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Recognition and Registration at a Glance

To be an approved student organization recognized by the college and to eligible for Association of Amherst Student club funding, a group must first be recognized through the Student Activities Office, which requires:

**Steps to start a Registered Student Organization (RSO)**

1. Formulate a purpose/mission statement for your proposed organization and seek out other students interested in helping you organize.

2. For a group to gain official recognition by the College, RSO leaders should fill out the Student Organization Registration and Anti-Hazing forms found on the Student Activities Office website: https://www.amherst.edu/campuslife/keefe/organizations

3. RSO membership must be open to all students without regard to age, race, national or ethnic origin, religion, gender, sexual orientation, marital status or citizenship.

4. Contact the Student Activities Office to schedule a meeting with the Director of Student Activities to review your RSO registration request. The Director of Student Activities reviews new RSO requests and can provide guidance and support on how to start, finance and plan events.

5. On the registration form, a group can request a mailing list and group email account.

6. Once the RSO is approved, student leaders can begin publicizing and programming for their RSO as well as consult with the AAS to request funding for food at introductory meetings and submit event funding requests through AAS discretionary funding. Please be conscious of timelines and policies set out by the AAS Budgetary Committee for weekly funding requests/approval.

**Note:** New RSO proposals will be reviewed during April, for the following fall semester.

**Steps to renew a Registered Student Organization (RSO)**

1. Existing RSOs are required to re-register their student leaders every academic year and/or when the student leadership changes. Student leaders should fill out the online re-registration form: https://www.amherst.edu/campuslife/keefe/organizations/2015-16_Reregister_RSO

2. An updated list of all active RSOs can be found on the Student Activities Office website: https://www.amherst.edu/campuslife/studentgroups

**Tips:**

- When drafting a mission statement for an RSO, it is helpful to be clear on the purpose of what the RSO is going to be. For example, the “Faux Programming Council” mission statement might state: ‘The Faux Programming Council serves as an integral part of the student life experience at Amherst College through student directed events and entertainment.’

- Organizations with official recognition by Student Activities can apply to the AAS Judiciary Council to be recognized by the AAS (after three semesters of existence), which allows RSOs to apply for a semester club budget through the AAS Budgetary Committee. Check the AAS website for more information, dates and deadlines.
Association of Amherst Students (AAS) Recognition Process for RSOs

The Judiciary Council shall serve as the Review and Recognition Board. Recognition shall be granted to a student organization subsequent to the organization's compliance with and fulfillment of the following terms and conditions as set forth in the AAS Constitution, Article VII, section F:

Requirements for Organizations

1. A statement of purpose (a formal letter of intent or a constitution) shall be presented to the Judiciary Council. This statement shall include an explanation of the group or organization (i.e., list of officers and official contacts).

2. An organization seeking recognition shall be asked for confirmation that the activities to be pursued are student or campus community-directed. Students shall be in full control of defining an organization's goals.

3. An organization shall be requested to submit a statement of non-discrimination for membership on the basis of age, race, sex, sexual orientation, religion, handicap, economic status and national or ethnic origin. Special exceptions may be made by a majority vote of the AAS Senate.

Process

1. In Review and Recognition some consideration shall be given to the contribution of an applicant to the campus and campus community's social, political, cultural, and educational life.

2. Recognition by the Judiciary Council is a necessary requirement for non-discretionary funding by the Budgetary Committee, but is in no way a guarantee of such funding.

3. The recognition of student organizations is subject to evaluation by the Judiciary Council at least once a year, as decided by the Judiciary Council. The Judiciary Council shall give the organization at least two weeks notice prior to evaluation.

4. The Judiciary Council recognizes the right of student organizations to appeal any criterion and/or request exemption due to special circumstances. The specific grounds for an exemption shall not be considered grounds for a charge of misconduct.

5. The organization shall be denied recognition if it, or any activity it sponsors, incites violence or harasses any individual or group.

Tip:

- For more information please visit the AAS website: www.amherst.edu/campuslife/aas/constitution#Judiciary, Review and Recognition Board (section F of the AAS constitution)
Event Planning at a Glance – Process and Policy

Is your RSO planning an event on campus? The Student Activities Office is a great resource to help students along in planning. RSO events on campus are great ways to provide entertainment, education and build community on campus. The Student Activities Office staff provides advisement and access to resources for Registered Student Organizations (RSO) for support in the event planning processes and to help ensure RSO events are a success. All RSOs must complete the Event Notification or Party Notification forms and have their proposed event approved prior to contracting, publicizing, or executing a program. These online forms can be found here:

https://www.amherst.edu/campuslife/keefe/registering-an-event

RSO events and parties must be approved by the Student Activities Office, via the Event Notification Form or Party Notification Form at least 2 weeks in advance of the date of the event and at least 5 business days prior to a party. An event or party is not sanctioned by Student Activities without the completion and submission of a Party/Event Notification Form.

The key to RSO event planning success is to remember the following steps:

1. Select an event and assess program goals
2. Select date, location and time
3. Create a budget and secure funding
4. Reserve space and technical needs
5. Submit Event Notification Form OR Party Notification Form at least 2 weeks/5 days in advance of the event date.
6. Schedule and meet with Student Activities Office Staff to review the proposed event or party*
7. Complete event contracts under the supervision of a member of Student Activities staff. Students may not execute any contractual agreement with any entity without the express supervision and consent of the Student Activities Office.
8. Prepare for and publicize the event for optimal exposure
9. Host the event
10. Follow up on payment requests with a member of the Student Activities Office and evaluate the event

Tips:

• *RSOs are encouraged to meet with the Student Activities Office staff, at any point, for guidance during any stage of the event planning process. Student Activities Office staff can help student leaders navigate through the College’s event policies, making for a smooth process.

• The Student Activities Office staff is available to advise RSOs in the creation and planning of an event. A variety of resources on speakers, movies, performers, novelties and more are available through the Office.

• RSOs should not complete an event contract prior to securing funding and having the event approved. Student leaders must not sign an event contract without first seeking advisement of Student Activities Office staff as there are College specific changes that often need to be made for safety regulations, food service, and payment methods. Student Activities Office staff are available to advise RSO leaders with reviewing an event contract.

• During the event planning process, it is important to be flexible when selecting event details. If the preferred date, time and venue are not available, be prepared to plan for an alternate date, time or venue.

• Taking the time to plan in advance, to stay organized and to keep an open mind during the event planning process are important practices for successful student event planners.

• An EMS reservation confirmation is required for all events. A reservation confirmation is NOT an Event Notification or Party Notification Form. For information on reserving a space for your event, please visit: https://www.amherst.edu/campuslife/keefe/student_event_planning/facilities
RSO business meetings do not need to be registered.

Create an Event Planning Timeline

When planning an event, it’s often a good strategy to develop a personal timeline. This checklist is to be used as a guide, subject to change for each event. If you need suggestions for an event, consult with the Student Activities Office.

Four or More Weeks before Event—Goal Setting and Program Development

- Define goals of program (cultural, educational, community service, social). Brainstorm program ideas for a target audience
- Be honest: Do you have enough “advance time” to do this event?
- Determine the following: needs/interests the program will serve. Assess how this program meets organization’s mission
- Draft a budget for program (see Funding section) and Seek out funding source(s). This part is essential before proceeding even if in rudimentary form.
- Delegate the division of responsibilities within your group and with other groups when appropriate.

Three to Four Weeks before Event—Choosing Dates

- Visit the Academic Calendar at https://www.amherst.edu/academiclife/academic_calendar and the College Events Calendar https://www.amherst.edu/news/calendar. Check for event conflicts with other groups.
- Reserve room for a specified date
- Identify speaker/performer and determine the performance fee. If food will be part of the event review the Food/Catering Policy and consult with the Student Activities Office before contracting services.
- Ask about contract requirements and College policies before you sign any form of contract or hire a caterer.
- Do not make a personal contractual commitment; you may be responsible for payment. Any tacit agreement made between a student and contracted entity cannot be honored by the College.
- Find out and make arrangements (ask for a technical rider) for technical/media requirements through
- Request promotional materials from speaker/performer or create your own publicity for the event

Two Weeks before Event—Event Notification Form, Party Notification Form, Catering/Food Policy & Publicity

- Submit appropriate event forms to the Student Activities Office (Event Planning Form, Party Notification Form). You must meet with the Director of Student Activities to review the event or party details upon submitting the notification form. An event or party is approved when the Director of Student Activities signs the form.
- Ensure that an Event Notification Form or a Party Notification Form has been completed and is registered with the Student Activities Office. This should be done two weeks before an event.
- Advertise the event via college calendar, e-mail, word of mouth, flyers/posters, Facebook, Announcements, etc.

