

**Lake Forest College**  
**Gates Center for**  
**Leadership and Personal Growth**



LAKE FOREST  
COLLEGE

**Student Organization Policies and Procedures Manual**

# WELCOME!

The Gates Center for Leadership and Personal Growth looks forward to an exciting and successful year working with our recognized student organizations and Greek chapters. Much of that success will come from your involvement as an advisor. The Student Organization Manual is a resource for student groups and provides helpful information necessary to achieve success this year.

Hopefully you'll find this manual to be a great resource. We look forward to working with you over the course of the year. If you ever have questions feel free to contact any of the Gates Center staff or stop by our offices.

Aldo Guzman  
Director of the Gates Center  
[guzman@lakeforest.edu](mailto:guzman@lakeforest.edu)

Pat Doggett  
Associate Director of the Gates Center  
[doggett@lakeforest.edu](mailto:doggett@lakeforest.edu)

Liz Snider  
Assistant Director of the Gates Center  
[snider@lakeforest.edu](mailto:snider@lakeforest.edu)

Kelly Matuszewski  
Department Assistant and Campus Scheduler  
[matuszewski@lakeforest.edu](mailto:matuszewski@lakeforest.edu)

# ORGANIZATION OPERATION

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## IN THIS SECTION:

- Club and Organization Registration and Recognition
- Privileges of a Formally Recognized Student Organization
- Responsibilities of a Formally Recognized Student Organization
- Expectations of a Formally Recognized Student Organization
- Expectations of Members
- Officer Grade Point Requirements
- Disciplinary Procedures, Hazing, and Non-Discrimination Policies

## **CLUB AND ORGANIZATION REGISTRATION AND RECOGNITION**

Lake Forest College and the Gates Center reserve the right to register groups of Lake Forest College students who wish to create official groups. The College policy is to encourage free discussion of issues as part of the educational process. Endorsements of positions inconsistent with the College's mission are not approved or funded by the College. The College reserves the right to decline registration to any student organization whose purpose is inconsistent with the mission and beliefs of the College.

A registered student organization shall be defined as a group of Lake Forest College students and a Lake Forest College faculty/staff advisor joined together in the interest of a common purpose.

New and continuing clubs and organizations must register for recognition each year with the Gates Center. In order to register, groups must have a full-time faculty/staff advisor, at least 4 individual officers (president, vice president, secretary, and treasurer) with a minimum 2.50 cumulative GPA, an organizational constitution, and completed required registration forms.

Once a club or organization has completed the registration process they become a recognized student group. Recognition does not indicate that the College endorses the views of the group's membership or the views expressed at the meetings. The individuals involved are solely responsible for any views held or expressed by the group.

Only a club or organization that maintains good standing will be authorized to use College facilities and services or to identify themselves with the College name. Clubs and organization are required to be knowledgeable of and follow all policies listed in the Student Organization Resource Manual, the Lake Forest College Student Handbook and other College publications.

The College reserves the right to review the activities of student groups and to monitor compliance with College policy.

## **PRIVILEGES OF A FORMALLY RECOGNIZED STUDENT ORGANIZATION**

- Use of Lake Forest College name in conjunction with its programs and activities.
- Listing of group's name in College publications.
- Opportunity to use College facilities and services (i.e., rooms, media equipment and stages).
- Use of a student organization mailbox
- Right to request master calendar dates and listings.
- Right to request money from Student Government
- Rental of College vehicles.
- Right to sponsor activities at the College or off campus for the entire student body or group members.
- Opportunity to participate as a group in College events.

- Right to have an organization email account.
- Right to have an organization my.involvement site.

## **RESPONSIBILITIES OF A FORMALLY RECOGNIZED STUDENT ORGANIZATION**

- To file an up-to-date roster of officers, active members and advisor(s) each semester, and as changes occur, with the Gates Center through my.involvement.
- To keep an updated copy of the group's constitution and by-laws on file with the Gates Center. If there are changes made to a constitution, a copy must be submitted within two weeks of the changes.
- To complete an annual review report and submit it to the Gates Center.
- To conduct itself in such a way that is consistent with the Lake Forest College mission.
- To maintain an active and worthwhile student-centered program.
- To register meetings and events using the appropriate registration form and process.
- To have a full time Lake Forest College employee as an advisor and to keep the advisor informed of all meetings and events, to seek his/her advice and make sure the advisor is aware of his/her responsibilities to the organization.
- To select officers who are in good academic and disciplinary standing (2.50 cumulative GPA).
- To follow all College policies stated in the Student Handbook and other College publications.
- To manage financial standards in such a way as to justify on-going expenditures.
- To attend officer and advisor training sessions.
- To check and empty your group mailbox on a weekly basis.

