

Washington
University Law

**STUDENT ORGANIZATION
HANDBOOK
2011-2012**



Dear Student Organization Leader:

Thank you for taking an important role within the law school community. Student organizations provide opportunities for public service, learning and leadership and your participation in a student organization is an integral part of the intellectual and social environment at Washington University School of Law.

This handbook has been developed to assist law student organizations run effectively and efficiently. It describes administrative procedures and policies and contains helpful strategies to guide student organizations with their budgeting, fundraising and event planning. These policies and procedures are subject to change, and notification of any changes will be made immediately and posted to the web where you can find the most updated version of the handbook.

At least two mandatory meetings for student organization officers will be scheduled during the academic year. The first will be held after classes begin in the fall. The second, an officer transition lunch, will be held after Spring Break. **(PLEASE NOTE THAT THE DATE OF THE OFFICER TRANSITION LUNCH MAY REQUIRE ORGANIZATIONS TO HOLD ELECTIONS EARLIER THAN ANTICIPATED.)**

In addition to this handbook, the Student Services Office is a resource for all student organizations, and we encourage you to consult us for any advice regarding your student organization. Because situations will arise that are not included in this handbook, student organizations should also work closely with Elizabeth Walsh and Carrie Burns. We look forward to working with you.

Elizabeth Walsh
Assistant Dean for Student Services
ewalsh@wulaw.wustl.edu
314-935-5861

Carrie Burns
Financial Aid/Student Services Coordinator
cjburns@wulaw.wustl.edu
314-935-6438

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STUDENT ORGANIZATION RULES AND POLICIES

Student Bar Association

The Student Bar Association (SBA) is the representative body for students at the School of Law and speaks for and protects the interests of law students. Each class (1Ls, 2Ls, 3Ls and LLMS) is represented by delegates equal in number to 5% of the class size.

SBA also regulates student organizations. When a student organization is recognized by SBA, it becomes eligible to apply for funding from the student activity fee. SBA-approved organizations are entitled to a link on the School of Law's website, bulletin board space, a listing in materials sent to prospective students, and a table at the Activities Fair during Orientation. To remain recognized by SBA, student organizations must submit budget information to the SBA Treasurer as requested and offer membership and access to meetings to the entire student body. After failing to submit budget information for three consecutive semesters, student organizations will be considered to be defunct and lose all benefits associated with SBA approval.

For SBA's constitution and by-laws, visit <http://law.wustl.edu/sba/index.asp?ID=1105>.

Student Organization Registration

Each student organization is required to provide the names and contact information for ALL of the organization's officers and **submit a copy of its current Constitution** to Student Services. (See **Student Organization Registration Form** in the **APPENDIX** of this handbook.) This form must be submitted annually. Student organizations that do not provide this information will not be allowed to reserve space at the law school. Questions regarding this policy should be directed to Elizabeth Walsh.

Forming a New Student Organization

Students wishing to start a new law school student organization should consult with Elizabeth Walsh to discuss the group's purpose, anticipated activities, etc. A student organization that seeks SBA approval must have ten (10) registered members, twenty (20) student signatures (including members) supporting the group's formation, a constitution, and a proposed budget. Five (5) days before the organization seeks approval, a representative of the organization shall submit to the SBA: at least ten (10) signatures of members, at least twenty (20) signatures of students (including members) who support the group's formation; a constitution that includes, but is not limited to: officer structure and membership qualifications, and a proposed budget for the academic year. A representative of the proposed organization shall make a presentation to the SBA and answer questions regarding the organization. After the presentation, representatives of the proposed group shall be excused, and the SBA will debate and then vote on the proposed organization.

STUDENT ORGANIZATION BUDGETING/FINANCES

Student Bar Association Activity Fee

Each student currently pays a \$30 per semester SBA Activity Fee. A portion of the activity fee is awarded to each organization based upon budget proposals they submit to the SBA. Once the SBA approves its budget for a semester, student organizations may spend their allocations.

SBA Budget Requests

In order to receive SBA funds, organizations must apply through the SBA budget process. SBA requires that student organizations submit budget proposals at the beginning of each semester in which they wish to receive funding. At the beginning of each semester, the SBA budget committee proposes a budget, which is presented to SBA for debate and approval.

Budget Committee Guidelines for Submitting Budget Proposals

- (a) All budget proposals need to include the name of the organization, the names of all officers of the organization, contact info for someone in the organization (email and phone number), the number of members of the organization, and a list of line items. Each line item in a budget proposal must be accompanied by as detailed a description as possible of the event and/or reason why funding is needed. Additionally, student organizations MUST attach a copy of their constitutions to their proposals.
- (b) All SBA-funded events MUST be open to the entire student body. No exceptions. Openness to the student body entails notice. All SBA-funded events must appear in the Law Daily (yes, Virginia, there is a Law Daily reader) and should also be advertised on the bulletin boards in AB Hall.
- (c) The SBA Budget Committee reserves the right to set global caps on costs for any type of line item, for example organizational meetings, publicity costs, or speaker events. These caps may fluctuate from year to year depending on the number of requests.
- (d) An 'organizational meeting' is a meeting, generally used for recruiting or informational purposes, that is open to the entire school. Such meetings MUST be held on campus to qualify for SBA funds. No other regular meetings throughout the semester qualify for SBA funds.
- (e) Publicity costs include copies and flyers, but not tickets for events.
- (f) Funding for multiple events may not be combined into one without prior approval by the SBA Treasurer. Funding may not be reallocated between events or repurposed without prior approval by the SBA Treasurer.
- (g) No durable goods are to be funded by SBA - no gavels, sports equipment, wastebaskets, or any other non-perishable items.
- (h) No networking/career events are to be funded by SBA. The CSO has funds for this.
- (i) Expenditures that have already been made before the final SBA Budget has been approved must be included in budget proposals and flagged. It is possible and probably likely that most of these expenditures will be retroactively reimbursed as long as they follow past budgeting guidelines.
- (j) Any special requests must be sent to the SBA Treasurer before the budget proposal deadline.

(k) The caps on funding to any individual group for particular event types are:

- Movie Nights-\$40
- Organizational Meeting-\$125
- Publicity Costs-\$30
- Speaker Events-\$150 per event.
- Other Events-no limit: We're open to suggestions and will fund events that appeal to large numbers of the student body and/or are unique, fun, especially useful, make the school look good, etc.

Community service events are funded through the community service committee. Happy hours and study breaks are funded through the social committee. Both are happy to help organizations make their ideas a reality.

In order to obtain maximum funding for your events, please follow some of the previous years' best practices immediately below:

- Groups that send in detailed budget requests with confirmed events are much more likely to obtain funding than groups that do not
- Groups that send in their budget requests by the required deadline are also much more likely to obtain funding than groups that do not
- **Groups whose events were successful in the past are also much more likely to obtain similar amounts of funding for the same event this year**

Finally, use of funds for reasons other than those approved, or re-allocations of funding without prior SBA approval, may result in a suspension of funding privileges for the individual(s) involved.

