant should complete and submit an original only of the form to the appropriate officials with required signatures for review, approval and routing. The form should be submitted in sufficient time to permit the request to be fully approved no later than five (5) days prior to the event.
3. Vice Presidents or division heads or designees may approve exceptions consistent with these guidelines.
4. The office making the last approval per this policy will distribute appropriate photocopies to the requesting organization/department, vice president/division head, food services, and other offices as appropriate. The original will be sent to requesting department/organization to retain for file.

*Revised: January 8, 2004; June 10, 2011.*
Student Government Association

The Student Government Association at Middle Tennessee State University is the voice of more than 22,000 students. The SGA consists of three branches of government and The Freshman Council. The legislative branch is consisted of the Senate, which provides a voice for students by effectively serving their concerns and needs while striving to increase the quality of student life at MTSU. The Senate consists of senators from each of the 8 colleges including Basic and Applied Sciences, Behavioral and Health Sciences, Business, Liberal Arts, Mass Communications, Education, University College, and Graduate Studies, as well as 7 Senators at Large. The Freshman Council is comprised of 40 first-year freshmen. They are responsible for representing the opinions and ideas of our freshman student body. The primary purpose of the Senate is to submit and present legislation that will directly or indirectly better student life. Along with legislation, the senators and Freshman Council are involved in various other areas of Student Government such as community service, University Standing Committees, and campus wide events.

The Student Government Association also consists of the Judicial Branch, which is made up by the Student Judicial Board. The Student Judicial Board holds hearings regarding campus disciplinary measures, and other sanctions as well. The SGA also consists of the Executive Branch which consists of the Student Body President, Executive Vice President, Vice President of Marketing, Vice President of Campus Relations, Philanthropic Coordinator, Homecoming Director, and Attorney General.

The Student Government Association also serves the student body by planning campus wide activities and events, some of which include Homecoming, Road Rallies, serve on University Standing Committees, and represents the entire student body to the administration of the University. The purpose of these activities and events sponsored by SGA is to give all students the opportunity to become involved as well as instill the True Blue pride and tradition into our university and community. To learn more about these events, please visit the SGA website at www.mtsu.edu/sga.

The SGA’s goal is to work cooperatively with all organizations, faculty, staff, and administrators to achieve the goal of making student life better for you. The door to becoming involved in SGA is always open and will never be closed. The SGA is here to represent the student body, and are always looking for new ideas and ways to improve MTSU!
2015-2016 SGA Executive Officers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Lindsey Pierce</td>
<td><a href="mailto:sgapres@mtsu.edu">sgapres@mtsu.edu</a></td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>Caleb Gray</td>
<td><a href="mailto:sgaevp@mtsu.edu">sgaevp@mtsu.edu</a></td>
</tr>
<tr>
<td>Vice President of Marketing</td>
<td>Madison Tracy</td>
<td><a href="mailto:sgavpapa@mtsu.edu">sgavpapa@mtsu.edu</a></td>
</tr>
<tr>
<td>Vice President of Campus Relations</td>
<td>Alexandria Bassett</td>
<td><a href="mailto:sgaelect@mtsu.edu">sgaelect@mtsu.edu</a></td>
</tr>
<tr>
<td>Philanthropic Coordinator</td>
<td>Myeshia Burchett</td>
<td><a href="mailto:sgaphil@mtsu.edu">sgaphil@mtsu.edu</a></td>
</tr>
<tr>
<td>Attorney General</td>
<td>Brice Hobby</td>
<td><a href="mailto:sgaagen@mtsu.edu">sgaagen@mtsu.edu</a></td>
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<tr>
<td>Homecoming Director</td>
<td>Amanda Pierce</td>
<td><a href="mailto:sgahome@mtsu.edu">sgahome@mtsu.edu</a></td>
</tr>
<tr>
<td>SGA Advisor</td>
<td>Dr. Danny Kelley</td>
<td><a href="mailto:danny.kelley@mtsu.edu">danny.kelley@mtsu.edu</a></td>
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Raider Entertainment

Four words: *Your Campus, Your Entertainment.*

Raider Entertainment is a student group advised by the MTSU Student Programming & Activities office. It is Raider Entertainment's mission to provide quality, low-cost entertainment for students throughout the year. Raider Entertainment focuses its efforts on providing four types of entertainment to the student body: Concerts, Variety, Films, Games, and Athletic Event Promotion.