## **EXPECTATIONS OF A FORMALLY RECOGNIZED STUDENT ORGANIZATION**

- To pursue and recognize academic excellence.
- To provide an opportunity for personal development through leadership positions, self-awareness programs and proper functions.
- To provide a method for giving service to others through community service projects.
- To promote Lake Forest College through active participation in all-campus events and positive relationships with other groups.
- To develop a clear definition of its goals and ideals and select and educate its members as to the groups' identity.

## **EXPECTATIONS OF MEMBERS**

It is important that each club or organization establish a statement of behavior expectations for its members. These expectations should clarify the members' rights and responsibilities to the group and the College. It is also important that, from the College perspective, all groups share in the responsibilities of fostering and encouraging acceptable behavior while forbidding unacceptable behavior. Advisors should confront any members exhibiting unacceptable behavior.

Each member must agree to abide by the following behavior expectations and conditions of membership listed below:

- Each member is expected to conduct themselves as a responsible individual at all times, both on campus and off campus, and in places both public and private.
- Each member is expected to abide by all regulations, policies and sanctions in the Lake Forest College Student Handbook. They must also understand that compliance with all of the provisions is expected of all Lake Forest College students at all times.
- Each member is expected to assure, to the best of their ability, that all activities sponsored by their group will be conducted responsibly and in good taste.
- Each member is expected not to participate in, tolerate or condone any form of sexually abusive behavior. This includes any action including, but not limited to, verbal and/or physical harassment or abuse.
- Each member is expected to be knowledgeable and aware of Lake Forest College's position regarding the use of alcohol as stated in the Student Handbook. They must also comply with any and all applicable laws, to encourage moderation in the use of alcohol, to support alternative options to alcohol consumption, and to assist fellow members in responsible use of alcohol. They must agree that they will not use alcohol if they are under 21 years of age, and they will not supply alcohol to those under 21.
- Each member is expected to abide by federal, state and local laws as well as the policies established in the Student Handbook regarding the use of any and all drugs and narcotics.
- Each member is expected to be responsible for any and all persons whom they invited to their group's function or activity. They must seek to ensure that all guests conduct themselves in an appropriate manner. If a problem should arise, they will take the responsibility to remove the persons from the function.
- Each member is expected not to participate in, condone or tolerate any form of hazing.
- Each member is expected to respect the property of Lake Forest College and all students and friends. They will accept the responsibility to provide compensation whenever he or she is the cause of any damage or defacement of property.
- Each member is expected to be familiar with and abide by the policies of Lake Forest College regarding academic integrity.

As a member, an individual must realize that their actions speak for the club or organization as a whole, and therefore must accept the responsibility of conducting themselves in a positive and respectful manner.

## **OFFICER GRADE POINT REQUIREMENTS**

Each officer/captain in an organization must have a cumulative GPA of 2.50 and remain in good academic and disciplinary standing. The Gates Center will verify all officers' academic and

disciplinary standing at the beginning of each semester and when deemed necessary. Any officer/captain that does not have a cumulative GPA of 2.50 will be placed on probation and will have one semester to regain the required GPA. If at the end of that probationary semester the officer/captain still does not have the required GPA they will be removed from their position. Any officer/captain placed on academic probation by the College will be removed from their office without a probationary period. Advisors will be notified of students who do not meet the requirement. It is suggested that advisors also follow up with those students to determine the best level of involvement for them. Often student leaders may need to be counseled out of officer positions to allow more time for academic responsibilities.