Other Sources of Student Organization Funding

Most student organizations rely primarily on the SBA budget process to fund their activities. Student groups are encouraged, however, to seek additional funding from other sources.

Dues

Some organizations voluntarily collect additional dues. These funds can be deposited into a student organization's account and are kept separate from any SBA allocation.

Depositing Income

Dues and the proceeds raised or earned by a student organization using the words "Washington University," "Washington University School of Law" or "School of Law" and/or any funds raised or earned on the campus of Washington University **must be placed in the student organization's account**. Examples of income that must be deposited are auction income, T-shirt sales, and raffle income. Washington University is legally obligated to account for all funds it (or any group) raises. Student groups may NOT fundraise outside the Law School community without prior approval from Student Services, Career Services and Alumni and Development. (See Fundraising in the **MISCELLANEOUS POLICIES** section of this handbook.)

Income may only be deposited by a check mailed to the law school's P.O. box. Mail a check payable to "Washington University School of Law" with your student organization's name on the memo line along with a note stating which organization is to receive the funds. The Business Office, Suite 210, can provide an envelope and address label. You or your group is responsible for postage.

Credit Card Sales

The Business Office can provide the appropriate forms prior to accepting credit cards for any sales. Each organization will be responsible for running its own credit card sales and for any processing charges.

Outside Checking Accounts

The University's Central Administration strongly discourages the use of outside checking accounts by student organizations. However, should an organization choose to maintain an outside checking account, the account **CANNOT** have the words "Washington University," "Washington University School of Law," or "School of Law" and/or the University's mailing address on the checks or as part of the title. This is for the protection of both the University and the student organization. Individuals authorized to access accounts off campus are legally responsible for these accounts and may be taxed on those funds in those accounts if they fail to incorporate properly and/or keep adequate records.

For assistance with closing an outside checking account and transferring the funds to a University account, please see the Business Office.

Access to Funds (including SBA funds)

All requests for access to student group funds must be made on a "Student Organization Payment Request Form," copies of which are available in the Business Office. The form must be submitted with all **ORIGINAL ITEMIZED** receipts and/or invoices. Forms requesting access to SBA funds will be reviewed by the SBA Treasurer after they are submitted. If you are requesting access to both SBA and organization funds for the same purchase, fill out separate forms and attach both to the receipts and/or invoices. Blank forms are available in the Business Office, Suite 210.

There are two ways to access student funds:

Purchase Orders

Purchase orders (P.O.s) may be used when buying goods or services. Most St. Louis companies will accept a Washington University P.O. To insure proper and quick payment to the vendor, please submit, on a "Student Organization Payment Request Form," the vendor's name, address, telephone number and Federal Tax Identification Number. For P.O.s under \$50, the requester and an officer of the organization will have to sign the request. For P.O.s over \$50, the requestor and two officers of the organization will have to sign the request. P.O.s generally takes 2-4 working days to process, and payment will be made to the vendor 30 days from the invoice date.

Check Requests

If a company will not accept a P.O. from the University and an organization member pays for the purchase, a check request may be made to reimburse the individual. To process the request, the Business Office must have **ORIGINAL ITEMIZED** invoices or receipts and the requestor's student ID number and current address. A student organization payment request form must be filled out and signed by the person requesting the reimbursement and two officers of the organization.

Please submit completed forms to the Business Office.

Tax Exemption

Student organizations are considered tax exempt and purchasing with a tax exemption allow budget dollars to go farther. A copy of Washington University's Tax Exempt Letter is available in the Business Office. Note: SBA will **NOT** reimburse for Missouri sales tax.

Budget Reports

The SBA Treasurer keeps track of the overall SBA budget; however, student organizations are responsible for keeping track of their own budgets. The SBA budget is accessible on the web and is updated weekly. Discrepancies between a student organization's online budget and the group's finances should be reported to the SBA Treasurer immediately.

The SBA Student Organization Budget Request form can be found in the **APPENDIX** of this handbook.

SERVICES AVAILABLE TO STUDENT ORGANIZATIONS

The Law School provides numerous services to law student groups. These include use of email accounts and space for an organization's web page; access to Law School space for events and meetings; use of the Student Services fax machine; mailboxes; meeting space; office supplies; calendaring and advertising of organization events in the Law Daily; and security for your events. These services are described below.

Audiovisual & Multimedia Services

The AV/Multimedia Department (<http://law.wustl.edu/av/>) is staffed by Director of Multimedia Technology, Darryl Barker, and Multimedia Specialists Bill Mathews, Andrew Bauer and Courtney Kennedy. AV/multimedia support is available to student organizations for events and programs. To request service, make sure you have noted the need for AV service when you submit your event for approval using our online system at: <http://law.wustl.edu/virtualemsenterprise>.

Three days minimum advance notice is required for all multimedia requests.

Event & Meeting Planning

All students and recognized student organizations have access to law school spaces for approved events, meeting and training purposes. The hours that these spaces are available to students vary depending upon the time of year. Competition for space and time can be fierce so student organizations should plan events well in advance.

Student organizations must follow these steps when planning a meeting or event:

1. **Reserve (hold) a room.** To reserve any space in the law school, students should go to <http://law.wustl.edu/virtualemsenterprise>. A confirmation email will be sent to the requestor's email address when the Event Office receives the reservation. Until the event is approved by Student Services **and** the Events Department, the space will be tentatively held and no other group will be able to reserve the space. Audio visual services and equipment must be requested at this time.
2. **Event Approval.** Student organization events, and organizational meetings, must be approved by Carrie Burns and/or Elizabeth Walsh. The Events Office will not schedule student organization events unless they have been approved first by Student Services.

To obtain approval, student organizations must submit their event details (found at <http://law.wustl.edu/virtualemsenterprise> at least 10 business days prior to the date of the event. The information provided is used for Washington University Law Daily announcements. (See Law Daily in this section of the manual.)

Co-Sponsorship

Student organizations are encouraged to consider co-sponsoring their events with other student organizations. Co-sponsoring can be a good use of resources and it helps to ensure that events are well-attended.

Accessibility

The schedule below details when and which doors are open to the public. Please keep this in mind when planning evening events.

	<u>Law School Building Access</u>	
Southeast (Front Doors)	Monday thru Friday	7:00 a.m. – 8:00 p.m.
Southeast	Saturday	8:00 a.m. – 5:00 p.m.
Southeast	Sunday	8:00 a.m. – 5:00 p.m.

