

Kenyon College

STUDENT ORGANIZATION HANDBOOK

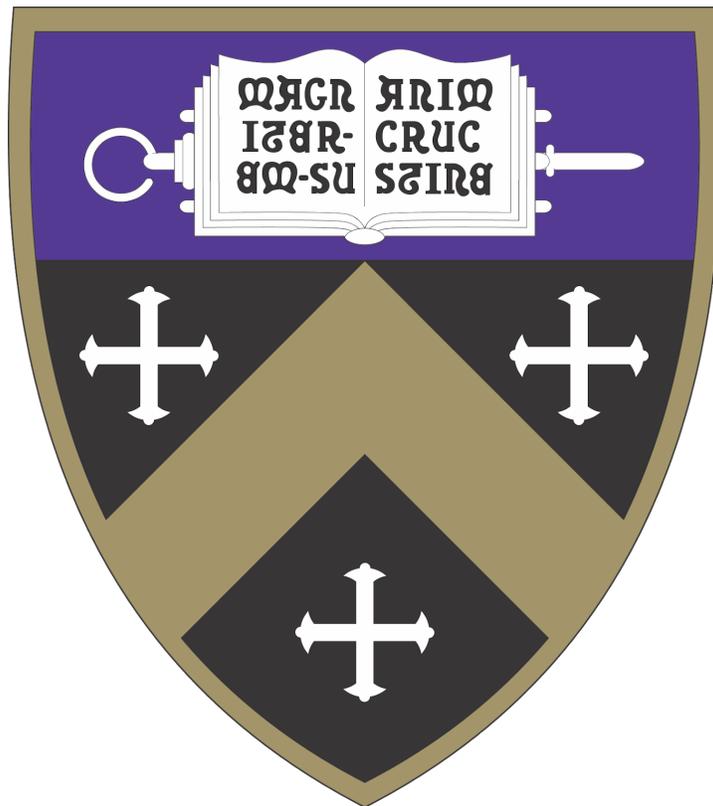


TABLE OF CONTENTS

OFFICE OF STUDENT ENGAGEMENT	3
Mission Statement	
REGISTERED STUDENT ORGANIZATIONS	4
Rights and Privileges of Registered Student Organizations	
Registered Student Organization Requirements	
New Student Organization Requirements	
Club Sports	
Greek Organization Requirements	
Unrecognized Student Organizations	
STUDENT ORGANIZATION ADVISORS	12
Advisor Expectations	
FINANCES	13
Business and Finance Committee	
Additional Funding Sources	
Financial Procedures	
EVENTS & CAMPUS RESOURCES	16
Kenyon Reservations	
Event Advertising	
Equipment Rental	
Homemade Food Sales	
Contracts and External Vendors/Agents	
Off-Campus Events	
Transportation	
Film Screenings & Copyright Law	
SOCIAL EVENTS WITH ALCOHOL	21
Social Events with Alcohol	
BYOB Events	
Third Party Vendor Social Events	
Social Event Registration Process	
Social Event Host, Servers, Door Workers, and Floaters	

OFFICE OF STUDENT ENGAGEMENT

The Office of Student Engagement commits to uphold the mission of the Division of Student Affairs:

*The Division of Student Affairs creates
student-centered opportunities
to foster learning and develop community.*

Additionally, Student Engagement commits to:

- Encourage ownership of and active participation in the building of communities across campus.
- Support innovation by helping ideas come to life through organizational and individual initiatives.
- Guide students to understand and appreciate differences as each student seeks a sense of belonging.
- Demonstrate responsiveness to student and community needs as they arise, tailoring offerings accordingly.
- Promoting a sense of accountability upon a foundation of clear expectations.

Notice Regarding Amendments to the Student Organization Handbook

Kenyon College resolves to provide students with the most up-to-date information that governs student life. The College reserves the right to make changes to the Student Organization Handbook at any time. The Student Organization Handbook will be reviewed annually and may be revised, typically during the summer. The Director of Student Engagement or designee will strive to discuss major policy changes with Student Council prior to implementation. If these policies are changed during the academic year, the Director of Student Engagement or designee will bring the changes to the attention of Student Council before posting them to the College website and notifying students via email.

REGISTERED STUDENT ORGANIZATIONS

Rights and Privileges of Registered Student Organizations

- Make campus reservations through the Kenyon Reservations system
- Receive a financial account managed by the Office of Student Engagement
- Request funding from the student activity fee
- Receive an @kenyon.edu email address
- Utilize the campus fleet for transportation needs
- Rent equipment from the Office of Student Engagement

Registered (Existing) Student Organization Requirements

In order to maintain active recognition status, student organizations must meet the following criteria annually:

- Maintain good disciplinary and financial standing with the College.
- Organization president (or similar) must attend a Student Leader meeting at the beginning of each semester.
- Maintain [the roster](#) so it is reflective of the current membership of the organization.
- Student organization advisors must attend one advisor training per academic year. Failure to do so will result in consequences for the student organization, not the advisor.
- The organization must fill out a [Campus Contribution Form](#) each semester describing their contribution to the overall campus community. Satisfactory completion will be at the discretion of the Office of Student Engagement and the Student Life Committee of Student Council. Types of campus contributions include:
 - An open, alcohol-free, campus event
 - A service to campus
 - A product of value (i.e. publication)
 - Other - will be reviewed by the Vice President for Student Life of Student Council and the Office of Student Engagement for approval

Failure to complete any of the above criteria will result in the following process:

- One semester of non-compliance
 - Probation: Restricted from all organization activities, including but not limited to, advertising events, reserving space, and using any campus funding.
 - Completion of previously unmet requirements is necessary to regain good standing.
- Two consecutive semesters of non-compliance
 - Inactive: Restricted from all organizational activities and access to campus accounts, including organization email, is revoked.
 - Organization leadership is required to attend a hearing of the Student Life Committee and present an action plan identifying the cause of non-compliance and strategies to avoid future issues. The Committee provides a recommendation regarding recognition status to the Student Council.
- Three consecutive semesters of non-compliance
 - Loss of recognition: The organization is no longer recognized by the college and any organizational activity could be a violation of the Student Handbook.
 - Any effort to reinstate the organization should follow the processes for starting a new organization.

New Student Organization Requirements

Students hoping to create a new student organization must [submit an application](#) to the Student Life Committee for review and attend a hearing. The Student Life Committee will make a recommendation to the Student Council following the hearing process. This process will take place between the start of the semester and the mid-semester break (fall break or spring break accordingly). In order to be approved, the group will need to offer a unique involvement opportunity, have a campus advisor, and have a complete constitution.