Students involved with Raider Entertainment will have opportunities to get event planning and coordination experience, paid employment, and network through meeting new friends and getting involved. Events held throughout the school year include concerts, trivia nights, movie screenings, and much more! More information on how to get involved is found at mtsu.edu/events

Raider Entertainment operates under the MTSU Student Programming & Activities office and is funded through student activities fees. In return, we put the money back into the students' hands through our general council. Events are planned, promoted and implemented by MTSU students with the goal of providing the best entertainment at the lowest cost.

We understand that collegiate education outside of the classroom is essential to the well rounded college student. We know that providing students with individual opportunities to learn and grow experientially complements the great education that students at MTSU receive resulting in well-rounded and successful graduates. We believe that all programs and experiences we offer are structured to help students make the most of their education at Middle Tennessee State University.

The Student Programming & Activities office is located in MTSU Student Union Room 340. The staff welcomes your comments, questions and suggestions. You may contact us at (615) 898-2551.
Reserving Space on Campus

Use of Campus Facility and Scheduling Policy:
http://mtsu.edu/eventcoordination/forms.php

INSTRUCTIONS FOR RESERVING SPACE ON CAMPUS:
1. Check webviewer (www.mtsu.edu/webviewer) or 25Live (www.mtsu.edu/25live) for appropriate facility and/or available space.
2. Contact correct scheduler to get more information about room booking information (see list below).
3. Complete and print Application for Use of Facilities form. Hard copy must be submitted to the scheduler with original signatures from the student advisor & student organization officials.
4. All paperwork (forms, contracts, insurance information, etc.) must be approved, finalized and received by the scheduler ASAP or at least 5 business days (Mon.-Fri.) prior to the event or meeting. **It is advised that paperwork be submitted at least two weeks to a month in advance, in order to secure venues and resources in a timely manner.**
5. See basic event services list below.
6. Check the University Master Calendar for event information displays. http://www.mtsu.edu/calendar/

<table>
<thead>
<tr>
<th>Space</th>
<th>Scheduler</th>
<th>Phone</th>
<th>Fax</th>
<th>Campus Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Spaces &amp; Parking Lots for Events</td>
<td>Quintina Burton <a href="mailto:Quintina.Burton@mtsu.edu">Quintina.Burton@mtsu.edu</a></td>
<td>898-5002</td>
<td>494-8600</td>
<td>Box 130</td>
</tr>
<tr>
<td>Honors Building (Restricted Rooms)</td>
<td>Karen Demonbreum <a href="mailto:Karen.Demonbreum@mtsu.edu">Karen.Demonbreum@mtsu.edu</a></td>
<td>904-8431</td>
<td>904-8263</td>
<td>Rm 205</td>
</tr>
<tr>
<td>Murphy Center Complex Athletic Stadiums, Alumni Memorial Gym</td>
<td>Chris Gannar <a href="mailto:Chris.Gannar@mtsu.edu">Chris.Gannar@mtsu.edu</a></td>
<td>898-5189</td>
<td>904-8101</td>
<td>Box 350</td>
</tr>
<tr>
<td>Recreation Center and Fields</td>
<td>Andy Allgrim <a href="mailto:Andy.Aligrim@mtsu.edu">Andy.Aligrim@mtsu.edu</a></td>
<td>898-2104</td>
<td>898-5569</td>
<td>Box 556</td>
</tr>
</tbody>
</table>
| Student Unions (SU,KUC & JUB) | **Cynthia Stone**  
Cynthia.Stone@mtsu.edu | 898-2591 | 898-5434 | Box 11 |
|---|---|---|---|---|
|  | **Jennifer Rhinehart**  
Jennifer.Rhinehart@mtsu.edu | 898-2689 | 898-2873 |
|  | Anthony Rizo  
Anthony.Rizo@mtsu.edu | 494-7887 | |
| Tennessee Livestock Center | **John Jewell** | 898-5575 | 898-5434 | Box 105 |
| Tennessee Miller Coliseum/Club Level | **Shana Miller**  
Shana.Miller@mtsu.edu | 494-8879 | 494-8600 | Box 130 |
| Tom H. Jackson and Front Lawn | **Debbie Londre**  
Debbie.Londre@mtsu.edu | 904-8240 | 494-8600 | Box 130 |
| Tucker Theatre | **Justin Durham**  
Justin.Durham@mtsu.edu | 898-2181 | 898-5826 | Box 43 |
| Walnut Grove, SU Commons, Knoll and Quad | **Jennifer Rhinehart**  
Jennifer.Rhinehart@mtsu.edu | 898-2689 | 898-2873 | Box 11 |
|  | Anthony Rizo  
Anthony.Rizo@mtsu.edu | 494-7887 | |
| Wright Music Hall | **Tim Musselman**  
Tim.Musselman@mtsu.edu | 898-2493 | 898-5037 | Box 47 |

All schedulers have the right to refuse facility space to any group. Reasons include, but are not limited to: previous cancellations without notice, outstanding debt/non-payment or inappropriate use of facilities. Please check with facility schedulers for regulations and building hours.