Southwest	Monday thru Friday	7:30 a.m. – 5:30 p.m.
Southwest	Saturday	Closed
Southwest	Sunday	Closed
Northwest	Monday thru Friday	7:00 a.m. – 5:30 p.m.
Northwest	Saturday	Closed
Northwest	Sunday	Closed
North (Service Entrance)	Monday thru Friday	6:30 a.m. – 5:30 p.m.
North (Service Entrance)	Saturday	Closed
	Sunday	Closed

Please also consider accessibility for those with physical limitations when requesting rooms. For example, the Morris Classroom (A-B Hall, room 202) the Jordan Foundation Classroom (A-B Hall, room 204) require that a person in a wheelchair go down a ramp to get to the front of the room.

Events Requiring Food and Beverages

Alcoholic Beverages

If your event involves alcohol, the policy of the Graduate Professional Council (GPC) and the law school administration is that two sober people must be present for the duration of the event. (See [Alcohol Policy](#) in the **MISCELLANEOUS POLICIES** section of this handbook.) These two people will need to sign a “Responsible Person” form, which is available in the Armstrong Teasdale Student Services Suite (no. 303), the Events Office or by emailing cjburns@wulaw.wustl.edu. This form must be returned to Carrie Burns at least three business days prior to the event. Alcoholic beverages may not be served before 3:00 p.m.

Food

Student organizations should notify the Events Office anytime they plan to serve food. The Events Office is available to work with student organizations with catering and ordering food. If food is being delivered, student organizations should email Jeanetta Nixon with a contact name and event details. Student organizations are responsible for the cleaning up after their events. Please see “General Clean-up Policy” in the Appendix of this manual.

Schnuck’s Corporate Card

The Law School has an account at Schnuck’s that your organization may use for supplies and food for your parties. The Schnuck’s card can be obtained from Suite 210, and needs to be returned after use along with the original receipts and the name of the organization. You will also need to complete the SBA form. Your organization’s account will be charged when the Business Office receives the statement.

Happy Hours

Student organizations must attend a happy hour training before SBA will allow them to sponsor a Happy Hour. This training covers procedures for set-up, tear-down, and clean-up, which are the sponsoring group’s responsibilities. (See “Happy Hour Set-up & Tear-Down” in the Appendix of this manual.) WFF will clean the Crowder Courtyard after Happy Hour and student organizations should allocate money for two hours of cleaning. Additionally, student organizations should ensure that food and drink do not leave the Crowder Courtyard. Failure to do so may result in any associated cleaning/damage fees being charged directly to the student organization account.

Student organizations must follow the University and Law School’s alcohol policies and must submit a responsible person form (see the **APPENDIX** of this handbook) to Carrie Burns in Suite 303.

Water

Bottled water is not provided for law school events and law school funds shall not be used to purchase bottled water. Student organizations may request water dispensers from the Events Department at least 5 days in advance of their events. (Please see “Water Policy” in the Appendix of this manual.)

Facilities Charges for Student Organization Events

Student organizations may incur charges for fees incidental to use of the Law School space including fees for cleaning and maintenance of a room if the organization fails to clean. Groups could be charged a clean-up fee, based on the hourly rate charged by WFF (for events in A-B Hall) or Aramark (for events in Seigle Hall).

Student organizations have access to Washington University space but need to contact the University's Event Services office to see what space is available and what charges accompany the space. Event Services can be reached by email at events@aismail.wustl.edu or at 935-5234.

Law Daily Announcements

The Law Daily and the student calendar are designed as comprehensive listings of all major student meetings, events, announcements and other items of public interest.

It is important that all groups have a designated individual who is responsible for entering information on this calendar. The instructions below are intended to guide him or her through this process. If you have any questions, please do not hesitate to contact Carrie Burns, Dean Walsh, Aris Woodham or Ann Nicholson for additional information.

How to get items posted on the student event calendar

- The submitted event will go into an approval queue and will not appear on the calendar until Carrie Burns has reviewed (and possibly edited) it.
- The event may be linked directly to The Law Daily when the reservation is made in VEMS. Posting of announcement/description of the event is at the discretion of The Law Daily editor, so compose carefully.
- To post an announcement for an event that **does not** require a room reservation go to: <http://law.wustl.edu/lawdaily/students1.asp>.

Deadlines

All items must be submitted at least **3 business days** prior to the date on which they are to appear in the Law Daily or on the calendar. Events that are to appear on the calendar on a Monday should be submitted by Wednesday morning of the previous week.

In the "Event Description" field it is important to include the following:

- The date of the event or program
- The starting and ending time of the event or program
- The name and number of the room in which the event is scheduled (if it is in the Law School), e.g. Wright Jury Room (No. 311). A list of room numbers and names is on MyLaw
- The names of any speakers and the topics that will be discussed
- The name and email address of the person who should be contacted for more information

Office Supplies

Student organizations can order tax-exempt office supplies at a reduced rate through the Business Office. The Business Office will charge the student organization account for the supplies which should arrive shortly after ordering.

Tabling

Student organizations may table in the Crowder Courtyard but must reserve table space with the Events Department. Contact Gail Boker (gboker@wulaw.wustl.edu) to make such arrangements.

Web Pages

By default, any group recognized by the SBA will be listed on the student organization page at <http://law.wustl.edu/students/index.asp?ID=1005>. Absent any contribution from the organization itself, the law school will link the organization's name to a short description, typically provided by the SBA. At the organization's request, the name can be linked to an external web server, although the School may, in that instance, include a disclaimer on its own pages specifically disavowing endorsement of any content on an external site. Any student organization wishing to create and maintain a more extensive web presence on the Law School's web server should contact Aris Woodham (at 935-9897 or Woodham@wulaw.wustl.edu). She will arrange a meeting time with the organization's representatives to discuss the creation and deployment of the organization's site.

There are two basic paradigms available to organizations that wish to use the School's hosting services. The first involves the creation of an entirely distinct web site with unique graphics, navigation and content. In that instance the underlying files are typically created by the organizations members, or, in some instances, by a professional web designer. Upon delivery of those files to the School's Web Services department, they are loaded into an assigned folder on the web server and a link is placed to that folder from any and all instances of the organization's name on the School's web site. Updates to those files are delivered to the Web Services department by organization members, usually as attachments to e-mail messages. Upon receipt, the Web Services team will load these as soon as possible (usually within 24 hours). Direct FTP access to the School's web server by organization members or their designates is not currently available, but may become so in the future.

The second paradigm involves the use of the School's own graphics and navigation system. In this instance, the Web Services staff designs a site for the organization using the School's existing templates. Textual content is, of course, provided by the organization. Photographs, audio, and video can be incorporated in accordance with the School's existing style guides. Because the School's web site uses a content management system (CMS), organizations using the School's template can directly access and edit their textual content through that CMS. The organization will appoint no more than two web editors who will be given accounts on the CMS system. The CMS allows remote login from any Internet-connected PC using the Internet Explorer browser (version 7). Content can, as a result, be accessed and edited off-site at any time. The CMS is fully supported by the School and the Web Services staff will provide initial training to the organization's web editors, its use, as well as assist with any problems that might arise in page creation or deployment.

