Student Organization Handbook
2019-2020
# Table of Contents:

- Privileges of Registered Student Organizations ....................................................... 3
- Updating Your Student Organization ......................................................................... 3
- Post Office Box ........................................................................................................... 3
- Portable Sound System ............................................................................................... 4
- Student Organization Fair .......................................................................................... 4
- Student Organization Resource Lab .......................................................................... 4
- Leadership Library ..................................................................................................... 5
- Student Activity Fee Dates and Deadlines ................................................................. 5
- Student Organization Finances .................................................................................. 6
- Student Organization Travel Policy ........................................................................... 7
- Marketing & Advertising Events ................................................................................ 8-9
- Banner Space ............................................................................................................ 9
- Student Organization Office Space ............................................................................ 10-12
- Student Organization Awards ................................................................................... 13-14
- Food Policy ................................................................................................................ 14
- Reserving Space ......................................................................................................... 15
- Best Practices for Reserving Space ......................................................................... 16
- Student Unions Update and Reservations ................................................................ 17-19
- Student Government Association (SGA) ................................................................. 20-21
- Student Programming and Raider Entertainment (SPARE) ....................................... 22
Privileges of Registered Student Organizations

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

Updating Your Student Organization

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

1. Log into myMT using your pipeline credentials. Click on the “Organizations” tab. Then select the “Register an Organization” button on the left menu. Find your organization’s name and select “Re-Register”. The deadline to submit is September 13th, 2019 at 4:30 pm.
2. Submit any new by-laws or changes to the constitution.
3. Attend the Presidium Retreat or a Student Organization Orientation session.
4. Once these steps are taken, we will verify enrollment, wait for the advisor’s approval to serve, and complete the background checks for any outside consultants before approval will be given.

Post Office Box

Student Organizations are encouraged to purchase a post office box. This should be in the organization’s name and helps with the transition from year to year. The cost of the post office rental is $15 per semester. You will need a letter from the Office of Student Organizations & Service in order to rent a post office box.
Portable Sound System

2 portable Fender amplifiers, 2 sets of speaker stands, and four microphones are available for rent. There will be a $25 non-refundable fee for their use. You must submit the Request for PA System form to reserve the speakers.

Student Organization Fair

Each fall, all registered student organizations have the opportunity to participate in the Student Organization Fair. The fair is an ideal recruitment tool for organizations in that it provides a way to meet and interact with potential members. In years past, organizations have set up displays, distributed literature, and met and answered questions for students wishing to know more information. This year, the Student Organization Fair will be held in the Student Union Commons on Tuesday, September 10, 2019 from 10:00 a.m. – 2:00 p.m. Student organizations that wish to participate may sign up for a slot on myMT no later than Monday, September 9, 2019 at 3:00 p.m.

Student Organization Resource Lab

All registered student organizations are provided access to the Student Organization Resource Lab located in the Student Union Building room 330 (CSIL Suite). For your convenience, the Resource Lab has been updated and is equipped with 7 Dell ® computers and 1 Apple iMacs. All computers have internet access and word-processing software, not to mention that half of them are equipped with graphic design software. Included in the space is a color copy machine for your organization’s business use.

Each organization is allotted 1,000 prints each semester for organization use. This equates to 500 black and white copies and 500 color. It is important to note that once a student organization uses their allotment each semester, we will NOT be able to add more copies until the next semester.

This Resource Lab is for student organization business only. Anyone found using the equipment for any other reason not meeting the specifications set forth by the Director of Student Organizations and Service or the Assistant Vice President of Student Affairs will lose privileges for themselves and their organization.
Leadership Library
Organizations will be able to check-out books on icebreakers, group activities, recognizing leaders, community development programs, and more. The Leadership Library is housed in the graduate assistant office in SU 330. You are encouraged to look through the items and make copies of activities that are of interest to you. Please do not remove books from the office.

Student Activity Fee Deadlines

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

Fall Applications Available ................................................................. August 26, 2019
Fall Applications due ................................................................................. September 13, 2019
Spring Applications Available ............................................................... November 4, 2019
Spring Applications due ........................................................................... December 4, 2019
Summer/Early Fall Applications Available .............................................. March 16, 2020
Summer/Early Fall Applications due ........................................................ April 15, 2020

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

Summer/Early Fall Reimbursements due ................................................ September 13, 2019
Fall Reimbursement Deadline due ......................................................... December 13, 2019
Spring Reimbursement Deadline due .................................................... May 8, 2020
Student Organization Finances

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

**Bank Accounts**

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

The University will no longer issue checks to student organizations. Any student organization with an off campus bank account must be set up for Direct Deposit.

