

**University of Illinois
Office of Registered Organizations**

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**Registered Organization
Resource Handbook**

TABLE OF CONTENTS

| | |
|---|----|
| Introduction | 3 |
| Student Programs & Activities Staff | 3 |
| Location | 3 |
| Important Recruitment Dates for Registered Organizations | 4 |
| Online Resources | 4 |
| Frequently Used Terms | 5 |
| Registered Organization Rights & Responsibilities | 6 |
| Benefits of Being a Registered Organization | 6 |
| Registered Organization Categories | 7 |
| Organization Registration | 7 |
| How to Register Your Organization & First Time Registration (New Organizations) | |
| Organization Re-Registration (Existing or Inactive Organizations) | |
| Organization Resources | 10 |
| Webspace | |
| Manage Funds with an Organization Fund Account | |
| How to Reserve Space on Campus | 10 |
| Space Approval | |
| Event Approval | |
| Processing Space Requests | |
| Additional Meeting/Event Space Contact Information | 14 |
| SORF: Student Organization Resource Fee | 15 |
| The ReSource Center | 17 |
| SOC: Student Organization Complex | 19 |
| The Illini Union Hotel | 20 |
| Registered Organization Alcoholic Beverage Policies | 21 |
| Campus Chalking Policy | 22 |
| Gambling Activities, Events and Equipment On Campus Policy | 23 |
| Use of Anniversary Plaza and the Illini Union/Quad Crosswalk Policy | 24 |
| Motion Picture Copyright Information | 26 |

University of Illinois
Registered Student Organization Resource Handbook 09-10

INTRODUCTION

Welcome to your Registered Organization Resource Handbook. Inside this handbook, you will find valuable information to assist you as a new Registered Organization (RO) or as a new RO leader. In addition to this manual, we invite you to stop in and visit the Office of Registered Organizations. The RO Office can provide your Registered Organization with useful and practical information regarding the operations of your organization. This office has the capability to assist you with

- The day-to-day leadership and management of your organization
- Resources available to help you fulfill your responsibilities as an authorized agent
- Training for the development of personal and professional skills regarding organization leadership
- Event management and planning resources
- Web-based publications assistance and troubleshooting NetFiles
- Financial accounting and fundraising for your RO

Additionally, the RO Office also houses the ReSource Center, your one-stop full-service copy and equipment rental center for Registered Organizations. The ReSource Center generates full-color copies at a reduced rate for registered organizations and as an authorized agent, you can even charge the copies to your RO account - if you know your group account number. The equipment rental available at the ReSource Center is also a free service provided to registered organizations.

Whether you are looking to make copies, have your RO questions answered by a staff member or discuss your finances as an organization on campus, the Office of Registered Organizations is here to assist you in being successful at the University of Illinois. Let us know how we can assist you!

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LOCATION

The Student Programs & Activities Department is composed of five different locations in the Illini Union:

The Office of Registered Organizations is located in 280 and 284 Illini Union, on the second floor south end of the Illini Union. This office provides direct resources for student organizations along with other campus organizations. This space is also the primary location of the Student Organization Resource Fee

(SORF) Board and the Organization Fund Advisory Board (OFAB). This office also operates the ReSource Center, a full-service copy center for the University of Illinois community with special low rates for Registered Student Organizations.

The Office of Volunteer Programs (OVP) is located next to the Office of Registered Organizations in 288 Illini Union, on the second floor south end of the Illini Union. OVP promotes community service and volunteer activities through a partnership between local community service agencies and the University of Illinois. Its mission is to enhance and expand meaningful student involvement in community service as well as in public engagement.

The Student Organization Complex (SOC) is located in 280 Illini Union on the second floor south end of the Illini Union. The SOC houses the offices of more than 50 Registered Student Organizations and works to enhance the contributions of organizations by providing space for many different groups to work, mingle and collaborate.

The Illini Union Rec Room is located on the lower level of the Illini Union toward the south end of the building, next to the Food Court. The Rec Room is the perfect place to play your favorite video game, join a friendly bowling or billiards league, or just hang out by a big screen TV. The Rec Room houses a 14-lane bowling alley and is able to be reserved for RO events and other activities along with 12 billiards tables and various video gaming systems, including a new Buzztime Trivia set of interactive on-screen trivia games.