One to Two Weeks before Event—Forms and Supplies

- Be courteous and let your neighbors (College affiliated or otherwise) know about the nature and time of your event.
- Coordinate hospitality for speaker/performer (if applicable)
- Order any tables/chairs/extra trash cans from Facilities and request media needs from Academic Technology Services
- Plan and purchase decorations
- Figure out how you are paying for the event—make certain your funding source is aware of expenses and when they need to be fulfilled (e.g. invoice for payment remittance vs. reimbursement)
- Increase publicity. Send reminders to group members and people who have RSVPed to the Facebook event

Day before Event

- Send reminder to presenter, to group members and people who’ve RSVPed to the Facebook event
- Reconfirm any materials/equipment (AV, tables, chairs, etc.)
- Order food and purchase non-perishable food as well as cups, plates, napkins, utensils
Day of Event
• Pick up any final food/materials, decorate and set up the venue
• Walk through the building 15 minutes before the event to recruit additional participants

After Event
• Clean up space used and take down all advertising/flyers/posters
• Send thank you notes to speaker/performer, volunteers, and other special people (including funding sources)
• *Finalize budget expenditures—submit honorarium, all itemized receipts, purchase order copies, etc. to the Comptroller
  o *Consult with Office of Student Activities if there are multiple funding sources for your event.

Amherst College Event Notification Form

The Event Notification Form is available as a web form: https://www.amherst.edu/campuslife/keefe/registering-an-event/event_notification_form

All events must be registered within minimum of 5 business days of the date of the proposed event, 2 weeks is recommended.

Events that host a catered food service must be registered at least 2 weeks prior to the date of the event and have the caterer approved by the Student Activities Office prior to hiring a caterer for an event. All events that have food must comply with the College’s Catering and Take-Out Policy.

Submitting this form does not equate having the event approved. The event is not registered until the student leader(s) correspond or meet with a staff member in the Office of Student Activities (Keefe 023) to review the event details and sign off on the event registration request. Open office hours are from 3:00pm-4:00pm, Monday through Friday. There is no appointment necessary to visit us during these times. Staff members can be reached at studentactivities@amherst.edu.

Large events (100+ guests) and catered events must be registered at least 2 weeks prior to the date of the event and have the caterer approved by the Student Activities Office prior to hiring a caterer for an event. All events that have food must comply with the College’s Catering and Take-Out Policy.

Please note: This form is to be filled out for programs/activities which require use of Amherst College grounds and facilities, yet does not fall under the classification of a “party”. If you seek to host a party, please fill out a Party Registration Form on-line. If you are not sure as to what category your event falls under, please consult with department staff in Student Activities in the Campus Center.

Amherst College Party Policy

Amherst College’s Party Policy is designed to help students host safe, successful, and respectful parties. The Policy encourages forethought and responsible party management on the part of student Party Sponsors, ensures sufficient coordination time for necessary facilities, support services and security, and adheres to Massachusetts state law.

Do I have to register parties in my private space (e.g. room, social suite, living room)?
No. However, residents are expected to make a responsible effort to maintain safety for guests at private parties, including managing safe attendance levels and addressing unsafe intoxication of guests. All residents who hold private parties (including all members of a suite) are subject to the same disciplinary consequences as registered party hosts.

What are the different options for a registered party?
There are four party options from which to choose. Click the link for each option to read a description of the party
parameters:
- Party Option 1: Small Party <99 (BYOB or Alcohol-Free)
- Party Option 2: Small Party <99 (Beer and/or Wine TIPS certified service)
- Party Option 3: Large Party >99 (Alcohol-Free)
- Party Option 4: Large Party >99 (Beer and/or Wine TIPS certified service)

Keep in mind parties with >99 guests trigger the requirements of the state of Massachusetts Crowd Manager Law.

How do I register a party?
First step is to contact the respective RC overseeing the space for the potential party. Once approval is granted by a Resident Counselor, the Party Notification Form must be filled out. The Party Notification Form is available as a web form: [https://www.amherst.edu/campuslife/keefe/registering-an-event/party-reg](https://www.amherst.edu/campuslife/keefe/registering-an-event/party-reg). Please keep in mind that for Party Option 1, the Party Registration form must be submitted no later than 9am Thursday for a party on Fri/Sat/Sun, or two business days in advance for a party on Mon/Tues/Wed/Thurs. Staff will contact you via email to approve your party or to gather more information from you. For Party Options 2, 3, and 4, the Party Registration form must be submitted at least 5 business days in advance, and you must schedule a meeting with Student Activities Office staff to review party details and plan for the hiring of Student Security, Crowd Manager and/or TIPS certified servers.

What does Amherst expect from Party Sponsors?
Party Sponsors must make a responsible effort to manage parties safely and show respect for facilities and staff. At minimum this includes:
- At least 1 Party Sponsor per 50 expected guests
- Be in attendance for the duration of the party
- Remain sober
- Manage safe attendance levels
- Address unsafe conditions at party, including unsafe intoxication of guests, overcrowding, and any guest behavior that creates a risk for other guests
- Request AC police assistance to address unsafe conditions that develop outside of your reasonable control
- Be available to interact and cooperate with AC Police Officers if necessary
- Clean up the registered party space adequately by noon the following day (for residential halls) or by the end of the night for other public spaces

Specific expectations for the four different party options are detailed in Party Options.

- Safety is the college’s first priority. Students should call ACEMS and/or AC Police for support whenever the need arises, with the understanding that this will be taken into consideration in any student conduct meetings that may result from unsafe conditions at a party.

What happens if I sponsor a party and fail to meet these expectations?
Given the importance of maintaining community safety and respect, there is a set of tiered consequences for Party Sponsors who fail to make a responsible effort to manage parties safely and show respect for facilities and staff.
- The first incident will minimally result in a warning and a meeting with a member of the Dean of Student’s office.
- A second incident may result in college probation and/or an assignment of campus community service.
- A third incident may result in further community service, housing penalties (losing a point on one’s room draw score), housing relocation, or removal from housing.
- As before, incidents may result in cleanup costs and potential fines.

What happens if there is dorm damage at the party I sponsor?
Per current policy, if any damage of facilities or equipment occurs during your registered party, those identified as being responsible will be charged for the cost of repair or replacement. If the person(s) responsible for the damage cannot be identified, the Party Sponsor(s) will be charged for all damages and fines.
Who can help me plan a successful party?

Students may seek party planning guidance from the Student Life Office staff in the suite of offices on the garden level of the Campus Center. Open office hours are from 2-4pm, Monday through Friday (no appointment necessary).

What are Massachusetts Law, Town Policy, and Amherst College Policy in relation to the sale or distribution of alcoholic beverages?

UNDER MASSACHUSETTS STATE LAW

a.) A person must be at least 21 years of age to purchase/possess or be served alcoholic beverages in Massachusetts.
b.) Possession of an alcoholic beverage by a person under the legal drinking age or any arrangement with another person to procure such drinks is a crime punishable by a $300 mandatory fine.
c.) Willful misrepresentation of one’s age or the age of another person in order to purchase or receive alcoholic beverages is a crime punishable by a fine not less than $300.
d.) Any person who purchases for or delivers a drink to someone under the legal drinking age commits a crime punishable by a fine of up to $1,000 or by imprisonment of up to six months or both.
e.) No person may serve an alcoholic beverage to an individual who is obviously inebriated.
f.) No alcohol may be sold after 1:00 am.
h.) A Wine and Malt (Beer) license is mandatory when wine and beer are being served and there is an admission charge, donation to enter or any other attempt to raise money.

UNDER AMHERST TOWN POLICY

a.) A keg license is required for the possession of a keg containing malt beverage (beer), and for the dispensing of a malt beverage from a keg. Under town policy, failure to secure a keg license is an arrestable offense.

UNDER COLLEGE POLICY

a.) College-collected student activities and social fees and other College collected funds may not be allocated for the purchase of alcoholic beverages.
b.) Party Sponsors should employ a method to identify under-age persons and to ensure that alcoholic beverages are not served to such persons.
c.) All Party Sponsors should provide an appropriate amount of equally accessible, nonalcoholic beverages when alcoholic beverages are available.
d.) Advertisements and posters for the party may not mention or imply the availability of alcohol.
e.) Kegs and alcohol of any type are not permitted in first-year dorms. Students who are found in violation of this regulation will be subject to a $100 fine and seizure of the keg(s). If the keg is unlicensed there is an additional $100 fine.
f.) No hard liquor is permitted at public parties with the rare exception of some senior parties sponsored in association with the Office of Alumni and Parent Programs. Drinking games, funnels, ice-luges, and similar devices are prohibited.
g.) Party Sponsors must follow Party Policy. For Party Option 4, no one under the age of 21 shall be allowed access to the 21+ room. Student Security will check identification at the door of the 21+ room. Amherst College Police Officers will monitor the 21+ room periodically to make sure that no one under 21 has entered it. Student Security will also insure that students do not leave the 21+ with alcohol.