**MTSU Agency Accounts**

Registered Student Organizations are able to open an MTSU agency accounts through the Business Office. This account operates very similar to a bank account in that it too requires dual signatures for expenditure of funds. You may contact the MTSU Business Office by calling (615) 898-2940, visiting our offices in Cope Administration Building, or emailing boffice@mtsu.edu.

**Financial Reports**

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

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

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

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

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

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

**myMT Events**
Student organizations have the option to create a myMT event that will be posted to the myMT home page. This will allow students registered on myMT to see the flyer and details of the event. Create these events from your student organization’s homepage.

**Office of Student Organizations and Service Announcements**
Student Organizations can request announcements to be posted on the Student Organizations and Service announcements. Requests should be made to camporgs@mtsu.edu by Friday at noon for the following week!

**Digital Promotions**
Student organizations are encouraged to use digital promotional options such as myMT. For more information on these advertising options, please contact camporgs@mtsu.edu.

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

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

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

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

**Banner Space**

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

**PLEASE NOTE:** Bed sheets are no longer permissible in any area, but canvas cloth is an inexpensive alternative for handmade banners. Banner reservation applications: [https://itdwebapps.mtsu.edu/DFPassThrough/DFCasAuth?TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/8df23029-70a6-4829-8354-84a6bcac9fc8](https://itdwebapps.mtsu.edu/DFPassThrough/DFCasAuth?TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/8df23029-70a6-4829-8354-84a6bcac9fc8)

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

- Banner space applications must be submitted a minimum of 5 - 7 business days prior to reservation date, though more lead time is appreciated.
- Banner space may be utilized only by registered student organizations or MTSU departments for the purpose of advertising events and/or promoting their organization.
- Banners may be displayed up to two (2) consecutive weeks unless approved by the Dean of Student Life or his/her designee for a longer period of time.
- Banners are limited to one per organization unless approved by the Dean of Student Life or his/her designee.
- Banners must be retrieved from the Information Desk of the building where they were hung (KUC or Student Union) no later than five (5) business days following the removal date, after which they will be discarded. **The Student Unions department is not responsible for the loss or damage to any banner.**
- **Banner space is available on a first-come, first-served basis.** Placement will be determined by available space in the requested location at the time of the reservation.
Student Organization Office Space

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

1. Use of space within the Student Union is a privilege which will be extended to certain MTSU registered student organizations on an annual basis or at discretion of the Director of Student Organizations and Service.

2. The Office of Student Organizations and Service reserves the right to terminate an organization’s use of space at the end of the designated occupancy period or due to a violation of the terms of use for the space. They also reserve the right to refuse to accommodate any organization’s request for space.

Terms of Use:

1. The Office of Student Organizations and Service shall determine the length of use for each space. Typical length to use will follow an academic year calendar. Each space occupancy agreement will be reviewed on an annual basis with each group submitting a new request to utilize the space for the next academic year. Renewals are not guaranteed and may be contingent on allowing other student groups an opportunity to occupy office space.

2. Requests for space occupancy and renewal of space will be in April each year and will be reviewed by the Student Organizations and Service Director or designee. Decisions will be made by the end of the spring semester.

Criteria for Student Organization Office Space:

- A registered student organization with the Office of Student Organizations and Service (LS) a minimum of one year, attended Presidium (President’s Retreat), completed all necessary reports through myMT, and in good standing with the University.

- Documented activities/programs that serve the MTSU student body (e.g. number of programs, numbers of student participation in meetings and events; co-sponsorship, open engagement with the University and greater community)

- Demonstration that the organization’s activities reflect its stated mission, goals, and objectives.

- Suitability of organization functions and needs for available space.

Priority given to groups who can demonstrate:
A student organization that has been registered with Student Organizations and Service for at least one year.

Affiliation with the Center for Student Involvement and Leadership

Ability to share space with other groups

Willingness to maintain office hours (10 hours per week)

Lack of other designated space on campus

Guidelines for Use of Space:

1. The Office space is to be utilized for legitimate activities, meetings, gatherings, and functions consistent with the registered purpose of the organization and the curricular and co-curricular mission of the University, and shall be compliant with all terms of this Agreement and University policies (MTSU Rights and Responsibilities, TBR Policies, Student Union Policies).

2. It is expected that all groups and guests of the organization utilizing the space maintain an attitude of respect and civility and respond in a professional manner to Center for Student Involvement and Leadership (CSIL) requests.

3. Organizations must maintain a minimum of 10 offices hours each week. All office hours must be posted on the door so that guests will know when they can reach you.

