

CHRISTOPHER NEWPORT UNIVERSITY STUDENT ACTIVITY REGISTRATION FORM

ACTIVITY GUIDELINES

All activities must be registered with the Scheduling Office well in advance. Major activities **MUST** be registered and approved two weeks in advance. Major events with alcohol require a minimum of 30 days prior registration. An event will not be registered until all requirements for registration have been completed. Activity forms for the Fall Semester can be submitted to the Scheduling Office on the last Wednesday in April and for the Spring Semester, the first working day after October 31st.

READ THE FOLLOWING CAREFULLY as all persons signing the request will be held responsible should proper procedures fail to be adhered to by the sponsoring organization. Failure to adhere to these regulations may result in the inability to make future reservations.

ACTIVITY REGISTRATION/CANCELLATION

Major Activities Registration

The Activity Registration Form must be completed before getting approval from the Student Activities (Step 1) and an authorized representative of the facility manager of the desired event location (Step 2). If the activity is approved, a reservation confirmation will be printed for or e-mailed to the Chairman of the Activity.

MAJOR ACTIVITIES REQUIRE TWO WEEKS PRIOR REGISTRATION AND APPROVAL AND ARE DEFINED AS:

- Large scale events (over 50 people) or,
- Events that are held in common areas or large meeting rooms (i.e. Great Lawn, Regatta's, Lounges/Lobbies, Alumni Room, Gaines Theater, Washington Room) or,
- Those events that require special set up, clean up, or equipment.

MAJOR ACTIVITY CANCELLATION

A 72 hour notice (before the date of the scheduled event) must be given to Scheduling Office to cancel a major activity. One violation of this requirement without the required notification will result in denial of major activity requests or cancellation of major activities already reserved for the remainder of the semester or the following semester.

Minor Activities Registration

The Activity Registration Form must be completed before getting the approval of the Scheduling Office (Step 1).

MINOR ACTIVITIES ARE DEFINED AS:

- Small scale events having none of the criteria of major activities including set ups and equipment. Information tables, standard group meetings, and reoccurring semester long meetings are examples of minor activities.

MINOR ACTIVITIES CANCELLATIONS

Notice of cancellation must be given to the Scheduling Office 24 hours prior to the event, releasing the space that was reserved. Two failures to cancel an activity may result in denial of space already reserved for the remainder of the semester or the following semester.

ACTIVITY REGULATIONS

SPONSORING ORGANIZATION BEHAVIOR

A. All members must be aware that the regulations are for all the attending members, not just the organization. It is the group's duty to behave in a responsible manner so that all members are able to fulfill their obligations before, during, and after the event. Failure to do so may jeopardize future request.

ORGANIZATION'S OBLIGATIONS BEFORE THE ACTIVITY

- Completion of the activity registration process including approval from the Scheduling Office, Student Activities, Catering Services, and University Police when applicable.
- Procurement of all information, permits, and personnel necessary to carry out the event within the guidelines set forth by the University and the Department of Public Health.
- A health permit is required from the Department of Health for the sale of foods. It must be submitted to the Scheduling Office the day of sales.
- Any changes to setups or equipment requests must be made to the Scheduling Office at least 24 hours prior to the start of the event. Any requests made less than 24 hours prior to the event will not be honored or fulfilled.

ORGANIZATION'S OBLIGATIONS DURING THE ACTIVITY

- Monitoring the event and the behavior of all in attendance.
- Following the regulations set forth by the University and the Department of Public Health.
- Providing all necessary personnel to handle the event:
 - Staffing the main check-in point to take admissions, monitoring persons entering and leaving, and assisting University personnel.
 - Providing personnel at all entrances/exits to ensure all attendants enter via the main check-in.

EVENT CLEAN UP

Basic clean up procedures:

- Removal of all decorations
- Pick up all garbage and empty all trash cans.
- Clean table tops and chair seats
- Sweep and mop floor if necessary.
- Return all cleaning supplies to the place of storage.
- Return the room setup to the way it was setup prior to the event.

Organization _____

President of Organization (Signature if Major Event)

Organization Advisor (Please Print Name of Advisor)

Signed _____
Chairman of Activity