NOTE: If any of the above policies are violated, Amherst College Police may close down the party immediately. Amherst College Police will shut down parties which are the cause of noise complaints by local residents. Violators of the Town’s noise ordinance may receive summonses from the Town Police and may be subject to fines and possible arrest.

THE RESPONSIBILITY FOR ENFORCEMENT OF THESE STANDARDS AND PROCEDURES RESTS WITH THE STUDENT SPONSORS OF THE PARTY
AMHERST COLLEGE PARTY NOTIFICATION FORM

Party Notification Forms is available as a web form: https://www.amherst.edu/campuslife/keefe/registering-an-event/party-reg

Important Registration Information
For Party Option 1, the Party Registration form must be submitted no later than 9am Thursday for a party on Fri/Sat/Sun, or two business days in advance for a party on Mon/Tues/Wed/Thurs. Staff will contact you via email to approve your party or to gather more information from you.
For Party Options 2, 3, and 4, the Party Registration form must be submitted at least 5 business days in advance, and you must schedule a meeting with Student Activities Office staff to review party details and plan for the hiring of Student Security, Crowd Manager and/or TIPS certified servers.

Party Options

Party Option 1: Small Party <99 (BYOB or Alcohol-Free)
• One Party Sponsor is required per 50 guests.
• Maximum of 99 guests, however if venue capacity is less than 99, guest attendance must not exceed the venue capacity.
• Party will not be advertised to entire campus and/or five-college campuses.
• Attendees who are of legal drinking age may bring beer or wine for their personal consumption (maximum of one six pack or one bottle of wine per person).
• Intermingling is allowed.
• Hard alcohol, drinking games, funnels, ice-luges, and similar devices are prohibited.
• Student Security/Crowd Manager/TIPS certified servers are not required.
• Party Sponsor(s) Obligations:
  ◦ Do not allow anyone to distribute alcohol
  ◦ Be in attendance for the duration of the party
  ◦ Remain sober
  ◦ Make a responsible effort to manage party safety- maintaining safe attendance levels and addressing unsafe intoxication of guests.
  ◦ Do not knowingly allow anyone who is under age to possess/consume alcohol
• Party Sponsors are encouraged to utilize the Early Warning System (call Amherst College Police, x2291) to request a courtesy warning call if a noise complaint is received. You will get one warning via phone; if additional noise complaints are received, Amherst College Police will need to respond.
• Safety is the college’s first priority. Students should call ACEMS and/or AC Police for support whenever the need arises, with the understanding that this will be taken into consideration in any student conduct meetings that may result from unsafe conditions at a party.
• For Option 1, you must submit the Party Registration Form by 9 a.m. Thursday for a party on Fri/Sat/Sun or two business days in advance for a party on Mon/Tues/Wed/Thurs. Staff will contact you via email to approve your party—or, if the registration form is incomplete to gather more information from you.

Party Option 2: Small Party <99 (Beer and Wine TIPS certified service)
• One Party Sponsor is required per 50 guests.
Maximum of 99 guests, however if venue capacity is less than 99, guest attendance must not exceed the venue capacity.

- Party will not be advertised to entire campus and/or five-college campuses.
- Intermingling is allowed.
- Hard alcohol, drinking games, funnels, ice-luges, and similar devices are prohibited
- Student Security staff is required to check IDs and issue wristbands to 21+ guests.
- TIPS certified servers are required to serve all alcohol in a public common room, one server per 50 guests.
- A Wine and Malt (Beer) license is mandatory at any party at which beer and/or wine are being served and there is an admission charge, donation to enter or any other attempt to raise money.
    - If beer is to be served from a keg, Party Sponsor must obtain at Keg License from the Town of Amherst.
- Party Sponsor(s) Obligations:
    - At least one Party Sponsor must be 21 years of age to provide the alcohol for the beverage service
    - The 21+ Party Sponsor’s name must be listed on Party Registration Form
    - Hire and pay for Student Security and TIPS certified servers (Student Activities Office can assist in this process)
    - Obtain a Wine and Malt (Beer) License and/or Keg License if applicable
    - Provide food, water, and non-alcoholic beverages in volume sufficient for expected number of guests
    - Be in attendance for the duration of the party
    - Remain sober
    - Make a responsible effort to manage party safety- maintaining safe attendance levels and addressing unsafe intoxication of guests
    - Do not knowingly allow anyone who is under age to possess/consume alcohol

- Party Sponsors are encouraged to utilize the Early Warning System (call Amherst College Police, x2291) to request a courtesy warning call if a noise complaint is received. You will get one warning via phone; if additional noise complaints are received, Amherst College Police will need to respond.
- Safety is the college’s first priority. Students should call ACEMS and/or AC Police for support whenever the need arises, with the understanding that this will be taken into consideration in any student conduct meetings that may result from unsafe conditions at a party.
- If you choose Party Option 2, you must submit the Party Registration Form at least 5 business days in advance. When submitting this form you will include your availability to schedule a meeting with Student Activities Office staff to discuss the party details and to allow time needed to schedule Student Security and for you to arrange hiring of TIPS certified servers.

Party Option 3: Large Party >99 (Alcohol-Free)
- One Party Sponsor is required per 50 guests.
- Guest attendance must not exceed the venue capacity.
- Party Sponsor(s) Obligations:
    - Be in attendance for the duration of the party
    - Remain sober
    - Hire and pay for Student Security and a Crowd Manager (Student Activities Office can assist in this process)
    - Make a responsible effort to manage party safety- maintaining safe attendance levels and addressing unsafe intoxication of guests

- Party Sponsors are encouraged to utilize the Early Warning System (call Amherst College Police, x2291) to request a courtesy warning call if a noise complaint is received. You will get one warning via phone; if additional noise complaints are received, Amherst College Police will need to respond.
- Safety is the college’s first priority. Students should call ACEMS and/or AC Police for support whenever the need arises, with the understanding that this will be taken into consideration in any student conduct meetings that may result from unsafe conditions at a party.
- If you choose Party Option 3, you must submit the Party Registration Form at least 5 business days in advance. When submitting this form you will include your availability to schedule a meeting with Student Activities Office staff to discuss the party details and to allow time needed to schedule student security and a Crowd Manager.
- Open to the entire AC community and/or Five College community.
• No alcohol permitted.
• Student Security staff are required.
• A Crowd Manager must be secured. *Note: Parties with >99 guests trigger the requirements of the state of Massachusetts Crowd Manager Law.*

**Party Option 4: Large Party >99 (Beer and Wine TIPS certified service)**

• One Party Sponsor is required per 50 guests.
• Guest attendance must not exceed the venue capacity.
• Venue must have a separate 21+ room for the beer/wine service. These venues include: Seeley and Lipton.
• Open to the entire AC Community and/or five-college campuses.
• Student Security staff is required.
• TIPS certified servers are required to serve all alcohol, one server per 50 guests.
• Hard alcohol, drinking games, funnels, ice-luges, and similar devices are prohibited
• A Wine and Malt (Beer) license is mandatory at any party at which beer and/or wine are being served and there is an admission charge, donation to enter or any other attempt to raise money.
  ◦ If beer is to be served from a keg, Party Sponsor must obtain a Keg License from the Town of Amherst.
• Party Sponsor(s) Obligations:
  ◦ At least one Party Sponsor must be 21 years of age to provide the alcohol for the beverage service
  ◦ The 21+ Party Sponsor’s name must be listed on Party Registration Form
  ◦ Schedule Student Security through Student Activities, TIPS certified servers and the Crowd Manager (Student Activities Office can assist in this process)
  ◦ Obtain a Wine and Malt (Beer) License and/or Keg License if applicable
  ◦ Provide food, water, and non-alcoholic beverages in volume sufficient for expected number of guests
  ◦ Be in attendance for the duration of the party
  ◦ Remain sober
  ◦ Make a responsible effort to manage party safety- maintaining safe attendance levels and addressing unsafe intoxication of guests
  ◦ Do not knowingly allow anyone who is under age to possess/consume alcohol

• Party Sponsors are encouraged to utilize the Early Warning System (call Amherst College Police, x2291) to request a courtesy warning call if a noise complaint is received. You will get one warning via phone; if additional noise complaints are received, Amherst College Police will need to respond.