All new organizations are placed on provisional status for two semesters. During this provisional period, new student organizations are held accountable to all applicable registered student organization requirements as well as the following criteria:

- A \$500 limit on funds from the student activity fee. Student organizations must apply for funding.
- The organization leader (president or similar position) will schedule to meet with the Vice President for Student Life and the Office of Student Engagement staff within two weeks of approval by Student Council to develop organization goals and review the Student Organization Handbook.
- At the end of the second provisional semester, and prior to student activity fee allocations for the following semester, the Student Life Committee reserves the right to review the organization for approval of full organization status. This review will be based on the goals set by the organization, financial integrity through provisional semesters, and sustained involvement. If any of these are not met then the committee will make a recommendation of either additional provisional semesters or removal of recognition.

NOTE: The first semester Campus Contribution is encouraged but optional for new student organizations.

Club Sports

Recognition Process

Students hoping to start a club sport must meet with the Director of Club Sports before applying for recognition. The Director of Club Sports will take into account not only the information contained in the New Student Organization Application, but additional considerations such as insurance and facility needs. Upon review of the application, the Director of Club Sports will make a recommendation to the Student Life Committee to either approve or deny the request for recognition. The Student Life Committee will review the materials and send a recommendation for approval to the Student Council via the typical student organization recognition process.

If the application is accepted, please note that the Student Life Committee reserves the right to suspend or revoke the charter of any club sport, at any time, at the discretion of the Committee, Office of Student Engagement, or Director of Club Sports. The Student Life Committee advises the Student Council on the recognition of a club sport, however, Student Council has the final say on the approval or rejection of a club sport application.

Club Sport Categories

Competitive Club Sport: The team trains and is eligible to compete and actively pursue participation in registered intercollegiate, regional, national, or open tournaments and competitions. Sports that have a varsity equivalent at Kenyon must engage in competition with another institution at least once per semester.

Instructional Club Sport: May compete in an occasional tournament, but the main focus of the club is the introduction, qualified instruction, and advancement of specific skills and techniques.

Recreational Club Sport: A group organized for sport and recreational participation on a regular basis that is not readily and feasibly available to students under informal recreation or as an intramural sport.

Club Sport Protocols

Mandatory Forms: Before your club can begin practice, the following forms must be completed and turned in to the Director of Club Sports: Emergency Medical Information form, Code of Conduct, and a Participation Waiver. In addition, a roster must be completed and on file with the Office of Student Engagement.

Baseline Concussion Test: Clubs that have a risk of head injury are required to complete a baseline concussion test (rugby, equestrian, soccer and ultimate frisbee). This test should be scheduled with the Director of Club Sports, and can be proctored by the club safety officer or your head coach, if applicable.

Home Games: Before scheduling a home event, schedule a meeting with the Director of Club Sports to find the best dates to have your event. Based on the number of varsity home games on certain weekends, it may be best to schedule around those for availability of venues and athletic trainers.

Athletic Trainers: Every home event needs to have a certified athletic trainer on site. It is the responsibility of the club to hire and schedule a certified athletic trainer. A few resources for athletic trainers:

- Kenyon College Athletic Training (reach out to each athletic trainer individually to obtain availability, contact info is available on the Kenyon Athletics website)
- Ohio Health - Jayson Wolshire (jayson.wolshire@ohiohealth.com)
- Mohican Sports Medicine & Rehabilitation (740-392-8811)

Athletic trainers must be scheduled in advance. A signed contract needs to be turned into the Director of Club Sports at least two weeks prior to your event or the event may be canceled.

Practices and Facilities: All practices and home events need to be reserved through the Kenyon Reservation System. This allows administrators and other individuals on campus to know where teams are located and how much use a venue is getting. This will assist with upkeep or other maintenance needs.

Purchasing: All purchasing, including hotel reservations, should be communicated with the Director of Club Sports. In the event a club needs to use a credit card, schedule a time with the Director to make your purchase.

Deposits: Clubs needing to make a deposit into their account should make an appointment with the Director of Club Sports to review the deposit. A count of the money and an agreement on how much money is being deposited will be conducted during this time. Do not drop off money without first scheduling a time with the Director.

BSN Sports and Logo Use : Club sport teams may use the athletic department discount for BSN Sports and Nike products. In addition, teams can set up team stores to provide logo items, which may also be used for fundraising. Any use of logo items must include the Kenyon College athletic shield. All artwork on apparel will need approval from the

Director of Athletics Communications, before it may be used. Contact the Director of Club Sports for information on how to set up a team store.

Safety Officer: The safety officer is a mandatory position for each club sport team. Any member of your club sport can be a safety officer. The responsibilities of the safety officer include:

- CPR/First Aid certification
 - Certification can be done on your own if you can provide proof of current certification
 - Must be either American Red Cross or American Heart Association
 - The Director of Club Sports will work with safety officers on availability of on-campus certification classes
- Be familiar and comply with Club Sport emergency action plans and procedures
- Must complete incident reports within 24 hours of incident
- Ensure that the first aid kit is replenished and on site for all practice and competitions, home and away.
 - If kit needs to be replenished, see the Director of Club Sports to replace items
- Ensure that no individual is participating unless they have completed required paperwork and baseline testing (if applicable to your club sport)
- Monitor weather conditions and be aware of road conditions if traveling
- Work with club sport team leadership to book athletic trainers for home events
- Have a working cell phone on site for every practice and competition
- Enforce any rules and regulations imposed by your governing body (regional or national) and be a safety advocate for your sport
- Be familiar with your playing facility and report any safety issues to the Director of Club Sports
- Ensure that all club sport activities are executed in a safe and responsible manner
- Be familiar and understand the steps taken to be eligible to return to play following a diagnosed concussion

Concussion Protocols

More information about the College's concussion policy can be found [here](#). Once medically cleared to return to play, the club sport member must complete the return to play protocol:

- Day 1: 30-minute bike workout
- Day 2: 30 minute running/cardio workout
- Day 3: Return to non-contact sport specific activities
- Day 4: Return to contact activities

General Injury Protocols

Within 24 hours of injury, the club safety officer must complete the [online incident report form](#).

- If an injury occurs off campus, contact campus safety to make them aware of the situation and provide assistance with medical options away from campus.
- If an injury occurs that does not need immediate attention, contact the Health Center upon return to campus in case a follow up or evaluation is needed.

Helpful Tips

- Know the location of the nearest field phone or cell phone
- Make sure first aid kit is well stocked
- Know the field location or how to give directions to campus safety/first responders

On-Campus Emergency Injury Protocol

This classification of injury would require immediate physician consultation and would include lacerations, dislocations, fractures, concussions, head or neck trauma, cardiac distress, and any other injury that may need immediate medical attention.