The Illini Union Board (IUB) is located in 227 Illini Union, on the second floor north end of the Illini Union. IUB is the largest student programming organization at the University of Illinois, providing events and activities to the campus community that are a combination of cultural, social, recreational and educational in nature. The Illini Union Board produces an average of 150 programs per year and works to co-sponsor and collaborate with many different RSOs in planning events each semester. IUB also serves as the student advisory board to the Director of the Illini Union.

IMPORTANT RECRUITMENT DATES FOR REGISTERED ORGANIZATIONS

Quad Day: Sunday, August 23, 2009

600 Registered Organizations showcasing their groups and recruiting new members on the Quad. Organizations will be able to begin registering for Quad Day around the beginning of April.

Activity Day: Tuesday, January 26, 2010

“Like Quad Day, But Indoors” – showcasing 80 Registered Student Organizations at the Union. RSOs will be able to begin registering for Activity Day around the beginning of December.

ONLINE RESOURCES

Illini Union

<http://www.union.illinois.edu>

Office of Registered Organizations

<http://www.illinois.edu/ro>

Student Organization Resource Fee (SORF)

<http://www.union.illinois.edu/involvement/sorf/>

Office of the Dean of Students

<http://www.odos.illinois.edu>

Division of Campus Recreation

<http://www.campusrec.uiuc.edu/>

Division of Disability Resources and Educational Services

<http://www.disability.uiuc.edu/>

Emergency Dean

<http://www.odos.illinois.edu/emergency>

Illinois Leadership Center™

<http://www.illinoisleadership.illinois.edu/>

Office of Residential Life

<http://housing.illinois.edu>

Office for Student Conflict Resolution

<http://www.conflictresolution.illinois.edu/>

Office of Facility Management and Scheduling

<http://www.fms.illinois.edu>

Office for Inclusion and Intercultural Relations

<http://studentaffairs.illinois.edu/diversity/oirr.html>

Bruce D. Nesbitt African American Cultural Center

<http://www.bnaacc.illinois.edu/>

Asian American Cultural Center

<http://studentaffairs.illinois.edu/diversity/aacc>

La Casa Cultural Latina

<http://studentaffairs.illinois.edu/diversity/lacasa>

Lesbian, Gay, Bisexual and Transgender (LGBT) Resource Center

<http://studentaffairs.illinois.edu/diversity/lgbt>

Women's Resources Center

<http://studentaffairs.illinois.edu/diversity/women>

Cultural Program Funding

<http://studentaffairs.illinois.edu/diversity/guidelines.html>

Program Coordinating Council (event funding and support)

<http://www.odos.illinois.edu/resource/pcc/guidelines.asp>

Student Code: Policies & Procedures – Article 2: General Policies and Procedures, Part 3: Registered Organizations and Organization Fund

<http://www.admin.uiuc.edu/policy/code/index.html>

FREQUENTLY USED TERMS

Anniversary Plaza – The space formally designated by red bricks between the Quad and the Illini Union.

Authorized Agents – Members of a registered organization whose signatures are on the group's Non-Discrimination Form and who can sign on behalf of their registered organization for requests for services, purchases, equipment rental or space from the university.

IUB – Illini Union Board (<http://www.iuboard.illinois.edu>) Programming and Advisory Board for the Illini Union

Non-Discrimination Form – The form completed by authorized agents to register an organization.

OFAB - The Organization Fund Advisory Board (OFAB) funds items and/or services which will benefit all or a large number of registered organizations. This funding is raised from interest drawn from Organization Fund Accounts (see page 9 for more information).

OVP – Office of Volunteer Programs (located in 288 Illini Union – quad side)

Rec Room – Bowling, Billiards, Game room (located in the lower level of the Illini Union – quad side)
ReSource Center – The service center, including copying (see page 16 for more information)
RO – Registered Organization (student or other)
RSO – Registered Student Organization
SOC – Student Organization Complex (located in 280 Illini Union – quad side)
SORF – Student Organization Resource Fee (see page 14 for more information)
Space Request – The form used to request and reserve space across campus (see page 10 for example)
VIP – Volunteer Illini Projects (<http://www.volunteerillini.org>) community service organization, advised by the OVP.

REGISTERED ORGANIZATION RIGHTS AND RESPONSIBILITIES

To gain Registered Organization status at the University of Illinois, organizations must be comprised of a minimum of two members (a president and a treasurer), and adhere to the University's Policy of Non-Discrimination. The authorized agents have signature authority for the operations and management of the organization. It is the responsibility of these officers to ensure the organization is in compliance with the Student Code, and other University regulations, and state, local, and federal laws.