• Safety is the college’s first priority. Students should call ACEMS and/or AC Police for support whenever the need arises, with the understanding that this will be taken into consideration in any student conduct meetings that may result from unsafe conditions at a party.

• If you choose **Party Option 4**, you must submit the Party Registration Form at least 5 business days in advance. When submitting this form you will include your availability to schedule a meeting with Student Activities Office staff to discuss the party details and to allow time needed to schedule student security and a Crowd Manager and for you to hire TIPS certified servers.

A Crowd Manager (typically a Police Officer) must be secured. *Note: Parties with >99 guests trigger the requirements of the state of Massachusetts Crowd Manager Law.*
Funding for RSO Events

Association of Amherst Students (AAS)
The most common funding for events and activities is funding from the Association of Amherst Students. RSOs may have the opportunity to apply for and access AAS funding two ways:

Club Budgets
The Budgetary Committee (BC) requires that organizations be formally recognized by the Judiciary Council prior to considering their budgets for funding. After a RSO has existed for a least one semester, the RSO can submit a club budget to be considered for the following semester.

Discretionary Funding
Every semester the AAS has discretionary funds available to support on-campus activities not included in a club’s initial budget or for new student groups without an established budget. These activities must be open to the entire student body and should support and develop student life on campus. Discretionary funding is available to all individuals or organizations regardless of their standing with the BC. You should submit your Discretionary Request a minimum of two weeks before your activity. Discretionary requests are submitted through the BC website: https://www.amherst.edu/campuslife/aas/budgetary.

How to access AAS Funding
Once you have gotten approval from AAS, there are several ways you can access the funds:

• Pay with your own funds and save the receipt. Fill out and turn in a Check Request form (https://www.amherst.edu/campuslife/aas/budgetary/forms). You can expect to receive a reimbursement check in the mail in about two weeks.
• To pay a performer, complete the AAS contract for services, a W-9 form, and submit a check request.
• Contact the Treasurer at least a week in advance if you need to use the BC credit card. Please only use this option if the purchase is large or unfeasible for you to do on your own.

Before considering additional co-sponsorship funding options, RSOs must first apply to AAS Discretionary funds.

Student Activities Office
The Student Activities Office offers several funding options within the department and by two RSOs directly advised by the department to support RSO programs. Please note

Student Activities Co-sponsorship Funds
Student Activities Office at Amherst College is dedicated to supporting events that enrich student life and the College community. The Student Activities Office actively seeks to fulfill this goal by assisting student leaders to enhance their leadership, organizational and presentation skills through co-sponsorship funding in support of events planned by recognized student organizations.

Funding guidelines and allocation criteria include, but are not limited to, the following:
• Registered Student Organizations are eligible to apply for co-sponsorship funds.
• The event must be open to all students.
• Events that are used as a fundraising source are not eligible for co-sponsorship.
• The event does not specifically advocate a specific political and/or religious point of view (for example: supporting a particular presidential candidate for a lecture).
• The event does not infringe on College policies and the Code of Conduct.
• The Student Activities Office must be listed as a co-sponsor on all event advertising.
Applications can be found online: [https://www.amherst.edu/campuslife/keefe/funding/student_activities_co-sponsorship](https://www.amherst.edu/campuslife/keefe/funding/student_activities_co-sponsorship)

Funding requests **MUST** be submitted no later than **two weeks prior to the event date to be considered**.

**New Registered Student Organization Start-Up Funding**
The Student Activities Office has funding available for newly registered student organizations (RSOs). This funding is to be used to help launch a group, recruit a student membership etc. New RSOs should contact the Office of Student Activities to discuss how to access funding, plan events and to find helpful information about managing your RSO.

**Interdepartmental Student Fund**
The Interdepartmental Student Fund (ISF) is comprised of funding sponsored by various academic and administrative departments. The purpose of the ISF is to support programs and events that seek to educate or build the community on campus. Contact the Office of Student Activities if you have any questions about the allocation criteria for the ISF. The form can be found online: [https://www.amherst.edu/campuslife/keefe/funding/isf_co-sponsorship](https://www.amherst.edu/campuslife/keefe/funding/isf_co-sponsorship)

**Campus Activities Board (CAB)**
CAB is a student-directed organization whose purpose is to educate and entertain the community of Amherst College through presentation of events for the enrichment of social and residential life. Limited co-sponsorship funding is available from CAB to support campus wide events. Allocations are granted on a weekly basis to those who fill out the online web form and show up to CAB meetings, Tuesday evenings at 7:00pm in the McCaffrey Room of the Keefe Campus Center. The form can be found online: [https://www.amherst.edu/campuslife/keefe/funding/campus_activities_board_co-sponsorship](https://www.amherst.edu/campuslife/keefe/funding/campus_activities_board_co-sponsorship)

**Additional Funding Resources**

**Academic and Administrative Departments**
Certain academic departments and student affairs offices offer funds for student-run activities relating to their work. Some departments and offices that may offer funding are as follows:

- Anthropology and Sociology
- European Studies
- President’s Office
- Biology
- German
- Residential Life
- Black Studies
- French
- Spanish
- Department of Diversity and Inclusion
- Multicultural Resource Center
- Women and Gender Studies
- English

**Center for Community Engagement**
Funding may be available through the Center for Community Engagement to support student groups engaged in innovative community work. Check out the CCE website ([https://cms.amherst.edu/academiclife/cce](https://cms.amherst.edu/academiclife/cce)) for the application and other details. Also, the Student Community Engagement Fund (SCEF) provides a student group funding and support for initiatives and programming that will strengthen the culture of community engagement. Apply for SCEF funding through the online web form ([https://www.amherst.edu/academiclife/cce/lead/funding/scef](https://www.amherst.edu/academiclife/cce/lead/funding/scef)).

**Tip:**
Once funding is allocated to an RSO, the RSO student leaders must submit an Event Notification Form or Party Notification Form to be approved by the Office of Student Activities. For events that have not been properly registered or approved, access to funding may not be approved.

Setting up a Comptroller Account

Contact Senior Accountant Gail Mitchell (gmmitchell@amherst.edu, ext. 2808, College Hall 208) with at least three department funding sources. Gail can also tell you who has deposited money into accounts you’ve previously created.

Amherst After Dark

Amherst After Dark is a program created to provide additional consistent late-night social options to Amherst College students. The department formally arranges some of the programming. However, this is primarily a collaborative effort with student groups and organizations! If your group would be interested in creating an event with the help of Student Activities, we’d love to hear your suggestions—please let us know!

Amherst After Dark: Student Events is the biggest part of the programming that will be put on by all of you! This program invites Registered Student Organizations (RSOs) and any interested students with great ideas to create events with funding support provided by Student Activities. Student Activities collaborates with students to provide interactive events in O’Connor Commons, Friedman Room, Powerhouse, and various other venues on and off campus on Friday or Saturday Nights between 9pm and 2am.

In order to be considered for inclusion in this series, events must meet the following criteria:
- Occur on a chosen Friday or Saturday between 9pm and 2am in O’Connor Commons, Friedman Room, Powerhouse, or other agreed upon venue.
- Incorporate an interactive or social component
- Ensure that no alcohol will be served
- Maintain free admission
- Remain open to all Amherst College students
- Provide free food to those in attendance
- Use a consistent publicity format; I.E. Incorporating the AC After Dark logo (available by request) on all marketing materials

Available Dates Fall and Spring Dates are available (you can’t apply too early!)
Proposals are due two weeks prior to proposed event date and should be emailed to: studentactivities@amherst.edu or physically turned in to Keefe Campus Center 023
For more information and to find out how your group can apply for AC After Dark program go to:
https://www.amherst.edu/campuslife/keefe/ac_after_dark
CATERING, TAKE-OUT and PERSONALLY PREPARED FOODS POLICY

In accordance with the requirements of the Massachusetts Department of Public Health and the Amherst Board of Health, Amherst College has implemented the following protocols for all events that will include the consumption of food, including catering, take-out and personally prepared foods. This policy is designed to reduce the risk of food borne illness from meals that are improperly prepared, maintained or served. The requirements identified here-in are applicable to faculty, staff, students and anyone using Amherst College facilities, both indoor and outdoor.

All Amherst College scheduled events where food is to be served, must be approved by the appropriate Event Manager, using the proper request form(s) as indicated below. Event Managers might include, but are not be limited to, Registrar’s Office, Room Reservations Office, Summer Programs, Valentine Dining Services and the offices of both Student Affairs and Student Life. For Student Life requests, e-mail studentactivities@amherst.edu

CATERING and CATERED EVENTS

CATERING - The off site preparation of food by an authorized licensed or permitted food service establishment for the purpose of providing a single meal, party or similar gathering at an alternate location. Caterers shall be approved by the local board(s) of health and shall carry the required insurance coverage as specified by Amherst College.