4. Sleeping, overnight stays, or using the office space as a place of residence in any way by any individual is absolutely prohibited and will automatically subject guilty persons to University disciplinary action and may result in immediate loss of office space privileges for the organization.

5. The designated office space must be kept clean and organized. Any shared common space should be kept clean of trash and other items at all times. Any changes in office appearance must be submitted to and approved by the Director of Student Organizations and Service. This includes changes of paint, hanging items on the wall, etc.

6. All furniture assigned to the office/space must remain in the office. All common area furniture must remain in the common area space and should not be placed in offices.

7. All damages to the space (carpet, furniture, walls, equipment, locks) are the responsibility of the organization, which may be assessed the cost of repairs, replacement and/or fines for the damage.

8. Guest Policy: An MTSU Student Organization member must accompany visitors who are not MTSU students or organization members. Organizations are responsible for guests’ behaviors and actions.

9. MTSU assumes no responsibility for materials placed in or missing from the allocated spaces. No cash should be left in offices; deposits should be made within 24 hours following any collections.
10. Any general maintenance concerns should be reported to the Office of Student Organizations and Service.
11. Organizations that lose recognition by MTSU or the Office of Student Organizations and Service will automatically forfeit their allocated space.
12. Allocated space will be checked weekly to ensure appropriate use and safety.
13. If it is determined that an organization is not utilizing their designated space or is using it inappropriately the Student Organizations and Service Director has the right to terminate the organization’s use of the space.
Student Organization Awards

The Office of Student Organizations and Service sponsors an annual awards recognition program during the spring semester. All organizations are encouraged to apply for awards so that you may be properly recognized for all of your hard work and dedication to the University. Award applications will be available in January 2020.

Student Organization President of the Year Award
This award is given to the President or primary officer of a registered student organization who displays outstanding organization leadership and involvement, based on the following criteria:

1. Contribution to nominating student organization and its individual members
2. Contribution to the overall MTSU community (i.e., students, staff, faculty, programs)
3. Extensive involvement in campus, other organization, or community programs
4. Demonstrated commitment to the organization’s purpose and those served by it
5. Relations with members and officers of the nominating student organization

Student Organization Silent Inspiration Award
This award recognizes a member of a registered student organization who has made significant contributions to his/her organization, but not within an officially recognized leadership capacity for that student organization, based on the following criteria:

1. Contribution to nominating student organization and its individual members that is not expected as a part of the student’s membership responsibilities
2. Demonstrated commitment to the organization’s purpose and those served by it
3. Demonstration of going above and beyond expectations of membership responsibilities

Student Organization Advisor of the Year Award
This award is given to the advisor of a registered student organization who displays outstanding leadership, dedication and involvement, based on the following criteria:

1. Contribution as an advisor to nominating student organization, MTSU and community
2. Effective advising within the standards and expectations of the organization, any affiliated national/regional offices and all applicable university policies
3. Excellent student relations, aptitude in challenging and empowering the organization to thrive, and providing support to assist the organization with meeting its goals
4. Dedication to consistently advising the organization

Organization of the Year Award
This award is given to a registered student organization that displays outstanding effort based on the following criteria:

1. Contribution to the overall MTSU community (i.e., students, staff, faculty, programs)
2. Contribution to the Murfreesboro community
3. Contribution to the development of its members
4. Demonstrated commitment to the organization’s purpose and those served by it
5. Communication with related MTSU departments and other student organizations

Food Policy

Effective July 1, 2019, MTSU entered into a new food service management agreement with Aramark Educational Services, LLC. Under the new agreement, Aramark has exclusive catering rights for all events on campus when the total food costs exceed $500, unless Aramark declines to cater the event. Should Aramark decline to cater an event, or if the total food cost for an individual event is less than $500, University departments may obtain such service for that event from other sources, including food service competitors of Aramark.

The foregoing does not apply to events held in the JUB dining rooms, Student Union Building, or other facilities that are dedicated exclusively to Aramark for food services use.

**Once more information is available, we will let you know.**
Reserving Space

Instructions to schedule facilities:

1. Check 25Live (mtsu.edu/25live) and properties available for student usage (https://mtsu.edu/eventcoordination/forms.php) for appropriate facility and/or available space.

2. Contact the correct scheduler to get more information (see list below).

   1. Obtain the student organization advisor signature
   2. Turn the completed form into the CSIL office (SU 330) and their office will forward the form to the appropriate scheduler.

3. All paperwork must be approved, finalized and received by the scheduler at least 5 business days (Mon.-Fri.) prior to the event or meeting. Larger events require paperwork to be submitted at least 20 business days prior, in order to secure venues and resources in a timely manner. Please note that University Holidays are not considered business days.