The Primary Tenets of receiving RO Status include:

1. A minimum of 2 active members (designated as a President and as a Treasurer)
2. Adheres to the Policy of Non-Discrimination
3. Membership is restricted to active students, faculty and staff members at the University of Illinois
4. Supports the educational mission of the University of Illinois
5. The Registered Organization does not accrue to the financial benefit (or direct financial gain) of its members

The authorized agents are responsible for ensuring the RSO is in compliance with Student Code: Policies & Procedures – Article 2: General Policies and Procedures, Part 3: Registered Organizations and Organization Fund, Part 4: University Property and Facilities – In General, and Part 5: Use of University Premises and Facilities (www.admin.uiuc.edu/policy/code/index.html), and other University regulations, and state, local, and federal laws.

BENEFITS OF BEING A REGISTERED ORGANIZATION

Being a registered organization with the University of Illinois can provide organizations with many opportunities designated only for those whom are registered with the Office of Registered Organizations. These benefits may include:

- Ability to reserve locations on campus for organization usage, including events, meetings, and other activities as designated by the organization
- Eligible to apply for Student Organization Resource Fee (SORF) allocations, a \$1.2M sum of money annually dedicated to student organizations for use
- Ability to access Organization Fund Advisory Board (OFAB) free equipment for organization use, including laptops, LCD projectors, radios, tables, pop-up outdoor tents and chalk
- Apply for office or cubicle space in the Student Organization Complex (SOC) in the Illini Union
- Access to NetFiles allowing registered organizations to create a web space for their organization
- Ability to fundraise on campus

- Discounts on various campus services, including orders placed for Catering in the Illini Union, reservation discounts for the Activities Recreation Center (ARC), copy discounts at the ReSource Center in the Illini Union

REGISTERED ORGANIZATION CATEGORIES

Registered organizations are classified in the following categories by the Office of Registered Organizations:

| | |
|--------------------------------|---|
| Academic/Professional | Athletic/Recreational |
| Creative/Media/Performing Arts | Cultural/Ethnic |
| Honorary | International |
| Political | Religious |
| Residence Hall | Rights/Freedom Issues |
| ROTC | Service Organization |
| Social Fraternity/Sorority | University Student Governance/College Council |
| Other Social | |

ORGANIZATION REGISTRATION

HOW TO REGISTER YOUR ORGANIZATION

In order to register your organization with the Office of Registered Organizations, your group must comply with the primary tenets of receiving RO Status (see page 6 – Registered Organization Rights and Responsibilities). In addition to meeting the primary tenets of RO Status, the organization must also comply to a non-discrimination policy that includes discrimination against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, political affiliation, age, marital status, handicap, unfavorable discharge from the military or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law.

Additionally, the name of any registered organization should:

1. Not be in conflict with an existing Registered Organization.
2. Not be the same as a nationally registered organization or society unless it is a local chapter of that organization. Affiliation to a nationally registered organization or society requires that an official letter be provided from the national organization's headquarters confirming affiliation.
3. Not be initials or an acronym. The entire name of the organization must be written out.
4. Not include the words "University," "University of Illinois," or any abbreviations thereof except in the form "at the University of Illinois at Urbana-Champaign" which may follow the organization's particular name.
5. Be in good taste.

All new treasurers must complete a mandatory Treasurer's Workshop to access the organization's funds and request the Organization Fund Account number. More information about the workshops can be accessed here: http://union.illinois.edu/involvement/rso/treasurers_workshop.aspx.

All presidents of new organizations must attend the New Organization Orientation before the Office of Registered Organizations can approve the new organization. More information about the orientation can be accessed here: <http://union.illinois.edu/involvement/rso/RegisteredOrganizationOrientation.aspx>.