For events being catered, notice must be given to the Event Manager at least 10 business days prior to the event, permitting sufficient time to secure permits from the Town of Amherst, to perform the appropriate background check(s) on the caterer/restaurant, and to arrange for the site inspection by the local health department.

- Please note that many restaurants and other food establishments advertise that they are caterer’s, but do not hold the required catering license or permits, mandated by the Board(s) of Health

If faculty, staff, students or anyone utilizing an Amherst College facility will be hosting an event which is to be catered by a “licensed” caterer other than Valentine Catering, the event organizers shall:

1. Schedule the event 10 business days in advance, through the appropriate Event Manager, Room Reservation Coordinator, and/or Student Life
2. Complete the necessary paperwork, which includes identification of the location, time of the event, and caterer to be used, as well as the types of foods being served.
   o Faculty, staff and other persons utilizing an Amherst College facility, who are hosting an event, shall first contact the Room Reservation Manager of that facility where the event will be located, and make sure the necessary paperwork is completed, including
     ▪ Food Protection Questionnaire for Catered Events, which is to be completed by the caterer.
   o Student groups must contact the Events and Operations Coordinator for Student Life prior to contacting a caterer, and shall complete
     ▪ Event Notification Form, and shall provide the caterer with a copy of
     ▪ Food Protection Questionnaire for Catered Events for completion.
3. The College, through the Office of Environmental Health & Safety and the Amherst Board of Health, will determine if the requested caterer
   o is licensed and approved by the Town of Amherst Board of Health
   o has / or will obtain the necessary Temporary Food Permit, through the town, at a cost of $50.00
   o has the appropriate level of insurance ($1,000,000.00) to serve food at Amherst College.
   o An “approved” up-to-date caterers list can be obtained by emailing ehs@amherst.edu
4. For catered events where food needs to be kept hot and/or cold, in addition to the above, the licensed caterer shall:
   o remain on site as long as their food is being served,
provide a server or on-site manager / designee who is both Food Allergy and Serv-Safe trained

- maintain appropriate temperatures, both cold (<40 deg F) and hot (>140 deg F), for the duration of the food service,
- post required signage (8 ½” x 11”) that indicates that the food may contain nuts, dairy, seafood or other potential food related allergens, and
- be expected to appropriately discard or remove from the site any food that has not been consumed at the end of the event.

• Exceptions
  - If a caterer is delivering food that is not considered potentially hazardous, such as bagels, donuts and coffee etc., they would not be required to remain on site, or serve this type of food.
    - It is the responsibility of the event requester to discard any remaining food / beverage that is not consumed within 1 ½ hours after arrival at the site
  - If items such as cream and milk are left on site for coffee and tea, these items must remain on ice
  - If cheese and/or meat platters, shrimp or similar food is to be served at an event, they must also be kept on ice or refrigerated

TAKE-OUT FOOD (example: Bakery Items, Grinders, Pizza, Sub’s and other Fast Foods)

If faculty, staff, students or anyone utilizing an Amherst College facility will be providing food from a local area restaurant (take-out), the event organizer shall:

1. Schedule the event 1 week in advance through the appropriate Event Manager, Room Reservation Coordinator or Events and Operations Coordinator for Student Life, and
   - Complete the necessary paperwork, including identification of the location, time of the event, restaurants from which the food will be obtained, as well as the types of foods being served.
     - Faculty, staff and other persons utilizing an Amherst College facility who are hosting the event shall first contact the Room Reservation Manager of the facility where the event will be located, and make sure the necessary paperwork is completed including
       - Food Protection Questionnaire for Catered Events
       - Students shall complete and submit the required event notification form 1 week in advance.
     - Event Notification Form to the Events and Operations Coordinator for Student Life

2. obtain the take-out food from a restaurant that is less than 30 minutes from the event site
3. be responsible for picking up the cold or hot food from the restaurant verifying that the temperature has been appropriately maintained, and
4. insure that the food (including meats, pizza, salads and dressings) is consumed within 1 ½ hours, from the time of actual pickup
   - any uneaten food must be disposed of at the end of the 1 ½ hour time frame, unless
     - the cold food has been kept at a temperature of < 40 degrees F for the duration of the meal
     - the hot food has been kept at a temperature of > 140 degrees F for the duration of the meal

PERSONALLY PREPARED FOODS (Faculty, Staff and Students)

When students prepare food for events on campus, other than those meals cooked and served specifically to residents in their own residence hall Food Preparation for Small Events, (≤ 20 persons) they shall:

1. Register the event 1 week in advance, through the Events and Operations Coordinator for Student Life.
   - The “event” is officially registered after it has been signed for by the Student Activities Office.
2. Identify an Amherst College faculty member/staff sponsor for the event, to secure needed resources for the function
3. Shall not charge or request donations for the food items being served
4. Shall not prepare or serve potentially hazardous food that include, but may not be limited to meat, poultry, fish, uncooked or partially cooked eggs, mayonnaise, custard, or any foods that would be required temperature control.
5. Shall have received (in advance) the necessary food and sanitation training, provided by a Serv-Safe qualified person at Dining Services
hand washing sinks (with soap & hot water) must be located within 20’ of food preparation and serving area(s)
6. Indicate, using a small sign, that the food may contain nuts, dairy, seafood or other potential food related allergens

- **Amherst College Food Allergy Sign**

**POT LUCK MEALS – Massachusetts Regulations**

- **Pot Luck Meals – Massachusetts Regulations**

For additional information on the Amherst College Catering and Take-Out Policy, please contact Environmental Health & Safety or the Office of Student Life.

**Regulations regarding the sale and distribution of alcoholic beverages**

Any RSO or group of students who plans to sponsor an event in an approved event space at which alcohol is available must fill out and submit a **Party Notification Form** for approval. These forms are available at Student Activities Office and must be returned for approval at least 5 business days before the event and prior to publicity.

If an RSO is planning to **sell** beer and/or wine they must obtain a **One-Day Wine and Malt License** in advance from the Town of Amherst. The fee is $100.

**Under Massachusetts Law**

1. A person must be at least 21 years of age to legally purchase alcoholic beverages in Massachusetts.

2. Purchase of an alcoholic beverage by an underage person or any arrangement with another person to procure such drinks is a crime punishable by a mandatory $300 fine.

3. Willful misrepresentation of one’s age or the age of another person in order to purchase or receive alcoholic beverages is a crime punishable by a fine of up to $1,000 or by imprisonment of up to six months or both.

4. Any person who purchases for or furnishes a drink to someone underage commits a crime punishable by a fine of up to $2,000 or by imprisonment of up to one year or both.

5. No person may serve an alcoholic beverage to anyone who is obviously inebriated.

**Note:** Any person who violates law is liable for his/her own actions and may be subject to civil or criminal complaints.

**Under College Policy**

1. No college or dorm/house funds may be used to purchase alcohol.

2. The following provisions apply to the service of alcohol at all-campus parties in public areas of the dormitories:
   - No one under the age of 21 shall be allowed access to a designated room. Party monitors will check identification at the main entrance to the party and at the door of the designated room. Acceptable identification will include: for Amherst students, a college ID; for their guests, two IDs with birthdates, one of which has a picture. Students who are 21 will have clearly visible stamps/wristbands placed on their hands at the entrance to the party. Amherst College Campus Police officers will monitor the designated rooms periodically to make sure that no one under 21 has entered it. If officers determine that this rule has been violated, they will close the party immediately.
   - Student Activities does not condone any form of binge drinking and thus requires limited proportions of alcohol at any student organization sponsored event. Specifically, no more than two units of alcohol per hour and no more than four (4) units of alcohol overall.
   - Party monitors will also ensure that students do not leave the designated room with alcohol. No alcohol is permitted in any common area other than the designated room. If these rules are violated, Campus Police will shut down the party.
   - After 2 violations of the college alcohol policy, RSO will be denied permission to hold a party for a month.
   - Parties will cease when monitors leave for the night.
3. All party sponsors should provide an appropriate amount of equally accessible nonalcoholic beverages whenever alcoholic beverages are available.

4. Sale of alcoholic beverages without a liquor license is prohibited, as is any attempt to raise money or charge admission at an event at which alcohol is served.

5. If college officials learn that a student has been convicted of driving while intoxicated at any time between first enrollment at Amherst and graduation, whether in the vicinity of campus or anywhere else, that student will be denied parking privileges, and thus the capacity to keep a car on campus, for the remainder of his or her stay at Amherst.