- Contact Campus Safety (740-427-5000): They will be able to respond directly to the situation, as well as contact the appropriate College personnel.
- Once Campus Safety assesses the injury, they will determine if the student should be transported to the Health Center or local hospital emergency room.

On-Campus Minor Injury Protocol

This classification of injury typically deals with sprains, strains, abrasions, contusions and any other injury that would require non-emergency physician consultation.

- If injury occurs during normal weekday hours, the student should report to the athletic training room or Student Health Center.
- If injury occurs during the weekend, the student may consult with the athletic trainer if one is available. If one is not available, contact Campus Safety for their assistance in handling the situation appropriately.

NCAA Eligibility Information

Varsity athletes competing within the same club sport can impact their NCAA eligibility. Check with the Director of Club Sports before participating.

NOTE: Questions regarding Club Sports may be directed to clubsports@kenyon.edu.

Greek Organization Requirements

Greek life at Kenyon has been an important part of the Kenyon experience since 1852. Greek organizations exist in a mutually beneficial relationship with Kenyon College by invitation of the College. Kenyon College recognizes the social opportunities provided by Greek-letter organizations and encourages activities that foster sound social development. Fraternities, sororities, and societies embrace and uphold the expectations for responsible student conduct, following the stated guidelines and policies which govern all Kenyon College students. At the same time, Greek organizations and their members are also expected to abide by all policies and guidelines of their inter/national organizations; the higher standard will take precedence.

To be eligible for membership, students must have an earned 2.0 cumulative grade point average and may not be a first-semester college student (college credit obtained during high school not included). Greek organizations and members are also expected to abide by all policies and guidelines of their inter/national organizations.

Recognition Policies and Procedures

Kenyon College acknowledges that fraternities, sororities, and societies can have a positive impact on the educational and social experiences of members and others in the campus community. For this to happen, there must be consistency between College goals and those of individual fraternal organizations. The College has a tradition of encouraging individual development through self-government by student groups. Fraternities, sororities, and societies recognized by the College will be expected to create and maintain a governance system, which fosters individual and group growth and responsibility.

Recognition is the formal process by which the College agrees that a Greek organization may function on campus, enroll members, and identify with the College. As is the case with College affiliation with any externally incorporated organization, chapters are expected to maintain congruence of goals and standards with those of the College, disclose principles of the organization, and provide mechanisms for accountability.

Recognized Greek organizations must limit membership to students currently enrolled at Kenyon College. Membership is to be determined locally within the College's nondiscrimination and affirmative action policies, although chapters may be single-sex.

It is also the expectation that all Greek organizations comply with the approved risk management guidelines of both the sponsoring organization and the College. Any changes in the status of recognition from sponsoring agencies must be reported to the Office of Student Engagement immediately.

New Greek Organization Recognition (Expansion and Reactivation Procedure)

Kenyon College will not recognize any new local fraternities, sororities, or societies (local organizations previously or currently recognized by the College would be permitted to be considered for reinstatement). Any Greek organization wishing to expand at Kenyon College must have an established inter/national headquarters; an active minimum \$1,000,000 liability insurance policy for non-residential organizations; and working governing documents.

Inter/national fraternity and sorority headquarters or members may not solicit, recruit, or initiate Kenyon College students without consent of the Office of Student Engagement. Failure to follow this basic rule will result in a moratorium on the group's eligibility to expand for a time to be determined by the Director of Student Engagement, or their designee, that will be no less than two years.

All Greek organizations seeking to colonize and/or reactivate at the College will be required to follow the standards and practices set forth in this policy. Exceptions to certain requirements may be made for National Pan-Hellenic Council (NPHC) and Multicultural Greek Council (MGC) organizations.

Requirements

To be recognized, a Greek organization must have adopted aims or actions which do not violate the civil rights of its members or Kenyon regulations; have an advisor who is a member of the Kenyon administration, faculty or staff; and have a purpose and goal consistent with the values of the Greek community.

Material Submission

After having met with the Office of Student Engagement staff, a formal petition must be submitted to the administrative advisor of Greek Council. A representative must come to the Greek Council general session to present the petition. The petition must include the following information:

An official letter of intent from the inter/national organization outlining the strategy for colonization at Kenyon as well as support and resource strategies the inter/national will provide the new colony.

- Logistical Information:
 - Name of Organization
 - Founding date and location
 - Current number of colonies
 - Current number of undergraduate members and current number of alumni
 - Average chapter size
 - Number of chapters closed in the last five years and their reasons for closing
 - Membership Costs: new member, initiation fees, insurance, regular dues
 - Verification of appropriate liability coverage for the colony by the inter/national organization.
- Program Policies:
 - Position on risk management
 - Position on hazing prevention awareness resources
 - Length/focus of new member education
 - Minimum standards for potential new members
 - Scholarship/academic support programs
 - Community service/philanthropy programs
 - Leadership/member development programs
 - Plans for how to be successful completing the Greek Council Standards of Excellence program
- Colonization:
 - List and status of colonies established in the last five years
 - Procedures for colonization (with sample timeline, if plausible)
 - Ongoing support for colony
- Organizational Support & Resources:
 - Brief descriptions of inter/national leadership programs and conventions
 - List of all chapters and locations in Ohio
 - Volunteer support at the district and local level

- List of alumni living in 50- and 100- mile radiuses of Kenyon College
- Contact information of committed alumni

Petition and Approval Process

The Greek Council general body will review the petition and will vote to determine if the aspiring organization should receive provisional recognition. If the organization receives an affirmative vote, the petition is heard by the Student Life Committee of Student Council where the typical process for new student organization recognition is followed.

Provisional Period

All new student organizations have a provisional year with requirements outlined by the Student Life Committee. The provisional year for Greek organizations also has the requirement to partially complete the Standards of Excellence program. Instead of the full program, new organizations must:

- Complete all pre-requisite requirements
- Complete partial compliance standards requirements
- Not need to complete recommended practices requirements

Associate membership (non-voting) in the Greek Council becomes automatic when the Greek organization receives approval for provisional recognition status.

At the end of the provisional year, if the organization has met the requirements, they may petition the Greek Council for full membership. This would involve another vote of the general membership. After an affirmative vote, the organization would receive full recognition from Greek Council and the Student Council/College.

If the organization has not met the requirements at the end of one year, they may petition the Greek Council for a one-year extension to complete the requirements. If a provisional chapter fails to obtain full recognition after two provisional years (four consecutive semesters), the chapter shall cease operations and must begin the new chapter or reactivation process from the beginning.