4. See event check list (mtsu.edu/eventcoordination/eventservices.php) for additional services, if needed.

5. Check the University Master Calendar (mtsu.edu/calendar) for event information displays.

<table>
<thead>
<tr>
<th>Academic Classrooms</th>
<th>Quintina Burton</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(<a href="mailto:Quintina.Burton@mtsu.edu">Quintina.Burton@mtsu.edu</a>)</td>
</tr>
<tr>
<td>Tom Jackson</td>
<td>Debbie Londre</td>
</tr>
<tr>
<td></td>
<td>(<a href="mailto:Debbie.Londre@mtsu.edu">Debbie.Londre@mtsu.edu</a>)</td>
</tr>
<tr>
<td>Tucker Theater</td>
<td>John Underwood</td>
</tr>
<tr>
<td></td>
<td>(<a href="mailto:John.Underwood@mtsu.edu">John.Underwood@mtsu.edu</a>)</td>
</tr>
<tr>
<td>Wright Music Hall</td>
<td>Tim Musselman</td>
</tr>
<tr>
<td></td>
<td>(<a href="mailto:Tim.Musselman@mtsu.edu">Tim.Musselman@mtsu.edu</a>)</td>
</tr>
<tr>
<td></td>
<td>615-898-5143</td>
</tr>
<tr>
<td></td>
<td>615-904-8240</td>
</tr>
<tr>
<td></td>
<td>615-904-8230</td>
</tr>
<tr>
<td></td>
<td>615-898-2493</td>
</tr>
</tbody>
</table>

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

**DO:**

- Plan ahead
- Review timelines and policies
- Talk to your advisor, a CSIL staff member and facility Scheduler/Coordinator
- Have a backup plan
- Secure a budget plan, as needed
- Turn in completed and accurate paperwork (facility, food and sound forms)
- Correct MTSU affiliated (student) organizational name
- Expected head count
- Event dates and back up dates, needs, and description
- MTSU email contact information
- Expect to receive communication concerning your request within three business days
- Read and double check the room confirmation email for accuracy
- Advertise on myMT and check the University Master Calendar (mtsu.edu/calendar)

**DON’T:**

- Wait until the last minute to check venue options (even for a small meeting)
- Turn in late forms
- Advertising a meeting or event prior to receiving a space confirmation
- Assume facilities come with resources without checking
- Expect to get in rooms early or stay late without confirming times with the scheduler
Student Unions Update and Reservations

Over the last few months several changes have happened with events, operation and scheduling for the Student Unions and the spaces they manage. This includes the James Union Building, The Keathley University Center, and the Student Union Building.

Scheduling

1. A new request for space form can be found at www.mtsu.edu/mtunions. Please use this form as you request space in any Student Unions space. The form requires no printing and can be completed on a handheld or tablet devise, using your PipelintMT username and password.

2. You will indicate your faculty advisor’s name and email on the form to obtain their electronic approval. The email MUST be correct and an MTSU email. If the email is entered incorrectly, your form will go to a repository and thus “lost” in the cyber sphere.

3. After your advisor has approved, the form is automatically routed to the appropriate office in the Center for Student Involvement and Leadership. You will receive an email once your form has completed its routing and has been approved (or denied) by the appropriate CSIL Office.

4. This email will contain instructions on where to send your form as well as a link to get the .pdf copy of your form with electronic signatures indicating approval from your faculty advisor and CSIL.

5. The person who created the form in the beginning will submit the completed .pdf form to mtunions@mtsu.edu for processing.

As before, your form will need to reach the Unions Staff, at minimum, 5 business days in advance. This means your faculty advisor and CSIL staff has had time to approve it prior to the five day window. A confirmation email will be sent to the person indicated on the request and only to that person. This confirmation should be received within 3 business days of the submission. Confirmations are sent to the advisor, and a copy sent to the email address listed to receive a confirmation.

New Space Available for Reservations

New unions policies permit the Unions staff to alter a requested space depending on availability. This means, if you request a space for 50 people, and the room indicated on the form is not available then another room will be selected and confirmed for you. It would be a
good rule to visit the www.mtsu.edu/25live website BEFORE completing your requests in order to avoid this scenario.

A continued request has been made for a space for dance rehearsal, martial arts, and other movement oriented activities. KUC 324 has now been set aside as a space that will be left as a large open space. Chairs are provided but are stacked in the back of the room. The space is equipped with AV, sound, and video. This space is available 7 days a week. Organizations wanting to use this space must follow the application policy outlined above.