FIRST TIME ORGANIZATION REGISTRATION (NEW ORGANIZATIONS)

For new organizations registering for the first time, the online registration process includes:

1. Log into Collegiate Link (<http://illinois.collegiatelink.net>) using your NetID and AD password.
NOTE: The president is the only person that needs to register the organization.
2. On the home page, find the News Articles section.
 - a. Select 'Browse All'
 - b. Select the article "Registration process for new Registered Organizations"
3. Within the grey box of the article, select "Begin Submission" located in the lower left corner of the box.
4. Read through the instructions. When finished, select "Continue."
5. Step 1- By registering this organization, you will become the Primary Contact of the organization.
 - a. Select "Continue" to complete Step 1.
6. Step 2- Enter the information of the organization.
 - a. In the first box supply the Official Name of the organization (no acronyms)
 - b. In the second box supply the nickname/acronym of the organization. If none exists, then enter the full name of the organization.
 - c. In the third box, click on the drop down arrow and select the Category of your organization
 - d. If the organization has a website, supply it in the fourth box.
 - e. Add a brief description of the purpose of the organization.
 - f. Be sure to supply the contact information for the organization (office location, office phone number, or the president/primary contact's @ILLINOIS.EDU website). NOTE: Only email addresses using the @illinois.edu account will be accepted.
 - g. Click "Save" to complete Step 2.
7. Step 3- Update your organization roster by adding the president, treasurer, and up to THREE Authorized Agents to the roster.
 - a. To designate each agent, select their position title from the drop down list.
 - b. Clear each field to continue adding agents.
 - c. Once finished, select "Continue" to complete Step 3.
8. Step 4- Read through and respond to the Nondiscrimination Form.
 - a. Once finished, select "Submit" to complete Step 4.
9. Step 5- Read through the completed information of your organization.
 - a. If you would like to make changes to your organization information, select the "Edit Step" icon on the left of the grey box.
 - b. Select "Finish" to submit your organization registration request.
10. You will receive notification saying that your organization is waiting for approval.
11. After you have received the notification that your organization has been approved, make sure both the president and treasurer respond to the email they receive to confirm their status as the president or treasurer of the organization and to activate the organization.
 - A. The president and the treasurer must be indicated on the submitted online registration form. In addition, the organization may select up to three authorized agents. These authorized agents may sign any requests for services, purchases, equipment rental or space from the university. All agents must present a student ID when submitting any form with their signature to confirm validity.
 - B. If the organization has or requests an Organization Fund Account, it must have a treasurer. If the organization is new, a treasurer may request an Organization Fund Account number after he/she has attended a mandatory Treasurer's Workshop.

- C. Registration is valid for 365 days (1 year) from the last date registration was completed. New forms must be filed, however, whenever a new authorized agent is selected for the organization (in other words, every time officers change in an organization).
- D. Although advisors are not required for Registered Organization status, organizations are encouraged to utilize faculty or staff as advisors. Advisors also may be from outside the university community, but may not be listed as a group member. Only advisors who are affiliated with the University of Illinois may sign documents or requests on behalf of the organization if they are identified as an authorized agent.
- E. Requests for funds for SORF will not be accepted from organizations that are not registered at the time the applications for funds are due. SORF applications are only accepted from Registered Student Organizations. (For more information on SORF, see page 14.)
- F. Registrations may be submitted throughout the academic year. Organizations that have not re-registered within one year of their last registration date will forfeit their registration status with the university and will have their Web pages removed from the U of I server. When an organization is registered, it may access its Web page. New organizations will be allocated space on the U of I server to build a Web page when they are registered.

ORGANIZATION RE-REGISTRATION (EXISTING OR INACTIVE ORGANIZATIONS)

An organization's registration of "active" is only valid for 365 days (1 year) from the last time they registered. Organizations are encouraged to re-register annually around the time that new officers (or new authorized agents) are selected so that the authorized agent database stays current and updated for your organization. To re-register an existing or inactive organization in Collegiate Link:

1. Log into CollegiateLink (<http://illinois.collegiatelink.net>) using your NetID and AD password. DO NOT use your email address, just your NetID. NOTE: The president must re-register the organization.
2. On the Home page, select the News Article "Re-registration process for existing registered organizations."
3. Within the grey box of the article, select "Choose your organization," located in the lower left corner of the box. NOTE: It may take 3-5 minutes to load the organizations.
4. In the Organization box located in the Select Organization section of the webpage, select the organization you would like to re-register by clicking on the drop down arrow and scrolling through the list.
5. Select "Start" after you found and selected your organization.
6. A new page opens providing a list of instructions. Read through the instructions. When finished, select "Continue."
7. Step 1 - By re-registering this organization, you will become the Primary Contact of the organization.
 - a. Select "Continue" to complete Step 1.
8. Step 2 – Enter your contact information and check that the organization information is up to date.
 - a. Click "Save" to save the information you entered and to complete Step 2.
9. Step 3 – Update your organization roster by adding yourself as the president, the treasurer and up to THREE Authorized Agents to the roster. NOTE: All contacts MUST USE their @illinois.edu account.
 - a. To designate each agent, select their Position title from the drop down list.
 - b. Clear each field to continue adding agents.