## **DISCIPLINARY PROCEDURES**

It is the responsibility of the Gates Center to help clubs and organizations understand the proper policies and procedures they are to follow. Any violation of the regulations by a pre-recognized or registered student organization may result in disciplinary sanctions against the organization. Occasionally, a problem arises because a club or organization fails to follow proper procedures. The procedures outlined below will be utilized. Depending on the severity of the situation, these options may be repeated, skipped, supplemented or not followed in sequence.

### Warning

A warning is a written notice sent to the organization's president and advisor notifying them that the organization will be placed on probationary status if specified obligations are not met within a designated period of time. A warning will be sent for minor violations, such as failure to follow posting policy. If multiple warnings are sent, the organization will be placed on probation.

### Probation

If an organization either fails to comply with multiple warnings or severely violates a policy, that organization may be placed on probation. An organization on probation will remain a registered organization; however, the recognition of the organization is based on compliance with all College rules and regulations and with other standards of conduct that the organization is directed to observe for the duration of the period of probation. Probation may include the suspension of some of the organization's privileges, such as hosting events, reserving space and/or requesting funds, and may vary in length of time. If an organization fails to comply with the probation conditions, probation may be extended or the organization may be suspended.

### Suspension

If an organization violates the code of conduct, policies or the conditions of its probation, the organization may be suspended. Suspension means a temporary loss of all the privileges of a registered student organization for a specified period of time.

## **COMMITMENT TO NON-DISCRIMINATION**

Lake Forest College's nondiscrimination policies are based on federal laws and regulations, including Title IX and other relevant regulations, as well as on its institutional ideals.

Lake Forest College does not discriminate against any persons because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service, or any other characteristic protected by law in its education programs, activities, or employment. In addition, Lake Forest College is required by Title IX and regulations promulgated thereunder not to discriminate on the basis of sex in educational programs, activities, and employment. Lake Forest College does not discriminate on the basis of physical or mental disability against any otherwise qualified person by denying participation in, or the benefits of, any College program or activity.

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## **HAZING POLICY**

Lake Forest College explicitly and emphatically prohibits hazing. A student is responsible for hazing when he or she takes any action and/or creates a situation on or off College premises which may produce mental or physical harm, discomfort, harassment, embarrassment, ridicule, or abuse as part of any activity and/or event related to membership and/or participation in an organization. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions that interfere with academic goals, the coerced use of alcohol/other drugs, and any other activities that are not consistent with the guidelines and/or policies of the College.

Hazing violations will be addressed by the College's conduct system. In addition to those sanctions included in the conduct system, the Student Affairs staff may administer sanctions that

include, but are not limited to, warnings, suspensions, or disbandment of organizations. Explicit violations of this policy will warrant the consideration of a minimum sanction of suspension for at least one year. This policy acknowledges the role that peer pressure and acceptance play in new member programs.

With this stated, it is important to understand that consent of a new member to given activity does not necessarily imply that the activity in question is appropriate. Illinois state law states, "A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, College, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if: (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person." Hazing is a Class A misdemeanor under the law. Hazing that results in death or great bodily harm is a Class 4 felony, punishable by up to three years in prison.

The following are some examples of hazing divided into three categories: subtle, harassment, and violent. It is impossible to list all possible hazing behaviors because many are context-specific. While this is not an all-inclusive list, it provides some common examples of hazing traditions.

### SUBTLE HAZING

Subtle hazing is present in behaviors that emphasize a power imbalance between new members/rookies and other members of the group or team. Termed "subtle hazing" because these types of hazing are often taken-for-granted or accepted as "harmless" or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/rookies on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/rookies often feel the need to endure subtle hazing to feel like part of the group or team. Subtle hazing often reinforces the power dynamic differential between seasoned/returning members and new/rookie members. (Some types of subtle hazing may also be considered harassment hazing).

#### Examples:

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and Drills/Tests on meaningless information
- Name calling
- Requiring new members/rookies to refer to other members with titles (e.g. Mr., Ms., etc.) while the new members are identified with demeaning terms

- Expecting certain items to always be in one's possession

### HARASSMENT HAZING

Harassment hazing includes behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/ rookies. (Some types of harassment hazing can also be considered violent hazing).

#### Examples:

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunts or skits with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning etc.
- Sleep deprivation
- Sexual simulations
- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness.
- Be expected to harass others

### VIOLENT HAZING

Violent hazing includes behaviors that have the potential to cause physical and/or emotional, or psychological harm.