Unrecognized Student Organizations

Participation in a student organization that has had their recognition suspended or revoked, or groups of students operating as a student organization without pending or official College recognition, is strictly prohibited. Individuals involved in unrecognized groups are subject to sanctioning through the Student Code of Conduct.

STUDENT ORGANIZATION ADVISORS

The Office of Student Engagement recognizes that Student Organization advisors play a critical role in the development of students and the student organization. All registered student organizations must have an advisor who is a current full-time Kenyon College employee on campus for the entire academic year (with the exception of a leave shorter than a semester).

As a College employee, the advisor has a responsibility to both the College and the organization. The advisor is expected to provide general guidance to the group. The presence and/or participation of a College advisor in no way relieves student organization members of their responsibility to abide by the law and expectations of the College, nor does the singular presence of the advisor constitute College approval of the event.

Advisor Expectations

Advisors are expected to:

- Adhere to the policies and standards of conduct outlined in the Kenyon Staff or Faculty Handbook, as applicable.
- Discourage illegal, damaging or embarrassing behavior that would damage College facilities and/or the physical, financial, emotional reputation of the College, and that could subject both the advisor and the College to civil liability.
- Serve as Campus Security Authorities under The Student Right to Know and Campus Security Act of 1990, or more widely known as the Clery Act. Advisors are also mandatory reporters under Title IX of the Education Amendments of 1972 (Title IX). Briefly stated, advisor obligations under these are:
 - To report crime you observe or crime that is observed by others and reported to you that is alleged to have occurred on campus, in public areas bordering the campus, or in designated off-campus buildings owned or controlled by the College.
 - To notify the College of alleged crime that is reported to you in good faith, meaning that there is a reasonable basis for believing that the information is neither rumor nor hearsay.
 - To pass along to Campus Safety or designated College officials any crime reported to you without first attempting to determine whether a crime has indeed occurred or whether such crime fits a category expressed in the Clery Act.
 - If the alleged crime involves sexual assault, relationship violence, stalking, or may otherwise violate Kenyon's Sexual Misconduct Policy contact the Title IX Coordinator.
- Annually complete advisor training sessions when offered. Failure to meet this obligation can have negative impacts on the student organizations and may result in probation of organization.
- Agree to:
 - Guide organization to uphold local, state, and federal laws and policies.
 - Guide organization to uphold all Kenyon College policies including, but not limited to, the Student Handbook and Student Organization Handbook.

FINANCES

All student organization financial transactions will be processed through the organization's on-campus financial account, managed through the Office of Student Engagement. Student organization leaders are expected to be sound fiscal stewards of the funds they oversee. Sound fiscal management includes financial transparency with general membership.

Business and Finance Committee (BFC)

The Business and Finance Committee (BFC) of Student Council is charged with allocating the student activity fee money to registered student organizations and other student-centered initiatives. The BFC provides recommendations for determination of the Student Council.

The BFC is guided by the [Student Council Bylaws](#), particularly the bylaws of the Business and Finance Committee.

Student Activity Fee Allocation Process

The BFC allocates the majority of the student activity fee through two semester allocation hearings each year. The spring budget hearings typically occur in December and the fall budget hearings typically occur in April. While the semester budget hearings offer the greatest opportunity for funding, the BFC also hosts supplemental budget hearings throughout each semester. Supplemental hearings are intended to afford funding opportunities to newly-registered organizations or for opportunities that pop up after the semester hearings. Student organizations are strongly encouraged to plan their events and apply for funding through the semester hearings. Both semester hearings and supplemental hearings are advertised via emails to student organization email addresses.

Both funding processes typically include the following steps:

Submission of allocation request [via online form](#)

- BFC Hearing (at which member(s) of student organizations present their budget requests)
- BFC Review (during which members of the BFC review all requests and make recommendations)
- Student Council Review (during which the Vice President for Business and Finance presents BFC recommendations to Student Council for review and approval; Student Council determines funding decisions)
- BFC notifies student organization(s) of allocation request status

Additional Funding Sources

Fun Funds

Offered to registered student organizations sponsoring all-campus programming. Fun Funds are allocated through the Business and Finance Committee of Student Council. The Fun Funds application can be accessed [here](#).

The programming ideas presented by any registered student organization funded by Fun Funds must follow these guidelines:

- The activity must be open to the entire campus.
- The activity must be alcohol-free and Kenyon College policies must be followed at all times.
- The funding request must be submitted at least seven days in advance in order to be considered.
- An evaluation must be submitted after the event has taken place.

Early Bird Funds

Offered to registered student organizations sponsoring all-campus programming during the first six weeks of each semester. The Early Bird Funds application can be accessed [here](#).

The programming ideas presented by any registered student organization funded by Early Bird Funds must follow these guidelines:

- The activity must occur during the first six weeks of the semester.
- The activity must be open to the entire campus.
- The activity must be alcohol-free and Kenyon College policies must be followed at all times.
- The event must begin at 9 pm or later.
- The funding request must be submitted at least seven days in advance in order to be considered.

Kenyon Campus Community Development Fund (KCCDF):

Created by a generous donation from Richard Spinner '63 in 2001, the purpose of the fund is to encourage casual but significant student interactions with faculty (and the wider campus community) outside of the formal classroom setting. The KCCDF has supported everything from student-faculty athletic events, symposia on shared interests, to helping fledgling clubs or film series make a start, to special interest workshops, to developing shared spaces, to cultural and community celebrations. The KCCDF application can be accessed [here](#).

Financial Procedures

Reimbursements

Individuals who make purchases using their own funds may be eligible for reimbursement for expenses already approved by the BFC (expenses not approved by the BFC will not be reimbursed). To receive a reimbursement check (which typically takes 2-3 weeks to process and is mailed to the student's PO box), original receipts must be submitted along with a completed budget transaction form.

NOTE: Students are encouraged to utilize our other methods of payment as an alternative to spending personal funds and awaiting reimbursement.

Walmart and Kroger Credit Cards

The Office of Student Engagement provides store credit cards for approved student organization use. These cards are available on a first-come, first-served basis. Cards may be checked out from the Office of Student Engagement during normal business hours.

Helpful Tips

- **Before** you check out at the store, inform them that your purchase is tax-exempt.
- **Save all receipts.** The receipt and credit card must be returned to the Office of Student Engagement by the deadline specified at the time the card was checked out.