Questions

Some of the responsibilities of the Unions Staff have been altered to help users understand who to contact for specific questions.

Jennie Bryan, jennie.bryan@mtsu.edu has contact areas of Information Desk, Lost and Found, Tabling, Single use meeting space. Single use meeting space is defined as using a meeting room with no setup, for a single use or regularly scheduled meeting. An example would be a book club that meets every Monday at 6:00 PM in room SU 218.

Tiffany Fantine, tiffany.fantine@mtsu.edu has contact areas of all campus events. If your activity or event is not Informational Tabling, or single use meeting room your event is classified as an event and will be subject to event service fees.

Fee Structure

A new fee structure went into effect July 1, 2019.

For Ballrooms, KUC Theatre, and Tennessee Room (This includes AV, event staff, and cleaning)
- Student Sponsored – $100.00 per hour
- University Sponsored – $150.00 per hour
- University Co-Sponsored – $200.00 per hour
- University Related – $250.00 per hour
- 1/6 Ballroom, Hazlewood, Dining C, Parliamentary Room – $50.00 per hour
- Conference Rooms – FREE (Must clean-up after themselves)

SETUP FEES
- General Setup, Theatre style – $200.00
- Banquet Rounds, Fair Style – $300.00
- 1/3 ballroom – ⅓ off setup fees
- 1/6 Ballroom, Hazlewood, Dining C, Parliamentary Room – $50.00
Penalty Fees
Not cleaning conference room – $100.00
Over-crowded capacity – $150.00

Additional Services
Coat Check – $250.00 (includes staffing and equipment)
Extra Staff – $22.00 – $45.00 per hour
Box Office Services – Varies based on need

*Additional fees may be assessed for cleaning and large production.

Examples of events with fees associated with it would be a fashion show, a speaker with a stage, an information fair style event, any event that needs additional set up than what is already provided in the space, etc. Please note that forms for events that require additional set up such as a set-up crew, custodial, technicians, etc. need to be submitted in ample time to appropriately schedule crews. Examples of events without additional fees would be a weekly organizational meeting, one informational table, a small group meeting, etc. Please note that fees will be assessed to these types of events if the room is not cleaned prior to your organization’s departure.
Student Organization Handbook

Student Government Association

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

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

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

The SGA's goal is to work cooperatively with all organizations, faculty, staff, and administrators to achieve the goal of making student life better for you. The door to becoming involved in SGA is always open and will never be closed. The SGA is here to represent the student body, and are always looking for new ideas and ways to improve MTSU!
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Delanie McDonald</td>
<td><a href="mailto:sgapres@mtsu.edu">sgapres@mtsu.edu</a></td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>Chelseah Moore</td>
<td><a href="mailto:sgaevp@mtsu.edu">sgaevp@mtsu.edu</a></td>
</tr>
<tr>
<td>Vice President of Marketing</td>
<td>JC Mason III</td>
<td><a href="mailto:sgavpm@mtsu.edu">sgavpm@mtsu.edu</a></td>
</tr>
<tr>
<td>Vice President of Campus Relations</td>
<td>Deja Watts</td>
<td><a href="mailto:sgaelect@mtsu.edu">sgaelect@mtsu.edu</a></td>
</tr>
<tr>
<td>Philanthropic Coordinator</td>
<td>Alex Revor</td>
<td><a href="mailto:sgaphil@mtsu.edu">sgaphil@mtsu.edu</a></td>
</tr>
<tr>
<td>Attorney General</td>
<td>Preston George</td>
<td><a href="mailto:sgaagen@mtsu.edu">sgaagen@mtsu.edu</a></td>
</tr>
<tr>
<td>Homecoming Director</td>
<td>Nate Parris</td>
<td><a href="mailto:sgahome@mtsu.edu">sgahome@mtsu.edu</a></td>
</tr>
<tr>
<td>SGA Front Desk</td>
<td></td>
<td><a href="mailto:sga@mtsu.edu">sga@mtsu.edu</a></td>
</tr>
<tr>
<td>SGA Advisor</td>
<td>Dr. Danny Kelley</td>
<td><a href="mailto:danny.kelley@mtsu.edu">danny.kelley@mtsu.edu</a></td>
</tr>
</tbody>
</table>
Student Programming and Raider Entertainment (SPARE)

SPARE is a student group advised by the MTSU Student Programming & Activities Office. It is SPARE’s mission to provide quality, low-cost entertainment for students throughout the year. SPARE focuses its efforts on providing various types of entertainment to the student body: Concerts, Films, Games, Social Awareness, Spirit Activities, and Variety.

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

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

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

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