#### Examples:

- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

The following hazing activities are expressly forbidden at Lake Forest College:

- Consumption of alcohol at any time during a new member program.

- Required consumption of any liquids or solids, or placing liquids or solids in the mouth of a new member, other than the normal not coerced intake of beverages and food.
- Wearing of conspicuous, potentially embarrassing articles of clothing/outfits that draw attention to a new member.
- Testing, quizzing, or interrogating new members, which includes "line-ups," with the fear of punishment or ridicule upon failure.
- Required greetings for new members when they interact with active members that are inappropriate or embarrassing or use derogatory nicknames.
- Punishments of any kind (physical or psychological), other than probation or dismissal, for not meeting expectations.
- Physical abuse of any kind.
- Psychological abuse of any kind, including verbal harassment and berating.
- Acts of personal servitude (washing laundry, serving food, etc.) by new members for active members or others.
- Disrupting or prohibiting an adequate amount of sleep per day.
- Disrupting or prohibiting an adequate amount of study per day.
- Public stunts aimed at embarrassing or putting new members on public display.
- Any outdoor activity that might cause discomfort and/or harm/injury.
- Calisthenics or aerobic activities.
- Blindfolding

# IMPORTANT POLICIES & PROCEDURES

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## IN THIS SECTION:

- Speaker Policy
- Fundraising by Student Organizations
- Visual Communication Printing Policy

## **SPEAKER POLICY**

The following is excerpted from the resolution adopted by the Board of Trustees on December 2, 1963:

... Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it.... In its policy governing this appearance of outside speakers on campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion. The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of Students.
3. If the Dean of Students objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented its resolution as follows:

The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to ensure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in sympathy.

## **FUNDRAISING BY STUDENT ORGANIZATIONS**

College policy allows student organizations to work with the Office of Development and Alumni Relations to seek external financial support for special projects. The intent of the following policy is to provide guidelines to ensure success for student organizations while not interfering with the College's overall fundraising efforts.

### Fundraising for Campus Programs and Organizations

In many instances, students cannot apply for gifts on behalf of the College, so students seeking to raise funds for their organizations and programs should follow these guidelines:

1. Fundraising activities for student organizations must first be approved by the appropriate faculty member, advisor, or administrative liaison.
2. If proposed plans include approaching alumni, parents, friends, the community, or corporations, a representative of the student organization should contact the Vice President for Development and Alumni Relations at ext. 6000. The Vice President or an appropriate member of the Development and Alumni staff will discuss with interested students the proposed project; the list of individuals and organizations to be approached; timing; and an appropriate fundraising strategy for the external

funding sources. The staff will help guide students so their efforts will be the most successful possible.

3. If the development staff determine it is needed, the representative of the student organization must work with the Associate Controller (ext. 5039) to create an appropriate budget account for the project.
4. All gifts must be sent to the Office of Development and Alumni Relations to be recorded, receipted, and given to the Business Office to be deposited into the assigned budget account.
5. If appropriate, the Office of Development and Alumni will provide mailing lists to assist with fundraising efforts.
6. All checks must be made out to Lake Forest College, and the purpose of the gift should be noted in the memo section of the check, in an accompanying letter, or in a tractable return envelope to ensure that it is placed into the accurate budget account.
7. The student organization, in consultation with the Office of Development and Alumni Relations, will be responsible for the implementation of the fundraising effort, related expenses, and the acknowledgment of gifts. Donors will receive an institutional acknowledgment letter from the Office of Development.

#### Fundraising on Behalf of National Organizations and Other Charitable Causes

In some cases, a student organization would like to raise funds on behalf of cause-related or service-oriented organization other than Lake Forest College. Students must adhere to the following guidelines so that funds are raised in an ethical manner with a clearly defined intent.