6. Kegs are prohibited from first-year residence halls. A fine of $100 will be assessed to any person or residence that violates this regulation. No hard liquor is permitted to be served at any public parties in the residence halls except for seniors-only parties sponsored by the Student-Alumni Relations Committee. A Town of Amherst bylaw requires a keg license, which can be obtained at the Amherst Police Department, for the possession of beer kegs anywhere in the town (https://www.amherstma.gov/DocumentCenter/Home/View/97). There are substantial monetary penalties for violating this bylaw. The College Council has also passed a policy which will result in a $100 fine for possessing an unlicensed keg on the Amherst College campus.

### Reserving Rooms

Amherst College offers a variety of venues for RSOs to host events. The information listed below will help your RSO identify an event venue and the process to reserve a space. Some event locations can be found online via the Office of Communications website:

https://www.amherst.edu/aboutamherst/news/communications/events_planning/spacebooking

Note: Once you make the request for access to space you will receive a confirmation. Please make sure you are confirmed before moving forward with planning. Always have a back-up location in mind!

#### Keefe Campus Center and the O’Connor Commons
To reserve most spaces in the Campus Center or the O’Connor Commons, please contact Jessica Jensen (jgjensen@amherst.edu, ext. 8317, Keefe Campus Center) during business hours. Reservable spaces include:

- **Atrium**: Tables, easels and bulletin boards are available at the CCM booth
- **Campus Center Theater**: Theater style seating for 80 with a projector and screen
- **Conference Rooms (203 and 208)**: Table, chairs seating for 10 with available easel, chalk board, portable TV/VCR
- **Friedmann Room**: Chair seating is available for up to 100 people. The room includes a stage and upon advance requests access to a microphone, sound system, projector and portable TV/VCR. If an RSO is unable to set up the chairs or tables before an event, an advance request to have the Facilities staff set up the space is available for a fee.
- **Multicultural Resource Center**: Seating includes couches and chairs for up to 14 people. Available equipment includes a TV, DVD player and meeting supplies. To reserve this space contact MRC (mrc@amherst.edu).

#### Academic Buildings
- To reserve a room in an academic building from 8 am-4 pm, contact Lillian Mosgofian in the Registrar’s Office
Reservation requests from 4 pm-8 am Monday-Friday or any time on the weekends, contact Paula Mieczkowski in Public Affairs (pamieczkowski@amherst.edu).

- If you seek to access the audio visual technology in the classrooms, RSOs must request access from the office of Academic Technology Services (ATS).

- If you seek to have food in any of these spaces, you should inform the academic department coordinator (https://www.amherst.edu/academiclife/dean_faculty/general_information/deptschairs) as well.

Alumni House: Chair and sofa seating. Use of space requires a faculty or other staff sponsor present at the event.

Alumni House (Conference Room): Seating includes 8 chairs around a table.

Chapin Lounge (Chapin Hall): Seating for 10, upon request additional seating for 25 may be available.

Cole Assembly Room/Red Room (Converse 108): Lecture style seating for 120. Only top row corners are wheelchair-accessible. Technology includes a LCD projector, PC laptop, DVD player, slide projector and microphones.

Fitch Room (Converse Hall, second floor): Seating for 12 around a table.

Founders’ Room (Alumni Gymnasium): Seating for up to 30 and includes a conference table, chairs, and a couch.

Johnson Chapel (Main Chapel): Two levels of lecture style seating for 600.

Johnson Chapel 21: Seating for 35 and equipment includes a LCD projector, PC, DVD/CD player, multi-format VCR.

Merrill 1: Lecture style seating for 168 and equipment includes a LCD projector, desktop PC, laptop cable, multi-format VCR, DVD player, laser disc player, slide projector, overhead projector.

Merrill 2: Lecture style seating for 145. A LCD projector, desktop PC, cable for laptop, multi-format VCR, DVD/CD, region-free DVD, overhead projector, slide projector, PRS system are available.

Merrill 3: Lecture style fixed seating for 70. Equipment: LCD projector, desktop computer, cable for laptop, multi-format VCR, DVD player, region-free DVD player, 2 slide projectors, 2 16mm film projectors, overhead projector.

Merrill 4: Lecture style fixed seating for 76. Equipment: LCD projector, desktop PC, multi-format VCR, DVD player, laser disc player, overhead projector, slide projector, PRS system.

Octagon–Babbott Room: Seating for 30 with tables. Not wheelchair-accessible, only accessible by stairs.

Octagon–Gerald Penny Center: Seating for 40 with chairs and sofas. Contact Octagon monitors (bsu@amherst.edu) to reserve.

Piano Lecture Hall (Earth Science 107): Lecture style seating for 70. Five rows of fixed tables, slightly descending toward presentation space. Equipment includes a LCD projector, desktop PC, DVD/CD player, region-free DVD player, multi-format VCR, PRS system, wireless clip-on microphone, and wireless hand-held microphone.

Porter Lounge (Converse Hall, third floor): Seating for 40 in chairs and sofas. Tables can be arranged for conference or lecture style. This space is not wheelchair-accessible.

Pruyne Lecture Hall (Fayerweather 115): Lecture style seating for 78. Equipment includes a LCD projector, desktop
PC, multi-format VCR, DVD/CD player, region-free DVD, 6 slide projectors, wireless clip-on microphone

**Rosen Room (Fayerweather Hall):** Seating for 10 around a conference table

**Stirn Auditorium (Mead 115): Lecture style seating for 102.** Equipment includes a widescreen LCD projector, desktop PC, DVD player, region-free DVD player, multi-format VCR, 16mm film projectors, 3 slide projectors, laptop cable (key required, training required), various microphones

**Other Technology-Equipped Classrooms**
Check online at [https://www.amherst.edu/offices/it/services/teaching/technology-classrooms/classrooms_technology-equipped](https://www.amherst.edu/offices/it/services/teaching/technology-classrooms/classrooms_technology-equipped)

**Robert Frost Library**
To reserve, contact Senior Bookkeeper/Secretary Barbara Joy ([bajoy@amherst.edu](mailto:bajoy@amherst.edu), ext. 2378, Level 1).

**Barker Room**
Equipment: video/computer projection and videoconferencing facilities

**Music Building**
To reserve these spaces, contact Academic Department Coordinator Suzette M. Farnham ([smfarnham@amherst.edu](mailto:smfarnham@amherst.edu), ext. 2364, Music Building 224).

**Buckley Music Hall:** Theater style seating for 400. Stage/lighting are available. No food permitted in this space.

**Outdoors: Main quads and Residence Hall lawns**
To reserve these spaces, contact the Custodial Services Special Services Supervisor, George Shaheen ([gmshaheen@amherst.edu](mailto:gmshaheen@amherst.edu), ext. 2367)

**Athletics Facilities**
To reserve the Alumni Gym, Lefrak Gym of the Cage spaces, contact Director of Facilities Donald Faulstick ([dfaulstick@amherst.edu](mailto:dfaulstick@amherst.edu), ext. 2303, Alumni Gym 1220). You must make requests very far in advance since these facilities are in almost constant use by the various athletic teams.

**Religion-Affiliated Spaces**
To reserve these spaces, contact Religion Department Coordinator Diane L. Dix ([dldix@amherst.edu](mailto:dldix@amherst.edu), ext. 2181).

**Cadigan Center:** Seating for 20 with chairs and sofas, a dining room with table, chairs for 20 and access to a kitchen. An outdoor courtyard may be used for barbequing

**Chapin Chapel and Lounge:** Seating for 30 with chairs and sofas

**Residence Halls**
To reserve space in a residence hall, contact the RC for that building/hall via [reslife@amherst.edu](mailto:reslife@amherst.edu). The only exception is the O'Connor Commons, in order to reserve, contact the Student Activities Office (see above).

**The Powerhouse**

**What Equipment is Provided By the Powerhouse?**
The Powerhouse is equipped with 80 chairs, 2 six-foot tables, and 2 stage risers available free of charge. Students are responsible for their own set-up and clean-up. To gain closet access to this equipment, email [powerhouse@amherst.edu](mailto:powerhouse@amherst.edu) and a committee member will help you.

**What AudioVisual Services are Provided?**
To gain closet access to audiovisual equipment, email [powerhouse@amherst.edu](mailto:powerhouse@amherst.edu) and a committee member will
help you. Students are responsible for overseeing their own lighting and sound.

**When do I Need to Hire Security?**
You need to coordinate Student Security if there is alcohol, diminished lighting, or amplified sound at your event. Hiring a police officer for 4 hours, at a rate of $37 an hour meets minimum requirements. This means that security should be hired for at least 4 hours, even if your event runs for less time. Please be sure to communicate with the Office of Student Activities whether you intend for your event to be open to the Five Colleges or if the event is only open to the Amherst College community. This distinction is important when establishing what security measure is necessary for your event. Events open to the Five Colleges cannot have an alcohol presence.