- c. Once finished, select “Continue” to complete Step 3.
10. Step 4 – Read through and respond to the Nondiscrimination Form.
 - a. Once finished, select “Submit” to complete Step 4.
11. Step 5 – Read through the completed information of your organization.
 - a. If you would like to make changes to your organization information, select the “Edit Step” icon on the left of the grey box.
 - b. Select “Finish” to submit your organization re-registration request.
12. You will receive an email notifying you that your organization is waiting for approval.
13. After you have received the email approving your organization, make sure both the president and treasurer respond to the email they receive to confirm their status as the president or treasurer of the organization in order to activate the organization.

Organizations Applying for SORF Funding (FALL 2009 SEMESTER ONLY)

Organizations applying for SORF funding during the fall 2009 semester must also be active in the “old” RSO database (<https://www.union.illinois.edu/iurso/sign-in.aspx>). If your organization plans on applying for SORF, email iurso@illinois.edu to request further instructions.

ORGANIZATION RESOURCES

WEBSITE

RO’s are assigned a U of I NetFiles account (www.cites.illinois.edu/netfiles) to host their organization website. The website is originally established under the president’s NetID; however, the president can add additional NetIDs to edit/administer/modify the RO webpage. Information regarding access, edits, and modifications to the website is available online, www.union.illinois.edu/involvement/rso/siteEdits.aspx.

MANAGE FUNDS WITH AN ORGANIZATION FUND ACCOUNT

The Organization Fund is a collection of accounts specifically established for use by Registered Organizations. The Organization Fund account is an account that groups need when generating or collecting money on University property. The Organization Fund Account can also help ROs manage all of their financial transactions for organizations – income and expenditures.

Benefits of having an Organization Fund Account:

- No Minimum Balance
- Convenient Location (On Campus)
- No Service Fees
- Monthly Account Summary Reports, along with Annual and Fiscal Reports
- Organization Fund Secretary Assistance
- Unlimited Transactions

Organization Fund Accounts are assigned by the Office of Registered Organizations in consultation with the Office of Business and Financial Services. Accounts are established and assigned to registered organizations after the treasurer has completed a Treasurer’s Workshop.

HOW TO RESERVE SPACE ON CAMPUS

In general, most space on campus can be allocated or reserved by first completing a *Request for Use of University Premises and Facilities* form, or Space Request Form, located online at

<http://www.union.illinois.edu/involvement/rso/SpaceRequestForm.pdf>. Meeting rooms are generally available free of charge, but any equipment and staff assistance required for the program may result in user fees being assessed to the sponsoring organization. Some facilities do have user fees based upon the management of that facility.

Any time an organization wants to hold an event, activity, or meeting, an approved space request form is required. Space requests must be submitted to the Office of Registered Organizations at the Student Organization Complex (280 Illini Union) for review. Allow 48 hours to process requests for meetings or other events not requiring special services. Allow at least two weeks for events requiring special services, and at least a month for events requiring specialized stage preparation or production procedures.

SPACE APPROVAL

Campus reservations offices are responsible for assigning appropriate and available space for events. Once event approval has been provided, the sponsoring organization can take the Space Request form to the appropriate reservations office for reserving space and/or request a meeting with the office managing that space to further discuss the event. Be sure to provide detailed event information in the "Remarks" section of the Space Request Form.