1. The organization must be registered as a non-profit organization with the Internal Revenue Service.
2. Any checks must be made out in the organization's name and turned over to the organization for receipting. Any receipts or declaration of tax-deductible status must be made by the organization.
3. Organization's should avoid collecting cash on behalf of a third party organization. In lieu of cash, organization's should explore options for direct link donations via the third party's website.
4. Checks made out to "Lake Forest College" will not be accepted nor receipted, and will be returned to the donor. As such, funds cannot be used for student participation in activities, unless they are officially sponsored by Lake Forest College.
5. The Office of Development and Alumni will not provide mailing lists for such efforts, and promotion of such events is limited to post-event promotion.
6. All fundraising events must be within state law and local ordinance.

7. All efforts must comply with the College's alcohol and risk management policies.
8. Students participating in the fundraising must clearly market and promote their efforts as being associated with the charity, and not with Lake Forest College.
9. Questions regarding this policy may be directed to the Office of Development and Alumni Relations.

## **VISUAL COMMUNICATION PRINTING POLICY**

Copies can be made in the Visual Communications department by following a simple procedure. Black and white copies (\$0.06/1 sided sheet, \$0.11/2 sided sheet) and color copies (\$.50/ 8.5x11 sheet, \$0.73/11x17 sheet) can be made by providing an account number to the Visual Communications department. All student group account numbers appear in the 01-3000-xxxx format. Any print or copy job to exceed \$15.00 must be approved by the president or treasurer of Student Government. Jobs can be requested by visiting the Visual Communications department on Middle Campus (behind Young Hall.) Please be sure to send your document as a .pdf file instead of the native file to ensure your document will print in the correct format.

# EVENT PLANNING GUIDELINES

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## IN THIS SECTION:

- Event Request Form
- On Campus Events
  - Facilities Set-Up
  - Catering
  - Events with Alcohol
- Outdoor Events
- Good Neighbor Policy
- Raffles and Gaming
- Dances and All Campus Programs (ACPs)
- Off Campus Events
  - Off Campus Conduct
  - Transportation
- Film and Movie Viewings
- Inviting Vendors and Talent to Campus
- Fundraisers and Solicitations

## **EVENT REQUEST FORM**

All events sponsored by a student organization, whether they occur on or off campus must be requested through the Gates Center. Event Request and Reservations are made through your organization's homepage on my.involvement. There are three forms to choose from- On Campus Events, Off Campus Events and Mohr Student Center Event Requests.

Once your form is submitted, the Gates Center or the Mohr Student Center Committee will respond with your approval status, room reservation and any additional steps you may need to take to ensure a successful event.

## **ON CAMPUS EVENTS**

To ensure proper planning and promotion, all organizations must register all on campus events with the Gates Center for Leadership and Personal Growth. Registration forms can be completed on each organization's individual my.involvement page and should be submitted no less than 15 business days prior to the date of the scheduled event. Organizations are encouraged to submit event request forms as far in advance as possible.

## **FACILITIES SET-UPS**

Facility set-ups are conducted by Facilities Management. If a student organization needs a specific event set-up, the event organizer needs to contact Frances Williams in FacMan at [williams@lakeforest.edu](mailto:williams@lakeforest.edu). For events happening in the Mohr Student Center, you may request your set-up on your Event Request Form. Student organizations are responsible for the costs associated with event set-ups.

## **CATERING**

All food for on campus events must be ordered through Aramark, unless specific approval is given prior to the event. For more information on Aramark's menus, prices and event order regulations, please contact Kyle Galan at [galan@lakeforest.edu](mailto:galan@lakeforest.edu).

## **EVENTS WITH ALCOHOL**

Occasionally, a recognized student organization may wish to sponsor an event where alcohol is served. In this instance, an organization that is recognized by the College as a registered student group is expected to work with the Gates Center to coordinate details of the event. This procedure assures that events associated with the College are conducted in accordance with College policies.

The following requirements must be met in order for an organization to host an event where alcohol is served:

- Organizations are required to complete and submit the Event Registration form through their organization's my.involvement page, no later than 14 business days prior to the event
- No alcoholic beverages should be purchased through or with organization funds nor should the purchase of alcohol for organization members or their guests be coordinated by any organization member on behalf of or in the name of the organization. Organizations may not coordinate or negotiate a flat rate for an open bar. Only cash bars will be permitted.
- No organization members, collectively or individually, should purchase for, serve to, or sell alcoholic beverages to any minor.
- A complete guest list including all members and their guests in attendance of the event must be submitted to the Gates Center for Leadership and Personal Growth in writing at least twenty four (24) hours in advance.
- The venue in which the event is held must have restricted and monitored access to members of the host organization and their guests.