**Can You Help Me Design an Event Poster?**
Email studentactivities@amherst.edu, and we can put you in touch with a graphic designer.

**What are the Maximum Occupancy Requirements?**

<table>
<thead>
<tr>
<th></th>
<th>Main Area</th>
<th>East Mezzanine</th>
<th>West Entry Balcony</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Chairs or Tables</td>
<td>376</td>
<td>38</td>
<td>36</td>
</tr>
<tr>
<td>Chairs/Seating Only</td>
<td>268</td>
<td>38</td>
<td>25</td>
</tr>
<tr>
<td>Chairs/Tables</td>
<td>125</td>
<td>38</td>
<td>15</td>
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</tbody>
</table>

**Theater and Dance**
To reserve these spaces, contact Special Services Coordinator Linda Celi (lceli@amherst.edu, ext. 2411).

- **Kirby Memorial Theater**: Theater seating for 384 with lighting, sound, stretch wire grid and scene and costume stop
- **Holden Theater**: Seating: 150 people with moveable seating with lighting and sound systems, two dressing rooms
- **Webster Hall**: Lounge and four studios for dance, acting, directing, and design

**Valentine Dining Hall & Lewis-Sebring**
To reserve any of the Terrace or Conference rooms in Valentine, please contact Catering Staff Assistant, Danielle Laferriere (dlafriere@amherst.edu).

- **Conference Room**: Seating in chairs for 12 around a table
- **Terrace Rooms (A & B)**: Seating for 15 around tables. Both rooms may be combined
- **Lewis-Sebring**: Seating capacity of 100-130
- **Mullins & Faerber Rooms**: Seating capacity of 24 for each room. Both rooms that may be joined with Lewis-Sebring

**Room Configuration**
If you need ideas on how to best organize the room once you have reserved it, please visit [www.amherst.edu/media/view/144887/original/Room%20Set%20Ups.pdf](http://www.amherst.edu/media/view/144887/original/Room%20Set%20Ups.pdf) to find suggested room set ups.

**Equipment and set up needs for an event**
**Academic Technology Services (ATS)**

When using a classroom that requires access to technology in the room, contact Classroom Technology Manager John Kunhardt (jwkunhardt@amherst.edu, ext. 2149, Seeley Mudd).

- Need approval from full-time staff members to borrow equipment
- Available equipment (first priority goes to classroom needs): VCRs, televisions, DVD players, laser disc players, portable public address (P.A.) systems with amplifiers and microphones, overhead projectors, 35mm slide projectors, 16mm film projectors, super-8mm film projector, audio cassette players & recorders, audio CD players, laptop computers, LCD projectors, Hi-8mm, 8mm, and VHS camcorders, portable screens, record players, and document cameras
- For Video Screenings: after the room is reserved, one member of the group must get a five minute training from John Kunhardt about projecting and the get key to that room’s media equipment
- ATS does not deliver; equipment must be picked up from the office in Seeley Mudd

**Facilities Office**

Contact George Shaheen, gmshaheen@amherst.edu, ext. 2367

Available equipment: tables, chairs, trash cans, extension cords

There is a charge for delivery and set-up of equipment by Physical Plant

**Athletic Equipment**

Contact Athletic Equipment Manager Tim Atteridge, teatteridge@amherst.edu, ext. 2275

**Tips:**

- Students must give at least 48 hour notice for any equipment needs. One week’s notice is preferred.
- If your group seeks to rent sound, stages, and lighting for an event, consult with the Student Activities Office during the event planning process for contact information on local vendors and safety requirements.

**Screening of films and copyright regulations**

Films are shown on campus for educational or social entertainment purposes. By Law, U.S. Copyright Act Pre-recorded video cassettes and digital video discs available in stores throughout the United States are for home use only. The law requires that organizations and individuals who publicly exhibit video motion pictures and audiovisual works obtain licenses for such public performances. Pre-licensing is, therefore, required and is the responsibility of the sponsoring organization or individual. In order to screen a film, compliance with copyright laws must be followed to allow for a public showing.

Most movies and/or documentaries are copyrighted. The copyrights for movies and documentary films may vary. Compliance with the copyright of a film depends upon the specific copyright and the manner and purpose in which the film is to be screened to the public. Signing out a film at the Frost Library, a 5-College Library or renting a film from a video store for a public showing does not equate compliance with copyright regulations. In most cases, a fee must be paid to a licensing company to comply with the copyright. There may be times when a film can be approved to be screened without violation of copyright, specifically for educational purposes, however this approval is specific to the film and type of event.

Registered Student Organizations may consult with the Student Activities Office for advice on how to proceed if a student group would like to screen a copyrighted film. Compliance is assessed on a case by case basis depending upon the copyright of the specific film and the manner in which the film is to be screened. If a film requires purchase of a license to comply with the copyright, a student group can gain assistance in this process by consulting with the Student Activities Office.

Additional copyright information can be found on the College’s website: [www.amherst.edu/library/about/policies/copyright](http://www.amherst.edu/library/about/policies/copyright)

**Managing Communication**
As an RSO, groups have access to obtaining a LISTSERV and a group email. Keeping a group organized and establishing strong communication with group members are key ways to manage a group. Below are some available options:

**Getting an Organization account**

All student organizations may have an account with e-mail, U: drive access, and web site if they have registered with the Student Activities Office. Fill out the form at [www.amherst.edu/campuslife/keefe/services/stuorgform](http://www.amherst.edu/campuslife/keefe/services/stuorgform) and IT will get back to you.

**Amherst LISTSERV Mailing List**

LISTSERV® is a system that makes it possible to create and manage electronic mailing lists. It has a variety of settings that the list owner (the creator of the mailing list) can change, including the option to archive all messages and only allow the list owner to send messages to the list. Once a LISTSERV is set up, one can send a message to the LISTSERV e-mail to reach the entire mailing list.

To apply for a LISTSERV account, go online and fill out the form at [https://www.amherst.edu/offices/it/services/communication/listserv/listserv_request_form](https://www.amherst.edu/offices/it/services/communication/listserv/listserv_request_form). To access message archives, set up a password by visiting [http://listserv.amherst.edu/](http://listserv.amherst.edu/) and following the appropriate link. LISTSERV will send a message to your Amherst e-mail address requesting that you confirm the new password. Follow the link contained in the message. Then, from [http://listserv.amherst.edu/](http://listserv.amherst.edu/), click “User Settings.” Your browser window will display the names of all the lists on campus. Clicking your list’s name will bring you to the main menu, from which you can view archived e-mails.

**Microsoft Outlook Distribution List**

You can create a mailing list called a distribution list in your Amherst Microsoft Exchange account. To create a distribution list, log into your Exchange account and go to your “Contacts.” Click “New,” and then click “Distribution List.” Give your list an appropriate name, and then add people to the list by typing their e-mail addresses and clicking “Add.” Save and close when done. Addresses can easily be added or deleted from the list by going back to this screen. To send an e-mail to your distribution list, write the distribution list name in the “To” box of a new message.

**Spam Filters**

The IT department employs an automated system that marks suspected e-mail messages by adding “{SPAM?}” to the subject line. You can use this marker to automatically send such messages to your “Deleted Items” or “Trash” folder. To send suspected e-mail messages to your “Deleted Items” or “Trash” folder, go to the “Tools” menu and then select “Rules and Alerts” when in Outlook. Click “New Rule” and then select “Start from a blank rule.” Select “Check messages when they arrive” and then click “Next.” Check the box next to “With specific words in the subject.” In the “Rule Description” box, click “Specific words.” Enter “[SPAM?]” and click “Add.” Click “OK,” then click “Next.” In the next screen select “Delete it,” then click “Finish.” Do not select “Permanently delete it,” because for technical reasons such a rule can’t reside on the server.

**Content Management System**

To access your organization’s homepage on the CMS go to the Amherst homepage at [www.amherst.edu](http://www.amherst.edu). In the upper-right hand corner of the page and click on the link that reads “Log into My Amherst” and log in using your organization’s account. You can add your group’s mission and contact information.

CMS doesn’t require knowledge of an HTML editor such as Dreamweaver. You create and edit content inside your web browser. The system is designed to work with Firefox, the open-source browser that runs on Macs, Windows systems, and Linux computers. Internet Explorer works less well, and, because of its non-standard implementation of the javascript language, Safari on the Macintosh barely works with the CMS and should be avoided for editing tasks. You’ll find a Getting Started guide, a guide for faculty and academic staff, and other necessary information in the Help section of the CMS.