Space Request Forms are available online at <http://www.union.illinois.edu/involvement/rso/SpaceRequestForm.pdf>

SAMPLE SPACE REQUEST FORM BELOW

**REQUEST FOR USE OF UNIVERSITY PREMISES AND FACILITIES *
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

Please read all University regulations when completing this form. All RBO Groups must have this request approved by the RBO Office prior to submission. All Registered Organizations must submit this form to the Illini Union Office of Registered Organizations for review and event approval. Complete this form and submit to the appropriate contact.
 - For space in the Illini Union, contact the Illini Union Event Services Office at 333-0691 (Main Level, Suite 129)
 - For recreation facilities including the ARC, CRCE, Ice Arena, 1181 Grove and outdoor fields, see Campus Recreation contacts: either CRCE, ARC, Ice Arena
 - For all general classrooms and other outdoor areas - Office of Admissions and Records, Facility Management & Scheduling 901 W. 118th, Urbana IL 61801 MC-061

SPONSORING DEPARTMENT/ORGANIZATION _____
 NAME OF EVENT _____

PLEASE CHECK ONE OF THE BOXES BELOW WHICH DESCRIBES YOUR GROUP
 Administrative Unit Regional Student Organization (RBO Staff Member Approval must appear below)
 Academic Unit Registered Campus-Community Organization Outside Organization (explain make-up of group and purpose of the event)

Please indicate the TOTAL number of seats/articles/paid attendances.
 Please list alternative dates or locations in case your first choice is not available.

| Date(s) | Hours | | # of Seats | IT Equip Needed? Y/N | Requested Space | Space Assigned For Office Use ONLY |
|---------|-------|----|------------|----------------------|-----------------|------------------------------------|
| | From | To | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

- Total number of hours requested: _____
- Will there be an admission charge, sale of items, collection of donations or any money generated at this event (excluding dues, assessments or initiation fees)?
 Yes No Organizations are required to deposit any such funds into their Organization Fund Account.
 - Is this event a fund-raiser for charity? Yes No If so, which charity? _____
 - Will there be any non-UIUC-affiliated speakers/performers? Yes No Name: _____
 - Are any non-University individuals attending or invited to this event? Yes No
 - Will food or beverages be served? Yes No
 Will food be cooked on a grill? Yes No
 If yes, please describe below. _____
All food/beverage requests are subject to the approval of your facility's coordinator.
 - Do you need a special set-up: (Alterations of facilities, need for equipment or services such as tables, microphones, etc.)? Yes No
 If yes, please describe your needs (with diagram, if possible, below). If you have a set up, please include a diagram if available.
All set-up requests are subject to the approval of your facility's coordinator.

The sponsoring group is responsible for all cleanup and any damages incurred as a result of this event.
 Please provide additional details below:

University Account Number _____
 Signature of Authorized Agent(s) _____ Date Filed _____
 Contact Person/Scheduler _____ UIN _____
 MUST Complete for Contact Person:
 Address _____ City _____ State _____
 UIUC Email Address _____ Mail Code _____ Phone _____

THIS REQUEST FOR SPACE IS CONFIRMED VIA EMAIL FROM THE CONTROLLING DEPARTMENT.
 Do Not Write Below This Line (For Office Use Only)
 Reservation ID _____
 "EVENT APPROVED BY" _____ Date _____
 "SPACE APPROVED BY" _____ Date _____

EVENT APPROVAL

Organizations will indicate on the Space Request Form a detailed description of the proposed event including the desired space, date, and time for the event. The Office of Registered Organizations will review the request and provide event approval if applicable. Special events may require a consultation with the Assistant Director.

PROCESSING SPACE REQUESTS

With any space request that is processed, you can drop off the form at the Office of Registered Organizations and then allow the RO Office to forward the request through campus mail along to the next office. However, if your event is happening within two weeks of the day you are making your request, you are responsible to advance your own Space Request after it has been reviewed by the RO Office. These completed forms will be available by 3pm on the following business day.

Illini Union: Meeting Rooms

- Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Office of Registered Organizations (280 Illini Union).
- Within 48 hours, the Office will confirm the Registered Organization's status and review the event request before providing an "Event Approval" on the Space Request.

3. Take the completed form to the Illini Union Event Services Office, 165 Illini Union to consult with an Event Services staff to identify the appropriate and available facility for the event. They will confirm your exact reservation with you.

Illini Union Rec Room: Bowling, Billiards, Game Room and Snack Counter

1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Rec Room (Illini Union Lower Level – quad side).
2. Within 48 hours, the Rec Room will send an email to the contact person notifying the RO of “Event Approval” and of the reservation that has been made, pending verification of the Registered Organization’s status by the Office of Registered Organizations.

Anniversary Plaza: Red brick area between the Quad grass and the Union building

1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Office of Registered Organizations (280 Illini Union).
2. Within 48 hours, the Office will send an email to the contact person notifying of assigned and reserved space on Anniversary Plaza. Save this reservation and bring a copy to the event with you, just in case.

