

RIT Student Club and Organization Events Procedures

Center for Campus Life

Overview:

One of the most exciting aspects of being part of a student club or organization is creating events and activities for your club or organization or the campus community. Events and programming support and enhance RIT's mission and goals by expanding student engagement, increasing RIT spirit, and fostering a sense of campus community. The Center for Campus Life is here to assist and support student club and organization leaders in hosting safe and successful student events.

Student organization events are managed using the [RIT Event Reservation System](#). The Center for Campus Life, working with several RIT departments, reviews and approves all student organization events and programs.

1. Definition of an "Event"
 - a. A student club or organization event is any program or function planned, sponsored, or co-sponsored in the name of, under the auspices of, or for the sake of, the recognized student club or organization. Any gathering of its members acting together may be considered a student club or organization event.
 - b. A student club or organization event is one which utilizes any RIT resources. Resources can be defined as time, space, financial, technology, communications, or services. All student club and organization events must be registered through the RIT Student Clubs & Organizations event management process in EMS (reserve.rit.edu). This includes all events on and off campus.
2. Access to Submit Events & Reservations
 - a. Access to the [RIT Event Reservation System](#) is restricted to designated officers of student clubs and organizations. To update an organization's officer access, students can please [complete this form](#). If an organization is newly recognized and does not have access to the event system, the organization will need to request a group be created - please [complete this form](#).
 - b. All students that have access to the RIT Events system on behalf of their student club or organization must complete the EMS Certification. To request access to this certification email studentevents@rit.edu. Any club member that was listed in their club or organization re-recognition process annually will be automatically added to the EMS Certification course.
3. Event Request Timeline
 - a. Event requests must be submitted to the [RIT Event Reservation System](#) a minimum of four days in advance. Depending on the designated level of your event, more time may be required for approval.

Student Event Management Process:

1. **Step One:** As a student club or organization, discuss program and event ideas that fulfill the mission of your organization. Determine preferences for size, scope, dates, locations, and times for the events.
2. **Step Two:** If applicable, review the budget of your organization and ensure you have the funding available for any program or event ideas. Refer to your recognizing department's finance policy for information on fundraising and requests for additional funding from Student Government or the Division of Student Affairs.
3. **Step Three:** [Review the information](#) for RIT policies, procedures, and guidelines that pertain to hosting a student organization event on campus.
4. **Step Four:** Review available spaces for your preferred event dates on campus events on the reservation system at [reserve.rit.edu \(EMS\)](https://reserve.rit.edu).
5. **Step Five:** When ready, submit your event request at [reserve.rit.edu \(EMS\)](https://reserve.rit.edu). Choose the correct reservation template for the type of space you would like to reserve. Be sure to include time in your space reservation for any set-up or clean-up needs. If any services are needed from Facilities Management Services, Tech Crew, University Production Services, RIT Catering, or Public Safety, be sure to request those in your event request submission.
 - For off campus events, submit those requests at [reserve.rit.edu \(EMS\)](https://reserve.rit.edu). Choose the reservation template for Request Off-Campus Event and Travel– Student Org to submit these event requests.
 - For virtual events, submit those requests at [reserve.rit.edu \(EMS\)](https://reserve.rit.edu). Choose the reservation template for Request VIRTUAL Meeting/Event - Student Org to submit these event requests.
6. **Step Six:** Once requests are submitted, they will be reviewed by space owners, services providers, and the Center for Campus Life Student Event Team to ensure the space is available for your event, the services can be provided, RIT policy and procedures are being followed and that the event fits with the mission and goals of your organization and the university.
7. **Step Seven:** Be sure to monitor your email as space owners, service providers, and The Student Events Team, or other service providers may email you with important questions about your event or with information on policies and procedures that apply to your event.

Student Event Level Designations:

Depending on the nature of the event described in the reservation, a level 1-4 designation will be placed on the reservation. Level 1 assumes the least amount of risk, services, and space while Level 4 assumes the most amount of risk, services, and space. It is important to note that higher level events traditionally take more time to approve. These events could also include the need to meet with RIT professional staff to obtain more information.

The applicable staff that are authorized to approve events is determined by the level assigned.

- Event levels will be determined based on the following criteria:
 - Space and location (on and off campus)

- Time and Date
- Participant Number size and type
- Impact on RIT Policy
- Impact on local, state, and federal laws
- Use of service provider and campus partners
- Use of third party (non-RIT) vendors and companies
- Health and safety risk factors

Depending on the level of event, review and approval could take more than the minimum time allotted to reserve space. It is recommended that events are put into the system for review as soon as possible. Student Organizations have the ability to input events and request space up to 365 days in advance. The Student Event Team has the authority to decline an event if the event is not requested with ample notice to review based on the level assigned. Please refer to specific policies within the [event procedures](#) to understand the lead time needed for review and approval for your event.

Event Levels:

The following criteria may be used to determine event levels. Event level assignments are at the discretion of the Student Event Team and must also follow RIT policies, procedures, and guidelines. Depending on the unique nature of your event, it may meet all or some of the determining factors under each category.

Event Level	Space	Time & Date	Participant Number & Type	Risk	Relevant Policy & Law	Service Providers & Campus Partner Approval
Level One	Single Location	<12 Hours	Low & Internal	NA	NA	<2 Service Providers
Level Two	>2 Locations	<12 Hours	Mid & Internal	NA	NA	<5 Service Providers
Level Three	Priority Spaces, High Traffic Areas, or >5 Locations	>12 Hours	<150 People & Mixed attendance of RIT and Non-RIT Community	Yes Minimal	Yes	Internal Service Providers, Third-Party Service Providers, and Campus Partner Approvals
Level Four	Priority Spaces, High Traffic Areas, or >5 Locations	>12 Hours	<150 People & Mixed attendance of RIT and Non-RIT Community	Yes High	Yes	Internal Service Providers, Third-Party Service Providers, and Campus Partner Approvals

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