Events taking place off campus must also:

- Be in compliance with College policies (see "Disciplinary Action for Off-Campus Behavior/Legal Proceedings Outside of the College" elsewhere in this document). It is recommended that organizations ask their members and guests to sign the Lake Forest College Acknowledgement of Expectations for Off-Campus Behavior/Conduct
- The host site must:
  - Be properly licensed to serve by the appropriate local and state authority.
  - Be properly insured with a minimum \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider. Lake Forest College should be named an additional insured for the date of the event.
  - Agree, in writing, to cash sales only, collected by the vendor, during the function
  - Assume, in writing, all responsibilities that any other purveyor of alcoholic beverages assume in the normal course of business, including but not limited to: checking identification card upon entry, not serving minors, not serving individuals who appear to be intoxicated, maintaining absolute control of all alcoholic containers present, collecting all remaining alcohol at the end of a function (no excess alcohol-open or unopened- is to be given, sold, or furnished to the organization)

- Host organization must provide bus transportation to and from event. All organization members and their guests must sign the off campus event waiver.

## **OUTDOOR EVENTS**

Outdoor events can take place in a variety of locations across campus. For more information on how to reserve outdoor spaces, contact the Gates Center at [gatescenter@mx.lakeforest.edu](mailto:gatescenter@mx.lakeforest.edu). All outdoor events will also need the approval of Facilities Management.

## **GOOD NEIGHBOR POLICY**

Lake Forest College expects its students to conduct themselves as mature, responsible and law-abiding members of their local and College communities. As such, LFC students are expected to abide by and uphold all federal, state and city laws and ordinances including, without limitation, all laws and ordinances relating to noise, traffic, parking and consumption of alcohol. As responsible members of the College Community, LFC students are expected, by their conduct and actions, to foster an atmosphere that nurtures positive community relations between LFC and the community surrounding Lake Forest College.

## **RAFFLES AND GAMING**

Any event that suggests that the College explicitly or implicitly endorses gambling is not permitted. Given the broad definition of "gambling" under Illinois law, any "game of chance or skill" is an act of gambling when played "for money or other thing of value." This definition encompasses blackjack, poker and euchre, as well as any other card game, craps, roulette, and other comparable games when these games are played for money or any other thing of value (including prizes).

Events featuring bona fide games of skill, such as darts or billiards, at which prizes are awarded, may be permissible, but betting on the outcome of the game(s) will not be allowed. Any requests for events at which games of skill will be played must be approved by the Gates Center.

In accordance with the statutes for the State of Illinois, any sponsored event simulating gambling must retain a Bingo or Charitable Games license through the Illinois Department of Revenue. Permission from the Gates Center must be obtained.

According to the State of Illinois "Raffles Act" all raffles require a license.

No events on campus may offer cash prizes, prizes that include alcohol, controlled substances, or firearms.

## **DANCES AND ALL CAMPUS PROGRAMS (ACPS)**

Dances, or All Campus Programs (ACPs), can be hosted by any recognized student organization. ACP dates must be requested through an application, which is available on my.involvement.

1. ACP's may be held from the first Friday of the semester until the first Friday in November in the fall, except for Homecoming Weekend, and from the first Friday of the semester until the third Friday of April in the spring.
2. All ACP's must have a theme and must be decorated and marketed accordingly.
3. All dances must begin at 11:30pm and conclude by 2:00 a.m.
4. Only recognized student groups in good standing with the Gates Center may sponsor an ACP.
5. At the end of the ACP, the student coordinator will walk through the space with the Gates Center staff to determine if there are any damages. The sponsoring organization is responsible for any damage that occurs to the MSC space, fixtures and furnishings.
6. No machine or device, including but not limited to, fog machines, dry ice, misters, etc. which can obscure vision or create artificial smoke or mist, may be used.
7. All attendees must be dressed appropriately. Footwear must be worn at all times. Any attendee dressed inappropriately, per the discretion of the professional staff working the event, will be asked to leave the ACP and return in more appropriate attire.
8. All bags and purses are subject to search. No backpacks or large purses will be permitted in the ACP.
9. Minimum age for entry to the dance is 18. The only exceptions will be for Lake Forest College students who can show a current Lake Forest College ID.
10. Any students/guests that are intoxicated, under the influence of illegal drugs, or who demonstrate inappropriate behavior will be removed from the ACP and will be referred to/documented by public safety and/or professional staff members as appropriate. Inappropriate behavior includes, but is not limited to, behavior in violation of Lake Forest College policy, the student code of conduct and/or local, state and federal laws.