If a receipt is lost, it is the responsibility of the person who checked out the card to contact the store to request a copy of the receipt. Store credit cards must be returned by 4:30 pm the next business day (unless special arrangements have been made with the Office of Student Engagement in which case it is due by the date specified). If the card is not

returned by the deadline, there will be a \$5.00 fine assessed to the organization's account for each day it is not returned. If the card is not returned within three days of the deadline, the individual and/or group may be denied future use of the card(s). Violations of credit card policy or credit card misuse may be referred to the Office of Student Rights and Responsibilities.

Office Credit Card Usage

Professional staff members in the Office of Student Engagement have general use credit cards that are available for use by student organizations to make approved in-office purchases online or over the phone. Staff credit cards may not be removed from the office. Failure to properly follow usage procedures may result in individual or organizational restrictions and/or referral to the Office of Student Rights and Responsibilities. The office credit card usage process is as follows:

- All registered student organizations (except club sports) must email student.engagement@kenyon.edu to schedule an appointment for a time to use a credit card.
- Note: all Club Sport purchases should contact clubsports@kenyon.edu to schedule an appointment for a time to use a credit card.
- Place order when in office. Use the following information for each purchase:
 - The Office of Student Engagement address for both billing and shipping.
 - Include the name of the student organization on the order so the office staff will know which organization to alert when the item arrives.
- Ensure that the transaction receipt is sent to the designated staff member's email address and printed, if possible.
- Return the credit card to the staff member.

NOTE: Purchases should be made in a timely fashion. Late or rush shipping will not be paid for from BFC allocated funds. All purchases will be delivered to the Office of Student Engagement and may be retrieved by a member of the student organization that is listed on the official organization roster. Deliveries must be picked up during business hours only. Students may not have access to the office to retrieve deliveries when the office is closed.

EVENTS AND CAMPUS RESOURCES

Kenyon Reservations

Kenyon Reservations is the official online reservation system for any space reservations at Kenyon College.

How to reserve a space:

- Navigate to event-reservations.kenyon.edu
- Login with your Kenyon username and password
- Select the date and time you are searching for a space, including the time needed for set-up and teardown by the organization
- Select the space that best fits your needs
- Complete the request form, including selecting the group requesting space

For more information about Kenyon Reservations, please visit the [LBIS website](#) for tutorials and additional instructions.

Maintenance and Catering Services

A/V (Sound Techs), Maintenance, and Catering can be added using Kenyon Reservations in the same request form. After you have selected the space and completed the required information, follow the pop-up prompt and select the button to "Add Services."

- Sound Tech services are available only to registered student organizations.
- Peirce Hall is a facility licensed to AVI and, as such, has the right of first refusal on any food event in Peirce Hall with the exception of Peirce Lounge and Peirce Pub. Peirce Lounge and Peirce Pub can utilize alternative catering options.
- AVI Catering can be requested by clicking the button to "Add Services".
- Pricing information for services (including Sound Techs, Maintenance, and AVI catering) are listed in the Kenyon Reservations system.

Event Advertising

Kenyon Master Calendar

- Go to <http://calendar.kenyon.edu/>
- On the right side of the page, click the "Login"
- Sign in with your email username and password.
- Select "Submit an Event" and add your event with as many details as possible.

Email Advertising

Student organizations should focus email advertising to the student-info@kenyon.edu email distribution list. All email submissions require moderation, therefore, there is often a slight delay in the email being sent.

Equipment Rental

The Office of Student Engagement has a limited quantity of items which can be rented by registered student organizations. **Most equipment is available free of charge, but some have small fees associated with use.** Equipment is requested on a first-come, first-served basis and all requests must be made at least two business days in

advance of pick-up. All requests must be made at least two business days in advance of pick-up. Failure to submit a [rental request form](#) at least two business days in advance will result in a \$10 late request fee.

- All equipment should be handled with care.
- All equipment needs to be cleaned prior to return. If a machine or piece of equipment is not returned clean, a cleaning fee at a minimum of \$15.00 will be assessed and rental privileges may be suspended.
- The delicate heating instrument of the popcorn maker requires it to be transported upright and by a vehicle to a secure, flat location. The popcorn maker must be cleaned with *water and paper towels only; no soap or chemicals may be used.*
- Coolers must be cleaned with soap and water. The water coolers may never be used to dispense alcohol.
- All rented equipment must be returned to the office in the same condition as it was when rented.
- All equipment and extra supplies must be returned to the office by 12:00 PM the day following the event. If the event is held during the weekend, then the return must be made by 12:00 PM the following Monday. Failure to return equipment and supplies by these deadlines will result in a \$15.00 per day late fee.
- Failure to return the equipment will result in a fine equal to the cost of replacing the equipment.
- Your organization must have an account balance of at least \$15 in order to rent equipment. If it does not, a \$15 deposit must be made prior to pick-up.

Homemade Food Sales

The Knox County Health Department forbids selling (including fundraisers) homemade food products without a temporary food permit. The sale of homemade food may proceed without a permit only if items are offered for a donation and prices are not set or suggested. Temporary food permits for sales with posted prices may be obtained through the Knox County Health Department.

Contracts and External Vendors/Agents

Contracts

All contracts must be signed by a professional staff member in the Office of Student Engagement. No student or organization advisor should ever sign a contract.

If you plan to pay either students or outside professionals for services or performances, a contract must be reviewed by the Office of Student Engagement **at least four weeks in advance**. Kenyon College has its own contract that must accompany the performer's contract or serve as the contract if the performer does not have his/her own contract.

You are welcome to set up an appointment to review a contract with a member of the Office of Student Engagement by emailing student.engagement@kenyon.edu for general student organizations or by contacting the Director of Club Sports for club sports. Be prepared to bring any and all contracts you receive into the Office of Student Engagement for review.

Please remember that verbal agreements are almost always considered legally binding and written (including email correspondence) agreements are always considered legally binding.

Things to Consider When Contacting an Agent/Performer

- You should begin conversations and negotiations at least four to six weeks before the event to allow ample time for contracting.
- When contacting an agent/performer, make sure you are clear about the fact that you are inquiring about cost and availability and are not authorized to make contractual agreements for the College.
- Check to see if their contract contains any clauses or riders that would increase your total cost or for which you will have to make arrangements ahead of time (such as securing a hotel room, ordering food, sound or light equipment).
- OSE staff will only sign a performance contract if the entirety of event funding (including travel, lodging, etc.) is already secured.

Off-Campus Events

All events off-campus require you to fill out a [Transportation Roster/Waiver of Liability form](#).