Campus Recreation: *Illini Grove and Facilities in The ARC, CRCE, Ice Arena, Intramural Fields

1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Office of Registered Organizations (280 Illini Union).
2. Within 48 hours, the Office will confirm the Registered Organization’s status and review the event request before providing an “Event Approval” on the Space Request.
3. Take the completed form to the Campus Recreation Office at The ARC, Room 170 to consult with a reservations staff member to identify the appropriate and available facility for the event. They will confirm your reservation with you.
4. *To reserve Illini Grove, you must also complete a Special Events Checklist with the Division of Campus Recreation.

Academic Buildings: Classrooms, Lecture Halls and Theatres (Foellinger & Lincoln Hall Auditoriums)**

NOTE: Lincoln Hall is closed for renovations until further notice.

1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Office of Registered Organizations (280 Illini Union).
2. Within 48 hours, the Office will confirm the Registered Organization’s status and review the event request before providing an “Event Approval” on the Space Request.
3. Take the completed form to the Office of Facility Management and Scheduling (FMS) at the Admissions and Records Building, (901 W. Illinois) to consult with a reservations staff member to identify the appropriate and available facility for the event. They will confirm your reservation with you.
4. **When reserving Foellinger or Lincoln Hall Auditoriums, you must complete a pre-event consultation with the Foellinger Manager to discuss appropriateness and availability of facility as well as facility/staffing charges, multimedia/tech requests and event dynamics.
5. NOTE: Lincoln Hall is currently under renovation and will be closed until further notice.

Residence Halls: Multi-purpose rooms and spaces in Residence Halls

1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Office of Registered Organizations (280 Illini Union).

2. Within 48 hours, the Office will confirm the Registered Organization's status and review the event request before providing an "Event Approval" on the Space Request.
3. Take the completed form to the specific Area Office of which you are requesting to consult with a reservations staff member to identify the appropriate and available facility for the event. They will confirm your reservation with you. You can call (217) 333-0770 to identify the correct Area Office and their location on campus.

Armory Track

1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Office of Registered Organizations (280 Illini Union).
2. Within 48 hours, the Office will confirm the Registered Organization's status and review the event request before providing an "Event Approval" on the Space Request.
3. Take the completed form to the Armory Track & Floor Office at The Armory, Room 190, to consult with a reservations staff member to identify the appropriate and available facility for the event. They will confirm your reservation with you.
4. When reserving the Armory Track, you must complete a pre-event consultation with the Armory Manager to discuss availability of facility as well as event dynamics.

Frat Park / Washington Park

1. Submit a completed Champaign Park District Facility Use Agreement form with the signature of an authorized agent for that Registered Organization to the Office of Registered Organizations (280 Illini Union).
2. Upon review, the Director of Registered Organizations may request to schedule a pre-event consultation to discuss the proposed program including appropriateness of facility, RO event management plan and event dynamics.
3. Within 48 hours, the Office will confirm the Registered Organization's status and review the event request before providing an "Event Recommendation" on the form.
4. Take the completed form with recommendation to the Champaign Park District for completing your space reservation. Consult with a Park District reservations staff member to discuss park use guidelines, user fees and insurance requirements.

ADDITIONAL MEETING/EVENT SPACE CONTACT INFORMATION

Registered Organizations often seek space on and around campus to host meetings and events. Some locations may require an RO to additionally contact them to discuss the availability and/or any specific procedures that may be required in order to obtain a reservation on a certain space. Below is a listing of several popular spaces for events and meetings on and around campus along with the contact for each location as well as suggestions on possible spaces and capacities of each room. For each space, however, please remember to complete a Space Request Form with event information to be listed and follow the appropriate space request procedures (on pages 9-11).