11. All guidelines in this policy must be adhered to—failure to do so may result in the delay or cancellation of the event. Any violations of this policy may result in disciplinary sanctions against the sponsoring group(s) and/or individuals. Please note all policies and procedures listed in the Student Handbook are still applicable.

## **OFF-CAMPUS EVENTS**

Occasionally, a recognized student organization may wish to sponsor an event off campus.

In this instance, an organization that is recognized by the College as a registered student group is expected to work with the Gates Center to coordinate details of the event. This procedure assures that events associated with the College are conducted in accordance with College policies.

The following requirements are included in the Off-Campus Event Registration form:

- All off-campus events must be in compliance with College policies (see “Disciplinary Action for Off-Campus Behavior/Legal Proceedings Outside of the College” elsewhere in this document).
- The host site is expected to agree not to sell alcoholic beverages at less than the price published to the public. Drinks specials, and “open bars”, are not allowed.
- In addition to the off-campus event form, group members should obtain from the host establishment a certificate of insurance and submit it to the Gates Center. The additional insurance certificate must read “Lake Forest College is named as an additional insured for the event on [insert date] for \$3 million dollars.” For certain events, students may request a waiver of this requirement from the Gates Center.
- Advertisement for the event must make explicit where generated profit from the event will go. Copies of all advertisements for event must be submitted to the Gates Center with event form.

- Hosting organization must provide transportation to and from event. If alcohol is being served at the event, bus or other chartered transportation with a third party driver must be provided.

Students are expected to follow the procedure outlined below:

1. Organization must complete an Off-Campus Event Registration form and submit it to the Gates Center no later than fifteen business days before the day of the event. If the initial request is denied by the Gates Center, the organization may appeal to the Dean.
2. All student organizations having an event with alcohol must review Lake Forest College's alcohol policy, which is available at the Gates Center or online in the Student Handbook, and sign an agreement that they will adhere to the policy.

### **OFF CAMPUS CONDUCT**

Lake Forest College may hold students accountable for behaviors committed off campus that violate the laws or policies outlined in the Code of Conduct and/or which substantially affect the interest of the College even if such actions do not occur on College property or at College-sponsored events

### **TRANSPORTATION**

Transportation can be requested through the College in the form of College vehicles. Reservations of college vehicles are coordinated through Facilities Management ext. 5040.

Facilities Management currently has two 15-passenger buses three 7-passenger minivans that can be reserved for College-funded and College-sponsored activities. Only approved registered faculty or staff members may drive either the 15 passenger buses or the 7-passenger minivans. Only approved registered students, who are either junior-level or above or 20 years of age or older may drive the 7-passenger minivans. Persons not associated with the College community are not permitted to operate or ride in the vehicles.

To become registered as an approved driver each applicant must visit the Department of Public Safety to complete, sign and submit an Individual Driver Record Request Authorization form. A legible copy of the applicants U.S. driver's license must also be provided. Licenses from foreign countries cannot be accepted.

Each applicant's information will be submitted to the Department of Motor Vehicles to obtain a current motor vehicle report (MVR). The MVR will be evaluated to determine if

the applicant's driving history achieves compliance with the College's auto insurance carrier's requirements (a copy of which may be obtained from the Department of Public Safety). Anyone failing to achieve compliance with the insurance requirements will be prohibited from operating a college vehicle.

Applicants with approved MVR's will be assigned an on-line driver training program. After passing the training program exam, the applicant will be informed by Public Safety to contact Facilities Management to schedule a road test. Upon successful completion of the road test Facilities Management will provide the approved driver a copy of the current vehicle rental policy and Cellular Phone Policy while Driving. Both policies must be reviewed and signed.