Student organizations should specifically note the following, as stated in the Washington University policies:

1. Currently there are no size limits on web sites, although that may change should space become an issue.
2. Organizations must comply with the Law School's and the University's policies about Internet use, as well as with federal law, such as copyright, and with the law governing restrictions on data

transmissions. No University system or network may be used for any purpose or in a manner that violates University statutes or regulations or federal, state, or local law. Student organizations should be thoroughly familiar with these laws as well as the School's and University's policies and recommendations. Printed copies will be provided upon request.

3. Partial use of the School's templates (including graphics, images, logos, etc.) is not permitted. Organizations must either comply with the School's style guides or design an independent site with unique templates that are readily distinguishable in style and appearance from the School's.
4. Use of University systems or networks for commercial purposes, except where explicitly approved, is strictly prohibited.
5. University and Law School policies place no restrictions on students' academic freedom or rights of expression. However, as members of the Law School, students are expected to exhibit the same qualities of professionalism, courtesy and respect for the rights of others that are demanded of members of the Bar. Student organization web pages should reflect this responsibility.
6. The School reserves the right to remove any content that identifies and targets specific individuals for ridicule or criticism. Such content can be the basis for civil or criminal liability and the School reserves the right to remove it from any School servers.
7. Finally, the following disclaimer must appear prominently on the home page of student organization web pages:

Washington University in St. Louis and Washington University School of Law do not sponsor, review or monitor the contents of World Wide Web sites on University facilities, nor does the University or the Law School endorse the contents of any such web page.

MISCELLANEOUS POLICIES

Advertising Inside Anheuser-Busch Hall

SBA-approved student organizations are given bulletin board space on the 2nd floor in A-B Hall. Additionally, student organizations may hang flyers on the bulletin boards on the ends of the rows of lockers on the 2nd floor in A-B Hall. Use of the boards must comply with the policies established by the SBA Environment Committee which states:

Do not tape posters or announcements on walls, windows, doors, or along the edges of chalkboards. Any item hung in these areas will be removed and discarded.

Student organizations may advertise their events on the plasma screens on the 1st and 3rd floors of A-B Hall. To make such arrangements, contact webhelp@wulaw.wustl.edu.

Alcohol Policy

Any on or off-campus event sponsored by a student organization recognized by a graduate school and involves alcohol, must comply with the University's Drug and Alcohol Policy (www.wustl.edu/policies/drugandalcohol.html). Any on-campus event involving alcohol must have a sponsoring organization.

Distribution of Alcohol

Under Missouri's Liquor Control Law, it is illegal for anyone under 21 to purchase, attempt to purchase, or possess alcohol. Violation could result in a fine of up to \$1000 and/or imprisonment for up to one year. Alcohol must not be freely accessible and must not be served to anyone under 21 or who is visibly intoxicated. In addition, alcohol cannot leave the event site.

Student Organizations may order and control distribution of alcohol at an event but must provide "Responsible Contacts." Alcohol may not be served before 3:00 p.m.

Responsible Contacts

At least one person (the Law School requires two) from the sponsoring group must be designated as the Responsible Contacts for the event. These designates must remain sober before and during the event and are responsible for overseeing and ensuring safety at the event and alcohol distribution. Responsible Contacts must also be able to shut down an event if the alcohol policy is not being followed or if other problems arise.

Food & Beverages

Food and non-alcoholic beverages must be provided at events where alcohol is served. These items should be free and easily accessible, displayed attractively, and include non-salty options. Water must be provided, and the items should be constantly available throughout the night.

Advertising

Alcohol may not be the primary focus of an event. It may be mentioned in advertising using phrases such as "happy hour," "beer & pizza," "wine & cheese," etc. Events open to the general public and/or advertised off campus may not include alcohol.

For the full "Policy Governing Alcohol Service at Events Sponsored by Graduate Student Organizations" visit <http://prograds.wustl.edu/alcohol-policy>.

Additional Law School Requirements

1. A copy of the "Responsible Person" form must be turned in to the Carrie Burns in the Armstrong Teasdale Student Services Suite (AB 303) at least three days before the event.

2. Ample food and non-alcoholic beverages must be served and prominently displayed at any event where alcohol is served.
3. All guests must be 21 years of age and must be able to produce identification of age if asked.

Alumni Contact

Students and student groups wishing to be in contact with alumni or invite alumni to attend an event at the School should contact Alumni and Development (935-5246) at least three months in advance. (See **Fundraising and Events Including Alumni and/or Sponsorship** in this section of the handbook.) Each student group must also submit a written request. (Not all requests may be granted.) A copy of what is to be mailed must accompany the request for approval. If a list is requested, student groups must include a letter stating the purpose of the request. Student organizations interested in contacting law firms, businesses or non-alumni, need to seek approval from Career Services and Student Services. Labels or lists are to be used only by the organization requesting them and may not be requested for non-University use.

Career-Related Speakers

The Career Services Office (CSO) is happy to assist student organizations with securing speakers for career related programs and to assist with funding such events. For speaker assistance student organizations should contact the CSO at least six weeks in advance. For funding assistance, student organizations should contact the Assistant Dean for Career Services, Strategy and Marketing at least two months in advance of the event. In addition, each student organization must submit a written request outlining the program (i.e., program description, targeted audience, etc.), the expenses the CSO is being asked to fund, speaker background information (if applicable), projected student attendance, and any other information that would be pertinent to assist the CSO's decision of whether to fund the event. Not all requests may be granted.

Additionally, the CSO counselors will "take the show on the road" to present an array of workshops tailored to a student organization's interests. Possible topics include: resume-writing, job search strategy, and interviewing. Student organizations should submit a request to the CSO at least one month before the desired program date that includes the topic and possible dates/times and location of the event. (With less notice the CSO cannot guarantee accommodating the request.) The CSO requests attendance of at least 10 students.

Charles and Bunny Burson Student Activities Fund

The Burson Student Activities Fund was created through a generous contribution by Charles and Bunny Burson (law parents and friends) and has as its purpose the support of activities that improve the intellectual content of student activities at the Law School. The donors' intent was to fund: 1) student travel, and 2) outside speakers on legal topics of particular interest to Washington University Law students (paying the expenses of speakers and special programming), thereby enabling our student organizations to bring in outstanding attorneys, professors, or judges for programs that enrich the school's intellectual climate.

Student Travel

The Burson Fund will consider requests for funding for transportation and accommodations. In special circumstances, students may be eligible to receive support for meals. An individual student will receive no more than \$500. If more than four (4) students apply to attend the same conference or program, no more than \$2000 will be allocated to the activity and will be divided among all students who apply to attend. Conference fees are not covered through the Burson Fund and students are encouraged to ask the Career Services Office for funding. (See **Conference Attendance & Fees** in this section of the handbook.) The Burson Fund finances most forms of student travel; however, it will not fund travel related to participation in for-credit moot court or mock trial competitions and travel solely for the purpose of interviewing or job-seeking.