- Visit the [Office of Student Engagement website](#) for the necessary paperwork for taking an off-campus trip.
- Fill out the form with information on your destination, the dates and/or time of your trip, and who will be going.
- Each person attending the trip will need to sign the roster/waiver of liability form and provide an emergency contact number.
- All forms should be turned into the Campus Safety Office before you leave campus.

Transportation

Van Certification

If an individual wishes to be certified they must first complete the [Driver Pre-Certification and Explanation of Requirements Form](#). Individuals must sign into their Kenyon email account to complete the form. After the form is completed, one must send a color scan of their driver's license to transportation@kenyon.edu to begin the standard driver certification process. Students are charged a \$10 fee for the MVR. Drivers who have a California, Utah or Washington state license are required to request your own MVR from the state and submit it to the Transportation Coordinator (transportation@kenyon.edu). Students who provide their own MVR will not incur the \$10 fee. There are additional steps required for those over 21 years of age that would like to become 12-passenger certified. Contact the Manager of Business Services to complete those required steps.

Only Fleet vehicles are insured by the College for accident and liability. Use of personal vehicles for College trips forces all liability upon the owner and is, therefore, strongly inadvisable.

NOTE: There is a \$10 annual charge to get van certified that will be billed to your student account.

Transportation Requests

The College offers the opportunity to reserve vehicles to access off-campus events/locations for approved student organization sponsored programs.

For in-state travel lasting less than a week:

- To request a College-owned vehicle student organizations should complete the [Fleet Vehicle Reservation Request Form](#).
- All requests must be submitted fourteen (14) days before the vehicle is needed and the organization must provide drivers who have completed the [Driver Certification](#). A completed form does not mean the

reservation will be accepted. The organization will receive a confirmation email if the vehicles have been reserved.

- On the day of departure, the driver(s) must submit a completed [Travel Roster/Waiver of Liability Form](#) to Campus Safety and pick up keys, gas cards, and mileage forms.

For out-of-state travel or travel lasting longer than a week:

- Organizations must utilize rental vehicles, coordinated through the Office of Student Engagement.
- To initiate the rental request process student organizations should complete the [Fleet Vehicle Reservation Request Form](#).
- All requests must be submitted fourteen (14) days before the vehicle is needed and the organization must provide drivers who have completed the [Driver Certification](#).
- On the day of departure, the driver(s) must submit a completed [Travel Roster/Waiver of Liability Form](#) to Campus Safety and pick up keys, gas cards, and mileage forms.
- Students may be required to pick up or return the vehicles at the rental car facility.

*****All travel forms for off-campus events must be submitted to Campus Safety before leaving campus.**

To Request a College Driver

If you want to request a driver to pick up a performer, speaker, etc. from the airport email transportation@kenyon.edu. Please include the following information in your email:

- Name(s) of person(s) to transport
- Title of the person(s) being transported (Guest Speaker, performer, etc.)
- Flight Info (if applicable): Airline name, Flight Number, Flight flying out from (arrivals only), time of flight arrival/departure
- Where to pick-up and drop-off traveler
- The student organization account number for charges

Student Use Policy

College vehicles can only be rented by College departments or campus organizations that are registered with the College. Student organizations may not transport guests in private cars driven by uncertified drivers because these drivers are not covered by the College's liability insurance.

The following vehicles are available at the listed rates:

- 7-passenger vans: 33 cents per mile*
- 12-passenger vans: 43 cents per mile*

*Vehicle rates subject to change. Please contact the Office of Student Engagement for current rates.

Special Guidelines for Trips Over 400 Miles

- No more than two vans may be used for a single-destination trip.
- A minimum of one certified driver per 400 miles must be identified.
- A maximum of 16 hours of continuous travel is allowable, after which a layover of at least 8 hours is required. Drivers must rest for at least 1 hour for every 4 consecutive hours of driving and may not drive for more than 8 hours per day.

- Layovers are required in the event of adverse weather and unsafe road conditions. Renters will be issued a College credit card for such emergencies and any layover expenses will be funded by the College.
- A faculty or staff sponsor must be identified. The sponsor will either join the trip or provide written acknowledgment of responsibility to serve as an emergency contact here on campus.

For any questions related to transportation, please email transportation@kenyon.edu or call 740-427-5227.

Film Screenings & Copyright Law

If you would like to screen a film on campus as part of a public campus program you must obtain a Public Performance License (which typically range between \$300- \$1,000 per film) for the individual film(s) from a licensing agent, which affords you the right to screen the film. This license is required even if the film is offered to the public for free and is educational in nature.

Copyright Law

Federal Copyright Law, Title 17, Chapter 1, Section 10: To perform or display a work “publicly” means “to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.”

Films (DVDs, digital copies, or streaming services) that are available for purchase, rental, or library check-out are for private home viewing purposes only.

There are a few exceptions which may allow for a no-cost movie screening. You may screen a film publicly if:

- The film is in the Public Domain
- You have written permission from the film’s producer or other holder of the right to grant such permission.
- The film is obtained from a company that provides a Public Performance License with the purchase of the film. The Kenyon Library has a small selection of films that come with this license, most of which are documentary in nature.

More information regarding film screenings can be found [here](#). Suggested Vendors for Securing Public Performance License are [Swank](#) and [Criterion](#).

SOCIAL EVENTS WITH ALCOHOL

It is the goal of the College to support a campus culture where alcohol is responsibly used and that students are mindful of potential safety risks. For the purpose of this policy, social events with alcohol are defined as events sponsored by student organizations that are registered with the Office of Student Engagement and will take place in designated, reservable spaces on campus. Events without alcohol should follow the guidelines found in the [Kenyon Reservations Policy](#). All social events with alcohol must have a group of students that serve as a team to oversee the event. This team will include hosts, door workers, floaters, and servers. It is the goal of Kenyon to provide an environment in which safe social events with alcohol may be hosted by registered student organizations in good standing with the College and the Office of Student Engagement. It is expected that those who agree to host social events with alcohol also agree to ensure the safety of those in attendance.

The following outlines responsibilities and procedures in addition to those required by the Kenyon College Student Handbook's Prohibited and Restricted Conduct, the Kenyon Reservations policy, as well as federal, state, and local law. Violations of College policies or applicable laws/ordinances that are brought to the attention of the College will result in an investigation. In the event that law enforcement officials confront students for alleged unlawful behavior, the College will cooperate fully with their investigation.

Attendance at social events with alcohol is limited to guests who are 18 years of age or older and full-time, currently enrolled Kenyon students under the age of 18 with parental permission. Attendees at social events with alcohol are required to present a College issued ID card. Non-Kenyon student guests must be accompanied by their Kenyon student host and must present legal proof of age with a state issued ID card. The hands of all attendees will be marked to designate attendees who are 21 or over, and also for attendees who are under the age of 21. Occupancy limits for the space may not be exceeded.