A faculty or staff sponsor must approve a van reservation; students may not reserve vans. A sponsor who approves the reservation or accompanies a trip does not necessarily have to drive or be a registered driver. To make a reservation, a van reservation form must be filled out completely and submitted to Facilities Management at least 72 hours in advance.

Reserved vehicles are available on a first-come, first-served basis.

Certain other restrictions that affect driving distances, "co-pilots", and accompaniment by an adult over the age of 25 also may apply. These conditions are listed in the written van policy. The driver is expected to know and abide by these restrictions as a condition of using a vehicle.

The cost of reserving vans is \$1.00/hr. and \$.45/mile. Misuse or damage of vehicles will be the responsibility of the assigned driver and the faculty advisor who authorized the van rental.

In the event of any accidents or problems during a trip, contact Lake Forest College Department of Public Safety immediately at 847-735-5555.

The College shuttle is also available for student organizations at times when it is not in use. Please contact the Gates Center at [gatescenter@mx.lakeforest.edu](mailto:gatescenter@mx.lakeforest.edu) to find out additional information.

## **FILM AND MOVIE VIEWINGS**

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyright materials, such as movies, may be utilized publicly.

Neither the rental, nor the purchase or lending of a videocassette or DVD, carries with it the rights to exhibit a movie publicly outside of the home unless the site where the video is used is properly licensed for copyright compliant exhibition.

Furthermore, copyrighted movies borrowed from other sources such as colleges, public libraries, personal collections, etc. cannot be used legally for showings in colleges and universities or in any other site, which is not properly licensed.

Things to be aware of with copyrighted movies:

Any film shown that is not part of an academic class must have a license.

Any film shown in an individual's residence hall room is considered private viewing and does not require a license. Any film shown in a common area of a residence hall is considered public viewing and requires a license.

1. A license is required for a film viewing regardless of whether the event is open to the public or not.
2. A license is required for a film regardless of the size of the audience.
3. A license is required for a film regardless of whether admission is charged.
4. A license is required for a film regardless of the year of the film's production.
5. Rented films from Blockbuster, Hollywood video, Redbox or from online sources such as NetFlix require a license for public viewing.
6. Purchased or personally owned films require a license for public viewing.

Educational Exemption

1. Under the "Educational Exemption," copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:
2. An "integral part of a class session" and is of "material assistance to the teaching content."
3. Supervised by a teacher in a classroom.
4. Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.
5. Using a movie that has been legally produced and obtained through lawful rental or purchase.

Licenses can be obtained through Swank Motion Pictures at a fee. Please contact the Pat Doggett at [doggett@mx.lakeforest.edu](mailto:doggett@mx.lakeforest.edu) if you need assistance in obtaining a license. Once obtained, licenses are designed for a specific, designated time frame for an individual film.

Failure to obtain licenses can result in legal action. The Motion Picture Association of America and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Fines can range from \$750 to as high as \$150,000 for each work illegally shown.

Information provided by:

Motion Picture Association of America; [www.mpa.org](http://www.mpa.org)

Swank Motion Pictures; [www.swank.com](http://www.swank.com)

## **INVITING VENDORS AND TALENT TO CAMPUS**

A vendor is defined as any person or group who sells merchandise of any type for their own gain or for the gain of the College. Students who would like to invite a vendor to campus must meet with the Assistant Director of the Gates Center at least 30 days before their event. Vendors are only permitted when sponsored by a department or student group and when space allows. In certain circumstances, vendor agreements may need to be signed. Vendors must uphold all College policies.

Talent is defined as any person or groups providing a service to the College. This category includes speakers, comedians, DJs, musicians, ride operators and the like. Talent may be represented by themselves, a manager, and/or an agency. All student group talent requests must be contracted by the Assistant Director of the Gates Center regardless of cost. All contracts must be made 30 days prior to your event.

Any contract requests not made through the Gates Center are the personal responsibility of the contract requestor.

Student organization funds may not be used to pay for contracts that have not been requested by the director. Please see the sample contract below and direct any questions regarding on campus contracting to Liz Snider at [snider@mx.lakeforest.edu](mailto:snider@mx.lakeforest.edu).