Students should contact Elizabeth Walsh (ewalsh@wulaw.wustl.edu) for an application.

Student Programming

Students must submit written proposals that include specific information about the lecture or program, including the speaker and his/her credentials, lecture topic, how this will fulfill the purpose of enriching the school's intellectual climate, and a detailed budget (including airfare, reception expenses, meals and transportation costs of speaker, speaker's fee, if any). Because of the Fund's express purpose, it is not designed to bring in celebrities or famous individuals (for which a speaker's cost would be prohibitive); rather, students are encouraged to focus on identifying speakers who will provide the opportunity to expand knowledge in particular areas of the law. Only a limited number of programs are approved each academic year as Burson Fund events. Because funds are shared by so many organizations, typically approved programs receive about \$1,000-\$2,000, at most, in funding.

Student organizations are encouraged to co-sponsor approved Burson Fund events, to advertise the event and encourage attendance among their membership and the student body. The president of each student organization is also asked to serve as a host during the speaker visit to campus.

For more information and an application, contact Elizabeth Walsh at ewalsh@wulaw.wustl.edu.

Conference Attendance & Fees

The Career Services Office (CSO) is willing to provide financial support to representatives of student organizations who seek to attend career-related conferences and fairs according to the following provisions:

1. While the law school supports and encourages students to attend various conferences and career fairs, students are advised that there is very limited funding available for support of such activities. While there is not a fixed dollar amount available to support any individual student's expenses, as a general proposition, funding support will typically not exceed \$200 per student in any calendar year except in unusual circumstances.
2. Students will not receive financial support for conferences or careers for those events already supported by the CSO.
3. Requests must be submitted in writing to the Assistant Dean for Career Services, Strategy and Marketing at least one month or as soon as practicable prior to the anticipated event/registration deadline and must include:
 - a copy of the Conference/Career Fair registration form;
 - a copy of the Conference/Career Fair schedule;
 - a list of each student(s) seeking to attend the Conference and, if applicable, their organization titles;
 - a detailed budget for each student seeking funding;
 - a statement explaining how attendance at the conference or career fair will promote the law school and/or the law school student organization; and
 - a statement of the level of financial support being provided by the student organization.
4. Conferences will be eligible only if the student organization seeking financial support is an affiliate of the national organization hosting the Conference and the Conference is a regional or national conference of the parent organization. In rare instances an event may be eligible if the organization sponsoring the event does not offer student affiliations of any kind.
5. Career Fairs will be eligible only if the organization sponsoring the Career Fair is a professional bar, student bar, or other professional legal organization or affiliated with a professional bar, student bar or other professional legal organization.
6. Travel costs (e.g. airfare and other transportation costs) are deemed ineligible for support; students and student organizations seeking funding are expected to contribute a portion of the costs of

attendance. Funding may be available to assist law students who have been elected to a national or regional office of their member organization.

7. The Assistant Dean for Career Services, Strategy and Marketing will notify the students of the level of funding assistance within two weeks of the submission of the request for funding. All requests for reimbursement must be submitted to the Assistant Dean for Career Services, Strategy and Marketing within two weeks after the completion of the Conference/Career Fair. If approved, a check request must be accompanied by an original, detailed receipt for the registration fees included on the Statement.
8. Each approved request must be accompanied by a report about the Conference/Career Fair. If the registration fees are for a Conference, it must also include an outline of how the knowledge/information gained at the Conference will be used to benefit the student organization. The check request will not be submitted for reimbursement unless the report has been submitted.

Funding

All money to cover the cost of an event must be in the student organization's account before the event is approved by Student Services. Students are not legal signatories of the University, and may not sign contracts or agreements, or enter into any verbal agreements, on behalf of their organization. **Students may not sign contracts of any kind.**

If a student organization is in need of additional funding beyond the designated amount by the Student Bar Association, then the group must submit a written proposal to the Assistant Dean for Student Services requesting approval for additional funds. This proposal must be submitted at least six months in advance of the event.

Fundraising

Student organizations can raise money to supplement SBA funds and membership dues through one of two ways: 1) merchandise sales, and 2) by hosting an event or activity. Fundraising activities can benefit the student organization's purpose or mission or an off-campus charitable organization. Examples of fundraising activities include, but are not limited to:

- Bake sales;
- Charity Poker Tournaments (see Washington University's Gambling Policy in this section the handbook);
- Law school t-shirt sales;
- Raffles; and
- Selling bracelets.

Logotype Usage

Any merchandise sales with the University's or Law School's name or logo must be approved by Product Graphics (<http://productgraphics.wustl.edu>). In addition, all apparel on which a logo or name is to be affixed must be purchased through a University licensed vendor.

Events Including Alumni and/or Sponsorship

If a student organization would like to engage in fundraising activities by hosting an event to which alumni will be invited (see also "Alumni Contact" in this section of the handbook) or for which sponsorship or donations are requested, prior approval needs to be obtained from Student Services, Career Services and Alumni and Development. Student organizations should submit a proposal to the Assistant Dean for Student Services well in advance of the event. The proposal should include:

- clear description of the purpose of the event
- A proposed budget, including a breakdown of operational expenses and projected income
- The names of the people who will coordinate and participate in all facets of the event
- The actual time and location of the event

Student organizations interested in contacting law firms, businesses, or non-alumni, need to seek approval from Career Services and Student Services.

Movie Policy

Because of copyright infringement, permission, or the “rights,” to show a movie may sometimes be required. All student organizations are required to follow University policies, state, local, and federal law. Should any organization violate the copyright law, the University would **not** provide any kind of protection from liability under the law. See University policy in the **APPENDIX** of this handbook.

Press Releases and Use of Letterhead

Student Services must approve any printing placed on letterhead which is provided through Student Services. The use of Washington University School of Law name, logo or crest, as well as other symbols and marks that are representative of the school, may be used only with the permission of Student Services.

Speakers

If a student organization wishes to host a speaker the Student Services Office and Career Services Office must be notified **three weeks** in advance of the anticipated date for approval. This is especially the case in regards to political figures. Students that fail to notify Student Services and the CSO run the risk of not having their event approved.

Washington University Gambling Statement

Gambling, with only a few highly regulated exceptions, is illegal in Missouri (RSMo § 527). Illegal gambling of any form is not allowed at Washington University in St. Louis.

Groups wishing to reserve University space for fundraising events involving games, including poker tournaments, “casino nights,” and other games commonly played in a casino must abide by the following Guidelines.