**Speakers and Performers**

Often speakers or performers have websites with preferred methods of contact for booking. Start communicating with artists early to ensure you can book them for your event.

**Contracts/Honoraria**

You need to fill out a contract anytime you pay someone for their services. AAS has their own contract to use if you’re using their funds ([https://www.amherst.edu/media/view/64110/original/contractforservices.pdf](https://www.amherst.edu/media/view/64110/original/contractforservices.pdf)). Before any contract is signed, you must make sure your event is approved by the Student Activities Office. **Talk to the Student Activities Office**
Office staff about appropriate procedures BEFORE signing ANY contracts. Contracts must be signed prior to an artist or speaker performing.

**NOTE:** Any and all contracts for a speaker or artist must be completed in advance of the performance, two weeks is recommended. In addition to a contract, a W-9 is required. Payment is typically issued following the event via mail.

**Advertising Guidelines: Registered Student Organizations and Student Leaders**

Before publicizing an event, program, organization, or any other item for the public consumption of the Amherst College community, Registered Student Organizations are encouraged to consult with the Student Activities Office to receive guidance. Student leaders working with staff or faculty advisors or other campus departments on programs should consult with their advisors for guidance. Prior to creating a draft of advertisement material, please consider the following questions:

- **What are you advertising?** When creating material for publicity, consider the message and implications of your advertisements. Does your advertisement convey your exact intent? Is there any possible confusion that may arise from your material?
- **Who is the possible audience for your campaign?** Who are all the possible members of the community that may be impacted by your advertisement campaign? Is it possible that individuals and/or organizations outside of the college community may receive your advertisements?
- **Where and how do you intend to advertise?** Will you be using online media, a physical presence on campus, or both?

**Guidelines for Content**

- Advertisements may not promote or facilitate illegal activity.
- Advertisements may not promote the sale or use of weapons, ammunitions, explosives, or other devices that may be harmful to members of the community.
- Advertisement may not include content that infringes on the personal or propriety rights of any person or organization, including but not limited to copyright, trademark, and privacy.
- Advertisements may not imply the endorsement of Amherst College staff or faculty, without express written permission.
- Advertisements may not promote or facilitate the sale or consumption of illegal or recreational drugs.
- Advertisements may not promote or facilitate underage alcohol consumption.
- Advertisements may not insult, attack, harass, bully, threaten, demean or impersonate any individual or group, or contain any “hate speech” directed towards categories including but not limited to race, sex, nationality, religious affiliation, sexual orientation, or gender identity.
- Advertisements may not promote or facilitate gambling.
- Advertisements may not contain or link directly or indirectly to a site that contains spyware or malware.
- Advertisements may not contain adult content, including nudity, depictions of people in explicit or suggestive positions, or activities that are overly suggestive or sexually provocative.
- Advertisements may not be shocking, sensational or disrespectful, or portray excessive violence.

**Publicity and Posting Polices and Locations for Advertising**

Utilizing a variety of publicity types to promote an event can attract a wide audience and turnout for an event. Please remember that an Event or Party Notification form must be submitted and approved in advance of any publicity.

**Electronic Publicity**

All approved RSO events may be submitted to the college’s event calendar:

www.amherst.edu/aboutamherst/news/calendar
Announcements may be posted on the college’s Intranet, go to: www.amherst.edu/myamherst/announcements

**Your RSO webpage:** Make your RSO webpage unique and be sure to update meeting times, events, etc.

**Paper Publicity** (Plan ahead and put advertisement cost into your event budget) (Must remember to remove after event)

**Posters:** The standard sizes are 8” x 11” or 11” x 17”. Posters should be posted on available bulletin boards throughout campus. Please note that posters cannot be taped to windows, doors, walls, or exteriors of buildings.

**Table Tents:** The standard size is 5.5” x 8” and 125 are needed for Valentine tables. Tents must be registered with the Dining Services, and can only stay on the tables for 3 days. Groups must pick them up the day after the event or you’ll be fined. Go to: www.amherst.edu/campuslife/dining/table_tents

**Mailbox Stuffing:** Flyers can be any size paper and are usually used for major events. Student leaders may stuff mailboxes from 9am-11 am each weekday and must sign in with Postmaster in advance.

**Other Publicity**

**Campus Publications:** The Amherst Student offers print ads at a variety of sizes and costs, (thestudent@amherst.edu).

**Chalking:** RSOs can chalk info on the sidewalks. Chalking must not occur on the road or on the exteriors of the buildings.

**Tabling:** To reserve tables in the Val atrium contact the Dining Services Office. For tables in the Keefe Campus Center atrium, contact the Administrative Assistant in the Student Activities Office.

**Banners:** To reserve space to hang a banner in the Keefe Campus Center Atrium, contact the Administrative Assistant in the Student Activities Office.

**Printing Options**

**On Campus**

**OAS** (Office of Administrative Services): Posters, table tents, cutting services, padding services, booklet making, spiral binding, and heat binding. Contact OAS, Rod Squire (oasmc@amherst.edu, ext. 2528, College Hall 3)

**Seeley Mudd Computer Center**

**Local Vendors:**

<table>
<thead>
<tr>
<th><strong>Collective Copies</strong></th>
<th><strong>CopyCat Print Shop</strong></th>
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<tbody>
<tr>
<td>Located at 71 S. Pleasant St. near the Peter Pan bus stop.</td>
<td>Located at 37 E. Pleasant Street</td>
</tr>
<tr>
<td>Contact: (413) 586-5829, <a href="http://www.collectivecopies.com">www.collectivecopies.com</a></td>
<td>Contact: (413) 549-2854, <a href="http://www.copycatprintshop.com">www.copycatprintshop.com</a></td>
</tr>
</tbody>
</table>

**Tip:**

- Amherst purple is PANTONE 267C

**Transportation Policies**

**College Van Policies**

Find out the complete and up to date information on Conditions for Use, Student Drivers, Registering a Driver, Vehicle Operation Guidelines, Accidents and Breakdown Procedures online: https://www.amherst.edu/offices/enviro_health_safety/vehicle-safety/pool_vehicle

**AAS Vans**

The AAS has three vans available for student use from the first day of classes in the fall until the last day of classes in
the spring. All requests are handled online. The policies are as follows:

- Students can submit requests for van usage up to one month in advance of their trip date.
- Requests must be made through the AAS website van request form (https://www.amherst.edu/campuslife/aas/transport/vanrequest) and include the name of the group requesting the van, contact person, date and time of trip, destination, and purpose of trip. Requests must also include a statement expressing commitment to adhere to AAS Budgetary Committee non-discrimination, accessibility, and admittance policies as detailed in the AAS constitution.
- No group can reserve the van more than three times per month.
- Priority will be given to AAS Budgetary Committee recognized clubs but all students can apply as long as usage abides by AAS Budgetary Committee non-discrimination, accessibility, and admittance policies.
- Usage will only be approved for trips that have a clear value to the student body and fall within the scope of a group’s purpose.
- The contact person will receive an approval slip signed by the AAS Secretary through campus mail. The slip must be presented to campus police in order to receive keys for the van.
- Van usage policies are the same as the Amherst College Pool Vehicle Policy.
- The AAS Secretary will maintain the master schedule of van usage through the AAS website (https://www.amherst.edu/campuslife/aas/transport/vancalendar).

CCE Vans
The Center for Community Engagement Office currently manages the use of six 7-passenger mini-vans. Due to the large number of requests for vans, the staff prioritizes requests by students, groups or classes involved in service and activism or other forms of community involvement. When considering a vehicle request, the staff takes into consideration public transportation alternatives, the number of students involved, and the order in which requests are received.

- There is an online van reservation form (https://www.amherst.edu/academiclife/cce/about/resources/CCE_Vans) that must be filled out in order to request a van.
- Requests must be received a minimum of 48 hours in advance.
- Requests will be processed and a response will be sent within 3 business days (Monday–Friday) of receipt.

PVTA
The Pioneer Valley Transit Authority (PVTA) is free for Amherst Students when they show their ID except in the summer. A ride without an ID is ~$1. Check maps and schedules online at http://pvta.com/schedules.php. There is a bus stop on campus outside of Converse Hall.

ZipCar
Amherst College students 18+ can join Zipcar (www.zipcar.com/amherst) for $35/year. They can use one of the four Zipcars on campus for use.

Note: The college is not required to provide transportation for student groups participating in off campus activities. If students choose to use their own personal vehicles for their transportation it is at their own risk. Use of a personal vehicle for transportation is elective and not considered sponsored travel.