Expectations of Social Event Host Organization

- Hosts and students assisting the hosts in the form of bartenders, door workers, and floaters, comprise a “social event team” and must complete social host training prior to submission of the social event registration form.
- Social event hosts shall monitor and comply with established safety expectations and rely on Campus Safety Officers for guidance and support.
- Hosts must post the approved social events form near the entrance.
- Hosts must permit unrestricted access to Campus Safety Officers and other College officials to any social event and surrounding public spaces.
- Social event hosts accept responsibility for the actions of themselves and their guests during and potentially after the event.
- Hosts agree to host their event in compliance with federal, state, and local laws in addition to College policies.
- Advertising for social events with alcohol must not mention, reference, or include pictures of alcohol.
- Social event host organizations are responsible for all damage to the social event space as well as areas around the space.
- Hosts must have contingency plans for meeting Social Event Team obligations if a team member becomes unavailable. (Failure to meet minimum staffing requirements will result in closure of the event.)

Authorized Locations and Times

- Social events with alcohol may occur between 4 p.m. and 2 a.m. on Fridays and between 1 p.m. and 2 a.m. on Saturdays; no event may exceed four hours.
- Noise from events will be kept to a minimum in consideration of others in surrounding areas.
- Outdoor social events with alcohol must end no later than 10:00 p.m. No amplified sound will be played outdoors after 10 p.m. without prior approval from the Office of Student Engagement and the Village of Gambier.
- Social events with alcohol may only occur during the regular academic year.
- No social events with alcohol may occur during campus breaks, finals week, or reading days.
- Permission for social events with alcohol during other periods of time need to be approved by the Office of Student Engagement.
- The Office of Student Engagement reserves the right to deny a request for or cancel an event if it conflicts with the educational mission of the College, the organization has insufficient funding, does not meet minimum registration requirements (such as training or adherence to deadlines), is or becomes not in good standing, among other reasons.
- Social events with alcohol may take place in reservable spaces and must be properly reserved through the [Kenyon Reservations System](#). Space restrictions may apply, such as:
 - Not permitted in spaces designated as alcohol-free or with specialized usage requirements
 - Not permitted in residence halls with the following exceptions: Old Kenyon lower level lounges, Hannah upper and lower level lounges, Leonard upper level lounges.

Food and Beverage Expectations

Hosts of social events with alcohol are responsible for providing non-alcoholic beverages, food, and event supplies. All beverages at social events (including BYOB events) must be in clear cups. Serving water at any social function where alcoholic beverages are served is required. Alternative non-alcoholic beverages, such as sparkling water, non-alcoholic cider, and soda are suggested in addition to water. Non-alcoholic beverages should be equally prominent as alcoholic beverages and be available at the same location for the duration of the event. Additionally, substantial food options that do not require heating or refrigeration must also be served for the duration of the event. When planning food items, it is important to be mindful of food safety concerns ([Food Safety Guide](#)). Last call for alcohol will be 15 minutes prior to the event end time. No alcohol may be served after that point.

If non-alcoholic beverages or food run out during the course of the event, alcoholic beverages may no longer be served until replenishment. Campus Safety officers have full discretion to determine whether there is enough food and non-alcoholic beverages for attendees.

Alcohol

The maximum allotment of alcohol will be calculated based on the expected attendance, length of event, capacity of event space, and safe drinking habits. Only beer, hard cider, seltzer, and wine may be served at social events. No hard liquor may be served, and no outside alcohol may be brought into the event (with the exception of registered BYOB events - see below). Alcohol quantities can be calculated utilizing the approach of one drink per hour of event per anticipated attendee 21 years of age or older.

Time Period	% of Kenyon students 21+
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Beginning of Fall semester through Fall Break	32%
Fall Break through end of Fall semester	33%
Beginning of Spring semester through Spring Break	37%
After Spring Break through end of Spring semester	43%

Example

Anticipated 75 attendees for a three hour event in September. $75 \times 3 = 225$

$225 \times 32\% = 72$ **servings permitted**

BYOB Events

BYOB events require student organizations to follow all procedures outlined in this policy in addition to the following requirements. BYOB events are always closed events.

Guest List

Guest lists with specific names and birthdays of all members and invited guests must be generated for each function. (A student directory is not an acceptable guest list. Invitations should be issued to the guest(s) that a member wishes to invite to the event). Guest list must be submitted to the Office of Student Engagement by the Tuesday before the event at 12:00 pm. After this time, no substitutions or add-ons are permitted.

Event attendance must utilize a ratio of no more than three guests to one member with no more than 100 attendees total.

Alcohol

Each attendee of legal drinking age may bring their own beverages, with a maximum of six beers, hard ciders/seltzer (12 ounce servings) or four servings of wine (four miniature 187 ml wine bottles or one 750 ml bottle). Guests of legal drinking age must bring their own alcohol with them to the event and take it immediately to the bar upon their arrival. A social event team member will label beverages with the attendee's full name on their bottle of wine or cardboard package of beer, cider, or miniature wine bottles. The host organization will be supplied with labels and markers by Campus Safety.

Door Workers

Only one, well-lit entrance is permitted at BYOB events. Several exits should be present but should not also be used as entrances. The guest list must be present at the entrance and guests are to be "checked in" once they have arrived and entered the event. Checking in includes indicating that the attendee has arrived as well as logging the type and quantity of their alcohol, if applicable. Guests must take their alcohol directly to the bar following check in.

Bartenders & Distribution of Alcohol

Bartenders must label all alcohol with attendee's full name with the provided sticky labels. Each time an attendee of legal drinking age wants a drink, ID should be checked and a beverage retrieved from the matching labeled bottle or cardboard package. Bartenders may only dispense drinks to the student whose name is on the container. Bartenders

may only issue one serving of alcohol at a time. All drinks must be served in plastic cups to ensure that alcohol is being appropriately checked at the bar. All alcohol must be stored behind the bar and clearly out of reach of any attendee and for distribution only by the bartenders.

Third Party Vendor Social Events

Third party vendor events (events at which alcohol is served by a licensed and insured third party vendor, such as AVI FoodService) must be planned at least one month in advance in consultation with the Office of Student Engagement. Third party vendor events must still comprise a social event team as outlined below, with the exception of the student bartender role. The host organization must pay for labor and staffing but may not pay for alcohol. Alcohol shall be sold on a per-drink basis to attendees of legal drinking age. Third party vendor social events are always closed events and must have a guest list as outlined previously. The same guest to member ratio of three to one applies for third party events.