1. Games may not include all three of the following elements.
 - a. **Consideration** – The exchange of something of value for the opportunity to participate in the game. Consideration includes donations that are “requested” but not “required”.
 - b. **Chance** – The winner is chosen by “luck” with little or no skill or ability. Poker is considered a game of luck.
 - c. **Prize** – Any benefit, cash or property awarded to a winner.
2. Game rules must be clearly described to participants before play begins.
3. Alcohol may not be served or consumed during the event.
4. Events may only be open to University students, faculty or staff.
5. Examples of acceptable gaming events:
 - Ex. #1: Poker Night with admission fee (i.e. consideration), but no prizes. Admission fee and “winnings” must go to recognized 501c (3) charitable organization. Participants and non-charitable hosting organizations may not profit or win prizes.
 - Ex. #2: Casino Night without admission fee/exchange of money (i.e. Consideration). Prizes may be awarded to winners.

Questions about this statement or your planned event should be directed to the Assistant Vice Chancellor/Director of Campus Life.

Additional Washington University policies can be found at <http://www.wustl.edu/policies/>.

**APPENDIX:
STUDENT ORGANIZATION
FORMS**

STUDENT ORGANIZATION REGISTRATION FORM

Each student organization is required to provide the names and contact information for ALL of the organization's officers and ***submit a copy of its current constitution.*** This form should be completed and returned to Carrie Burns in the Armstrong Teasdale Student Services Suite (A-B Hall, Rm. 303D). Student organizations will not be allowed to reserve space until this form is received.

Please print legibly.

Academic Year: _____

STUDENT ORGANIZATION	
-----------------------------	--

FACULTY ADVISOR'S NAME	SIGNATURE

OFFICER	NAME	EMAIL	PHONE
President			
Vice-President			
Secretary			
Treasurer			
Other			

Current Constitution on file? _____

Please return this form to Carrie Burns in the Armstrong Teasdale Student Services Suite (A-B Hall Rm. 303D).

Student Clean Up Policy & Procedures

WFF is the contracted janitorial vendor for AB Hall and Aramark Cleaning Services the contracted janitorial vendor for Seigle Hall.

In the event that the janitorial contractor is unable to provide special cleaning services for student events or students are instructed to and have agreed to clean up after themselves due to limited post clean times between scheduled classes the following procedures will apply. By default all student events involving food/beverage will have a special event scheduled cleaning unless otherwise agreed upon by the Event Department.

1. Student(s)/student representative(s) will get from the Events Department (located in AB Hall, Rm. 102) a self-cleaning basket which will consist of :
 - Large garbage bags. Blue for recyclable items and clear for all other trash
 - Disinfectant wipes & or disinfectant spray & paper towels
2. Student(s)/student representative(s) if applicable will collect 2 extra trash cans for use in the class room: one for recycling and one for regular trash
3. Bags will be placed appropriately in these trash cans and will be monitored during event and changed as needed.
4. After the event student(s)/student representative(s) will wipe all tables and chairs. Pick up all visible trash and take the extra trash cans and trash to the interior of the service entrance of AB Hall.
5. Student(s)/student representative(s) will return self-cleaning basket and remaining cleaning supplies to the Events Department (Rm. 102).
6. If for any reason there is a spill which student(s)/student representative(s) are unable to clean up thoroughly, student(s)/student representative(s) will try to contain the spill and immediately alert the Facilities Department and/or the Events Department by calling 935-6551. Either department will then contact the appropriate janitorial contractor and have the spill contained. Alerting the Facilities/Events Department does not preclude the student(s)/student representative(s) from performing the agreed upon cleaning procedures.
7. Any student event requiring Special Cleaning Services that is placed on the calendar less than 3 business days in advance will be billed at the emergency rate.

Additional:

Aramark Cleaning – Seigle Hall

Normal Billing Rate	\$33.64 per hour per person
Emergency Billing Rate	\$44.60 per hour per person
Holiday Billing Rate	\$67.70 per hour per person

Failure by any student organization to thoroughly clean up after themselves can result in an emergency clean up charge to the group.

STUDENT BAR ASSOCIATION "RESPONSIBLE PERSON" AGREEMENT

This form must be completed before alcohol is ordered or served for any on-campus event sponsored by the Student Bar Association (SBA). *Please note that any beer served in Anheuser-Busch Hall must be an InBev/Anheuser-Busch product.* A menu is attached to this agreement.

Sponsoring Organization	Event Name	Event Date

By signing this form, I agree to:

1. Remain present and sober for the duration of the event;
2. To provide food and non alcoholic beverages that are constantly available and easily accessible;
3. Report activities which are illegal (including underage drinking) or cause or are likely to cause injury to people or damage property to the Law School or law enforcement authorities;
4. Ensure that food and beverages do not leave the area in which the is held; and
5. Ensure that the area in which the event is held is cleaned after the event, including following the instructions on the attached documents and removing decorations

By signing this form, I also understand that the student organization sponsoring the event will be automatically billed for three hours of cleaning and for any additional hours as needed. By assisting with the clean-up, I will increase the likelihood that the work is completed in a timely fashion.

Responsible Person #1:

Name	Email	Phone

Signature

Date

Responsible Person #2:

Name	Email	Phone

Signature

Date

Happy Hour Event

Set Up 4:00pm – 4:55PM

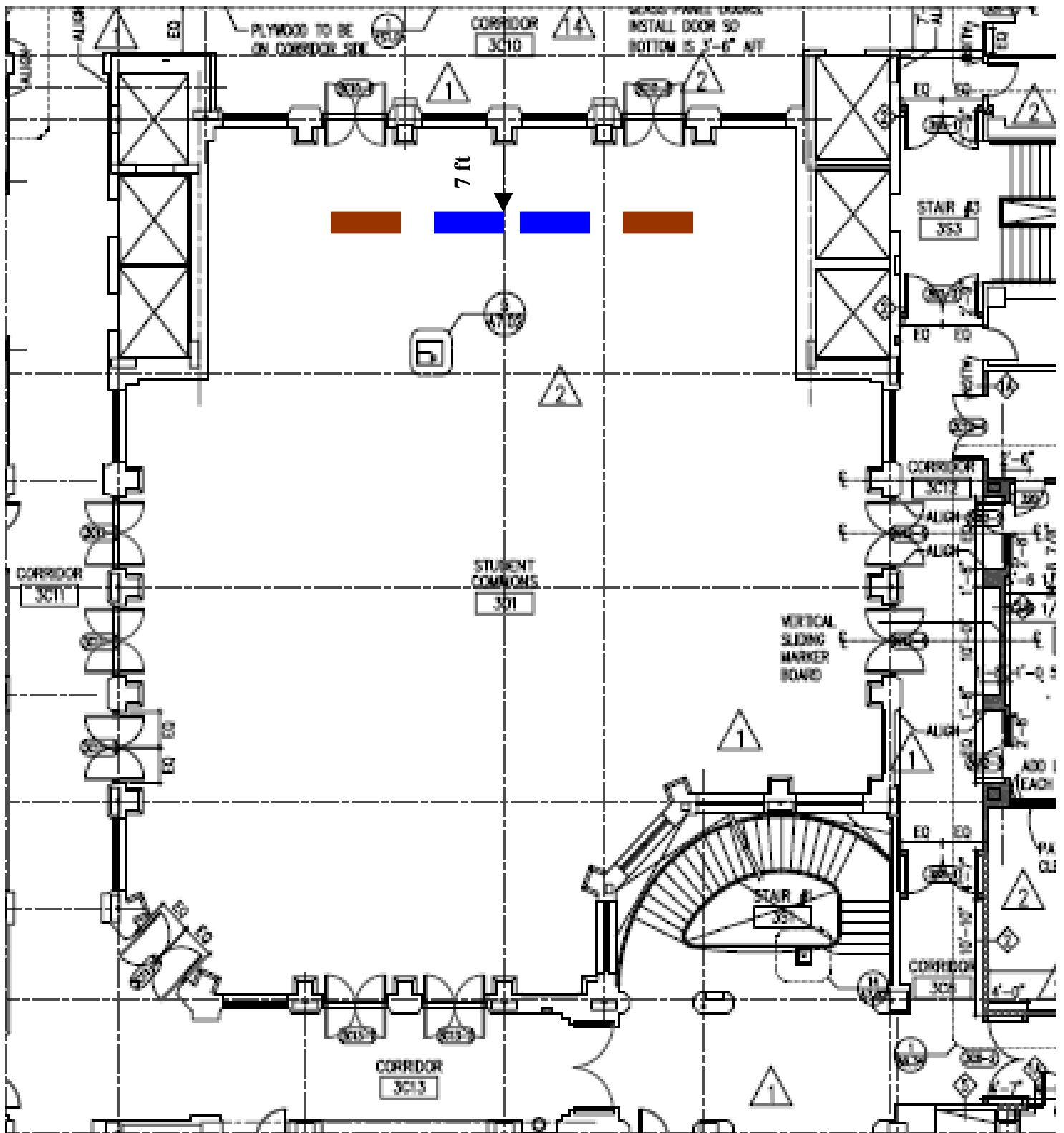
1. In the Closet located opposite room 311 you will find the two Chill ‘N’ Fill tables along with two 6’ x 30” tables.
2. Set Fill ‘n’ Chill tables along parallel to the walls of the hallway adjacent to rooms 312 & 311der. Ensure that adequate space is left on either sides of the table for serving.
3. Place tubs beneath the drain of each Fill ‘n’ Chill table.
4. Ensure that drain stopper has been screwed correctly. Water will leak from the table if the drain cap is placed incorrectly.
5. Set extensions on the inside of the tables. These will be located in closet located opposite room 311.
6. Skirt Tables using skirt and clips provided.
7. Clear (4) trash-bins and replace the clear bags with blue recycling bags.
8. Place the trash bins along the hall of rooms 312, 311 and the foyer of 310.
9. See Jeanne/ Gail in Room 102 (only then would set up service be considered complete)
10. Place drinks in the table
11. Cover drinks with ice
12. In the closet opposite 311 you will also find (2) 6’x 30”. These can be used for food. Place these tables appropriately in the foyer of 310.

Approximate set up time 55 minutes


Tear Down 6:30pm -7:30pm


1. Remove and store remaining drinks from tables
2. Clean, fold and store (2) 6’ x 30” table vertically in closet located opposite room 311
3. Remove table skirts from Fill ‘N’ Chill Table
4. Place clips in bag provided and store in closet located opposite room 311
5. Remove, clean and dry extensions. Store extensions in closet located opposite room 311
6. Ensure tubs are appropriately located under drain of Fill ‘n’ Chill tables
7. Remove stopper from Fill ‘n’ Chill tables
8. Clean and dry stopper place in bag provided and store in closet located opposite room 311
9. Push and clear all the water and ice into drain
10. Clean & dry Fill ‘n’ Chill tables thoroughly, fold and store vertically in closet located opposite room 311
11. Drape skirts over tables to allow skirts to dry.
12. Dispose of water and ice from tubs into janitorial sinks
13. Dry tubs and store in closet located opposite room 311
14. Dispose of all trash appropriately. All trash receptacles should now have clear bags.
15. Mop area in which tables were located and place “Caution: Wet Floor” sign on wet ground.

Approximate Tear Down / Clean up Time 1hour 15 minutes.



Happy Hour Set Up Diagram A

 (2) 6' x 30" draped tables

 (2) Fill 'n' Chill tables

Water for Law School Events

Bottled Water will not be provided at events held at the law school. Law School funds shall not be used for the purchase of bottled water excepted where special dispensation is granted.

Students / Staff / Faculty may request from the Event Department at least 5 business days prior to their event use of Water Dispensers. Students/ Staff/ Faculty will be responsible for providing cups for their event and are strongly encouraged to promote the use of reusable drinking cups/ bottles to attendees.

Students / Staff / Faculty may also request water pitcher(s) for speakers. Cups must be provided for the speaker by the student group. Water pitchers may request from the Event Department at least 5 business days prior to the event.

Water dispensers and or pitchers can be collected on the day of the event from the Event Department. These dispensers and or pitchers can be filled with ice & water and placed in the event space. After the completion of the event students must return the water dispensers and or pitchers to the event department on or before the end of the business day on which the event took place.

Students / Staff / Faculty are responsible for filling and maintaining as needed the water pitcher(s) / water dispensers for their event.

For events occurring on a non business day or after 4:00pm on a business day; students will collect requested equipment between 3:00pm & 5:00pm on the immediate business day prior the event (unless otherwise agreed upon). After the completion of the event students must return the water dispensers and or pitchers to the event department on or before the noon of the business day following the event.

Water Dispenser and pitchers must be returned to the Event Department. Students / Staff / Faculty are asked to remove the water & ice from the water dispenser before returning said equipment.

Only water and ice should be placed in the water dispensers and or pitchers. Should a water dispenser and or pitcher become damaged or is used in a manner other than that which is described within this document, the responsible student group/ staff/ department/ faculty / event will be liable to pay the full cost of the replacement of the dispenser(s) and or pitcher(s)

With prior approval students may be granted access to the staff lounge to get ice and water for the water dispenser and or pitchers.

Student Group representative/ staff member/ Faculty and or Faculty representative must sign responsibility agreement in the Event department prior to receiving any equipment. On acceptable return of equipment students will be asked to sign for the return of equipment.