**BASIC EVENT SERVICES:** All fees are subject to change upon yearly review of market rates
The following MTSU services provide event planners with the knowledge and resources for a successful event. Please contact the facility scheduler for specific facility policies, building hours and applicable fees.

- **Aramark food/catering:** 898-2202. Prices will vary.
- **Audio/Visual Checkout:** (advisor must make arrangements): 898-2711.
- **Building Attendant:** For outside normal building hours: Facility scheduler will make these arrangements. $12-$18 per hour.
• **Custodial:** Facility scheduler will make these arrangements. Average cost is $22 per hour.

• **Event Planning/Logistics:** Event Coordination and/or Facility Scheduler help as needed/requested.

  **Parking and Transportation:** 898-2850. Parking attendant $20 per hour.

  **Production Services/Technical Assistance:** 898-2872. 4 hr. minimum @ $15 per hour plus any additional equipment.

• **Promotional Material Design:** Publications and Graphics 898-2896. Prices will vary.

• **Promotion:** News and Media Relations 898-2919.

• **Security:** University Police 898-2424. Facility scheduler makes these arrangements: Officer $30 per hour (2 hr. minimum)

• **Table/chair rental:** Event Coordination 898-5002. $5 per table, $1 per chair.

**BANNER SPACE**

The Student Unions department offers designated spaces inside the Student Union building and outside the Keathley University Center where student organizations and MTSU departments may display banners. Requestors may submit a reservation application to hang banners on the patio railings outside the KUC Grill, on the KUC columns (charges apply for this area, as Facilities Services must be enlisted to hang these banners) and/or in the Student Union Atrium on the 2nd floor railing. The newly updated banner reservation application outlines specific guidelines on the size and type of banner that may be displayed in each area. Please read these details carefully to ensure that your organization/department does not waste time and money on a banner that does not meet the requirements.

**PLEASE NOTE:** Bed sheets are no longer permissible in any area, but canvas cloth is an inexpensive alternative for handmade banners. Banner reservation applications:


The following conditions must be met in order to receive banner approval:

• Banner space applications must be submitted a minimum of 5 - 7 business days prior to reservation date, though more lead time is appreciated.

• Banner space may be utilized only by registered student organizations or MTSU departments for the purpose of advertising events and/or promoting their organization.

• Banners may be displayed up to two (2) consecutive weeks unless approved by the Dean of Student Life or his/her designee for a longer period of time.

• Banners are limited to one per organization unless approved by the Dean of Student Life or his/her designee.

• Banners must be retrieved from the Information Desk of the building where they were hung (KUC or Student Union) no later than five (5) business days following the removal date, after which they will be discarded. The Student Unions department is not responsible for the loss or damage to any banner.
• Banner space is available on a first-come, first-served basis. Placement will be determined by available space in the requested location at the time of the reservation.

FLYER POSTINGS
Student organizations, MTSU departments and individuals may post flyers on designated bulletin boards in the Student Union, Keathley University Center, and James Union Building. No reservation is required, but each posting must be approved and stamped by the Student Unions department. Approval may be acquired at the Student Union Information Desk or the Keathley University Center Information Desk when an attendant is on duty. The Student Unions department reserves the right to decline any posting that is deemed inappropriate.

HANDBILLS/PAMPHLETS/TABLE TENTS
Registered student organizations and MTSU departments may request permission from the Student Unions department to distribute printed materials such as handbills, pamphlets, etc. Details on where and when these items may be disseminated will be determined on a case-by-case basis, according to the nature of the advertisement and the intended audience. Printed materials found around the buildings and grounds in areas not explicitly approved by Student Unions staff will be discarded. Unapproved printed materials found around the buildings and grounds will be discarded and promoters will be asked to leave campus.

YARD SIGNS & OTHER OUTDOOR ADVERTISING
Yard signs advertising or promoting products, events, or services by unaffiliated groups or individuals or by commercial enterprises are prohibited. Only registered student organizations and departments are authorized to post yard signs. No reservation is required, and yard signs are allowed in most locations on campus, with the exception of all campus roundabouts and the President's Lawn. Yard signs must not block or protrude onto any sidewalk or impede accessibility to any walkway on campus. They must be removed by sponsoring organization promptly after event concludes.

CHALK
Sidewalk chalk is NOT permitted on campus grounds. Chalking is treated as a police offense for Destruction of Public Property.