Social Event Registration Process

Social event hosts must complete the social events with alcohol registration request form, found on the [Office of Student Engagement website](#). This request must be submitted no later than noon on Tuesday preceding the requested event (for BYOB events, guest list is also due at this time). Additionally, all event hosts must reserve the space in [Kenyon Reservations](#) and adhere to applicable standards and timelines for that process. Failure to complete both processes in a timely manner, submitting a registration request with incomplete or misleading information, or not meeting training or funding requirements will result in denial of request, cancellation of event, and/or a possible referral to the Office of Student Rights & Responsibilities. After review, the social event hosts and organization leadership will receive notification if the social event with alcohol registration request has been approved, denied, or requires further information.

Social Event Team

All social events with alcohol must have a group of students that serve as a team to oversee the event. This team will include hosts, door workers, floaters, and servers. The Office of Student Engagement reserves the right to require additional Social Event Team members based on the nature of the event or space. Students serving as hosts, servers, door workers, or floaters must complete online social event training provided on the [Office of Student Engagement website](#).

All Social Event Team Members must remain sober prior to and for the duration of their shift. For the purposes of social events with alcohol, sober is defined as not being under the influence of and abstaining from the consumption of alcohol and/or mood altering drugs.

All Social Event Team Members must remain sober prior to and for the duration of their shift. Kenyon defines sober as not being under the influence of and abstaining from the consumption of alcohol and/or mood altering drugs.

Social Event Host

In addition to the expectations outlined in this policy, the following are the responsibilities of the hosts at registered social events. Please be aware that the hosts registered with the Office of Student Engagement must remain the hosts for the entirety of the event. Social Event Hosts must be members of the hosting organization.

General:

- Hosts must be 21+ years of age to serve in this role.

At the outset of the event, hosts must:

- Discuss the party with Campus Safety to determine the condition of the space and obtain supplies.
- Be present and readily accessible to Campus Safety Officers, other workers, and attendees at all times.
- Familiarize themselves with all applicable policies and laws.
- Have all alcoholic and non-alcoholic beverages and food present for Campus Safety Officers to inventory and/or assess quantity.

During the event, hosts must:

- Ensure that servers, door workers, and floaters understand their responsibilities and check-in with them regularly throughout the duration of the event.
- Comply with occupancy limits for their social event space.
- End the party by 2 am.
- Parties must not exceed more than 4 hours in length.

At the close of the event, hosts must:

- Ensure that clean up occurs immediately and thoroughly. They may not leave the mess overnight.
- Ensure that all stamps, sharpies, and any other supplies are returned to Campus Safety. Items must be returned in good condition or the organization will be charged a fine.

Servers

In addition to general expectations and responsibilities of host organization members and the Social Event Team, the servers:

- Must be 21+ years of age.
- Are responsible for setting up, maintaining, and serving from a designated area from which all alcohol will be served.
- Are the only individuals permitted to distribute alcoholic beverages.
- Are responsible for checking the age of the attendees each time a guest is served via their hand markings. Servers must ensure that no one under the age of 21 is served alcohol.
- Will refuse to serve people who are visibly intoxicated and/or seems in danger of hurting themselves or someone else. Consulting with the hosts and Campus Safety officers is encouraged.
- Must remain in their role until they are relieved by a replacement server.

Door Workers

In addition to general expectations and responsibilities of host organization members and the Social Event Team, door workers must:

- Check IDs at the door. Attendees at social events are required to present a College issued ID card.
- Check to make sure that everyone attending the event is either a Kenyon student or a guest accompanied by a Kenyon Student. All guests must present legal proof of age with a state issued ID card.
- Mark the hands of all attendees to designate attendees who are 21 or over, and also for attendees who are under the age of 21.

- Keep track of the event space capacity with a counter (provided by the Campus Safety), and enforce the capacity of the event space.
- Be stationed at every entrance point to the event to make sure that event guests only enter through the designated entrance way.
- Ensure that no one brings in or leaves the party with alcohol (with the exception of unopened beverages at BYOB events) and must turn away people who are visibly intoxicated.
- Remain in their role until they are relieved by a replacement Door Worker.

Floater

In addition to general expectations and responsibilities of host organization members and the Social Event Team, the floaters must:

- Be aware of all entrances and exits, and prevent access to residence halls and restricted areas.
- Assist in making sure the event remains in the reserved event space.
- Assist the host and/or servers when they want to eject someone from the event.
- Be assigned to a specific room or area at the event. They are responsible for the assigned area and should be aware of the behavior occurring.
- Report any suspicious behavior to the host and Campus Safety immediately.
- Remain in their role until they are relieved by a replacement floater.

Social Event with Alcohol Levels

Number of Attendees	Minimum Social Event Team members	Type of Social Event	Potential Locations
Up to 100 people	1 host 2 bartenders 2 floaters per space 2 door workers per entrance/exit	BYOB Student Distributed Third Party Vendor	Weaver Cottage* R-17* Colburn Hall Hanna Lounges Leonard Lounges Old Kenyon Lounges Peirce Hall Locations (Pub, Thomas Hall, Alumni Dining Room)** Ganter-Price Hall*** Delta Tau Delta Lodge***
101-180 people	2 hosts 3 bartenders 2 floaters per space 2 door workers per entrance/exit	Student Distributed Third Party Vendor	Colburn Hall Leonard Lounges (multiple) Old Kenyon Lounges Peirce Hall Locations (Pub, Thomas Hall, Alumni Dining Room)** Ganter-Price Hall***
181-260 people	3 hosts 4 bartenders 2 floaters per space 2 door workers per entrance/exit	Student Distributed Third Party Vendor	Colburn Hall (with outdoors) Old Kenyon Lounges Peirce Hall Locations (Thomas Hall)**
Over 260	Required number of team members, will be determined following consultation with the Office of Student Engagement. <i>Possible requirements:</i> <ul style="list-style-type: none"> ● <i>Hiring Campus Safety Officer(s)</i> ● <i>Two bars</i> ● <i>Additional Social Event Team Members; also wearing role identifier</i> ● <i>Maximum Alcohol Cap Imposed</i> 	Student Distributed Third Party Vendor	Old Kenyon Center Lounges (multiple)

*BYOB Only **Third Party Vendor Only ***Exclusive or priority rights to space by specific organization

Organizations are responsible for assuring that the number of attendees does not exceed the number of attendees listed in the approved social event with alcohol registration form. Organizations can always elect to utilize the number of social event team members for the maximum occupancy of the space instead, especially for open events.