Catered Water Service

In the event Students / Staff / Faculty wish to purchase water services from Law Café Aramark the following shall apply:

- If Law Café Aramark is catering your event Water Service will be included in the 12% Service charge applied to the bill.
- Catering Pick-ups will be billed at \$5.00 per water dispenser (includes 30 plastic cups per dispenser. Each additional cup is \$0.10) and \$1.00 per pitcher (includes 5 plastic cups per pitcher. Each additional cup is \$0.10). There is no maintenance option on the catering pick- ups. Failure to return the water pitcher/ water dispenser to the café within 24hrs of the event will result in the full replacement cost of the equipment being charged to the group/event

Water Dispensers

- Water Service Only (Pick Up) - \$10.00 per water dispenser (includes 30 plastic cups per dispenser. Each additional cup is \$0.10)
- Water Service Only (Set Up and maintained) - \$10.00 per water dispenser + 12% Service Charge (includes 40 plastic cups per dispenser. Each additional cup is \$0.10)

Water Pitchers

This water service option is only available for event speakers or to groups less than 10

- Pick Up - \$2.00 per water pitcher (includes 5 plastic cups per pitcher. Each additional cup is \$0.10)
- Set up and maintained - \$2.00 per water dispenser + 12% Service Charge (includes 5 plastic cups per pitcher. Each additional cup is \$0.10)

Responsible Student /Party Agreement

I _____ of _____
Name Student Group/ Event Name

will be responsible for water dispenser/s _____ and or pitcher/s _____
Number Number

and will return the above equipment to the Event Department in the manner described above on or before _____.

Time & Date

I understand that if I fail to return said equipment in a condition satisfactory to the representative from the Event Department, _____
Student Group/ Event

shall be charge the replacement cost of the equipment.

Signature and Date

Name (Print)

Event Representative Name & Date

EQUIPMENT RETURN

All equipment has been returned in a satisfactory condition.

Equipment returned in an unsatisfactory condition (list below)

Event Representative Signature and Date



I Want to Show a Movie!!!

(Without worrying about getting arrested!)

When you want to show a film on campus, you may be asked to provide proof that you have obtained permission (the “rights”) to show that material. This handout is designed to help you understand why this is necessary, and how you can go about getting the permission you need.

Why does my organization need to get permission to show this film?

Copyright infringement is a serious offense under the law. While it is important to abide by the law, it is also important that your organization represents itself well by doing the right thing—getting permission to show the film. As a Washington University student organization or department, the University expects you to follow University policies, and state, local, and federal law. Should you or your organization be caught violating copyright law, the University would **not** provide any kind of protection from your group’s liability under the law.

When is permission required?

Permission to show a film is necessary more often than you might think. Some common examples include:

- **Any time you show a film in any public University space** (this includes any classroom, lounge, or common area at the University). These spaces are considered “public” spaces, and showing the movie in these areas is the equivalent of showing them in a theater. *Permission is required even if the event is free, and has not been advertised.*
- **If you have used publicity to invite your audience** to the showing, regardless of the location (this includes but is not limited to mass emails, letters, flyers, and web postings). Because movie rentals are intended for private use, renting them does not provide you with the permission you need to have a public showing in which an audience is invited.
- **If you are charging admission for the showing or an event in conjunction with the showing** (charging for a lecture that will accompany the film, for example). This would be true even if you showed the film at your house, or at another venue off campus.

When is permission not necessarily required?

- **You may not need permission if the film is being shown as part of a face-to-face teaching activity that is tied to the curriculum of an established University course.** *It is important to note that this face-to-face teaching exception is extremely narrow, and usually does not apply. Simply having an “educational” component to the showing is not sufficient to bring it within this exception.* In addition, even if the distributor provides special permission

for films shown for educational purposes, they will still need to provide you with written confirmation to protect your event under the law and University policy.

- **You may not need permission if you are showing only brief parts of a film.** There is no set rule for what “brief” means in this context, but a general rule is that these snippets are permissible when the event is free, when the snippet does not reveal key plot items to the film, when the length of the showing is insubstantial, and when it does not reduce the likelihood of viewers seeing the entire film.
- **Your department or organization may already have permission to show the film.** If you are showing the film in conjunction with an academic department, that department may already have permission. Check with your department to be sure. If permission is already granted, they will be able to show you written proof of that fact.

How can I get permission?

Getting permission for showing most films is fairly simple, although it may be somewhat more complicated for some rare or international films. There are resources on campus to help you if you should have problems. Most “mainstream” films that are distributed for non-commercial use (which is what most campus showings would be) come from one of two main distributors, or you can search for the proper source:

- **SWANK Motion Pictures, Incorporated** – the web site for this company is www.swank.com, and the phone number is 1-800-876-5577. The list of films they distribute is on their web page, but they add new films regularly.
- **Criterion** – Another company like SWANK; they are the other big distributor. Their web site is www.criterionpic.com, and their phone number is 1-800-890-9494.
- **Conduct a web search**—a good place to start is www.imdb.com, the Internet Movie Database. Simply go to the site, type in your film in the search area on the left, and choose the correct film out of the results. Once you choose your film, go to the “Company Credits” and look up “distribution.”
- **If you STILL can’t find out** who distributes the film, you can call **(310) 247-3020**, to the Reference Library of the Motion Picture Academy.
- **If you have already done all this**, and you STILL can’t find it, call the Office of Student Activities. The Advisor of the Day may be able to help you.

What is a film distributor going to ask me?

- Your name, and the name of the organization you are working with
- How you intend to show the film (advertise all over campus vs. to a small group, whether you are charging, what kind of venue you are showing the film in)
- If there is a charge, how your organization will pay
- When you intend to show the film
- Contact information for your organization
- Whether or not you need them to send you a copy of the film

Is this going to cost money?

It might. The only way for you to determine this is to call the distributor, explain under what context the film will be shown, and see what they can do for you. If there is a fee, it will matter whether or not you are charging for the showing, how many people you expect, whether or not you need a copy of the film sent to you, and how often you show films. Have all of the information handy about your event when you speak with the film’s distributor.

After I have obtained permission, what “proof” does the University need to see?

Once you have obtained the rights, you will receive a written record of your permission to show the film. This is commonly called a “confirmation.” If you are being charged, an invoice will follow this confirmation once you show the film. Confirmations can come via the mail, or via email, and will have the film, the date(s) you have permission to show the film, the contact information of your representative from the distribution company, and the format you requested the film in (if the film is being sent to you), and other pertinent information. If a distribution company is unable to provide a confirmation, they should send you a letter electronically or via mail that certifies that you have legally obtained the rights to show the film. This should be on letterhead with all contact information of the distributor available.

This is so complicated! Why don't I just not tell the University that I am showing a film?

Even though it sounds complicated, it really is not difficult to obtain the proper permission to show films on campus. It will definitely take less time and money than defending yourself or your organization in a copyright infringement lawsuit. Intellectual copyright infringement is being prosecuted more and more on college campuses. It is just not worth the risk. More immediately, if you show a film in the University without getting permission, and the University becomes aware of it, your organization could stand to lose valuable benefits, including use of space in the University.