| Location | Contact | Phone/Email | Room (# or name) | Capacity |
|------------------------------|---|--|------------------|----------|
| Alice Campbell Alumni Center | Jim Runyan | runyan@illinois.edu | Ballroom | 500 |
| Altgeld Hall | Office of Facility Management & Scheduling (OFMS) | Fms-reserve@illinois.edu | 314 | 274 |
| The ARC | Kristin Duitsman | kduitsma@illinois.edu | Varies | Varies |

| | | | | |
|--|---|---|---------------------------|------------------|
| | (Campus Recreation) | | | |
| | | | Multipurpose Rooms 1-7 | Varies up to 900 |
| Armory Free Theatre | Brant Pope (Theatre Department) | brant@illinois.edu | Armory Theatre | 100 |
| CRCE | Kristin Duitsman (Campus Recreation) | kduitsma@illinois.edu | Gym | 1200 |
| Foellinger Auditorium | OFMS | Fms-reserve@illinois.edu | Auditorium | 1500 |
| Gregory Hall | OFMS | Fms-reserve@illinois.edu | Auditorium | 369 |
| Huff Hall | OFMS | Fms-reserve@illinois.edu | 112 | 142 |
| | | | 209 | 84 |
| Ice Arena | Dave Bagger (Campus Recreation) | dbagger@illinois.edu | Arena | Varies |
| Krannert Art Museum | OFMS | Fms-reserve@illinois.edu | Classroom | 147 |
| Krannert Center for the Performing Arts | Lisa Lillig (Krannert Center) | space-request@ kcpa.illinois.edu | Opera Rehearsal | 25 |
| | | | Drama Rehearsal | 25 |
| | | | Orchestra Rehearsal | 25 |
| | | | Choral Rehearsal | 25 |
| Lincoln Hall (currently closed for renovation until further notice) | OFMS | Fms-reserve@illinois.edu | Auditorium | 664 |
| McKinley Church & Foundation | Jessica Harbeson (McKinley Church) | j-harbeson@ mckinley-church.org | Westminster | 200 |
| | | | Geneva | 30-50 |
| | | | Stage Door | 20 |
| | | | Sanctuary | 100 |
| Smith Memorial Hall | Ruth Stoltzfus (Music Department) | stoltzfu@illinois.edu | Auditorium | 897 |
| | | | Memorial Auditorium | 254 |
| Virginia Theatre | Jameel Jones (Virginia Theatre) | jameel.jones@ cparkdistrict.com | Virginia Theatre | 1500 |
| Wesley United Methodist | Donna Giffen (Wesley United Meth.) | info@wesleyui.org | Great Hall | 200 |
| | | | West Lounge | 40-50 |
| | | | Movie Theatre | 30-40 |
| | | | Watseka Lounge | 70 |
| | | | Sanctuary | 400-500 |
| SORF: STUDENT ORGANIZATION RESOURCE FEE | | | | |

The Student Organization Resource Fee was introduced in 1978 as a response to the need to support programs and activities of RSO's. SORF is a mandatory (but refundable) \$12 fee collected from all students each semester at the University of Illinois at Urbana-Champaign. The fee supports programs and activities of Registered Student Organizations and funds the operation of Student Legal Service and Tenant Union. If the fee is refunded, access to resources and services from SORF, Tenant Union, or the Student Legal Services will be relinquished by that student.

SORF BOARD

The SORF Board is comprised of 8 elected students and 3 appointed staff members. Student elections are held every spring and administered by the Student Elections Commission. Thus student members serve a

1-year term. Staff members are appointed by the Vice Chancellor for Student Affairs and serve a 3-year term on the Board.

PURPOSE STATEMENT

The SORF Board is responsible for the allocation of funds generated by the Student Organization Resource Fee to Student Legal Services, Tenant Union, and registered student organizations in support of their activities and events. Such activities and events should benefit the members of the organization and support the educational mission of the University.

SORF FUNDING

SORF operates on a reimbursement basis. After receiving approval from SORF, the individual seeking funding must pay for the expenses upfront and then submit an Expenditure Request Form and supporting documentation to the SORF Office in order to generate a reimbursement. The exception includes honorarium payments. You must consult with the Program Advisor for SORF to ensure appropriate procedures are followed for honorarium payments.

ITEMS SORF TYPICALLY FUNDS

The SORF Board considers each funding application independently, evaluating each on its own merit. The Board takes several factors into consideration when making decisions including the range of experiences the program can provide, program expense compared to number of students served, the event is free and open to all UIUC students, and relation of the event/activity to the RSO's purpose. Items typically granted funding in the past by SORF include:

- Member Travel: transportation, lodging, registration fees
- Honorariums: speakers/performers stipend including transportation and lodging costs associated with performance
- Permanent Equipment
- Films: purchase/rights to show film
- Equipment & Facility Rental
- Communications: flyers, DI Ad, posters, etc. to advertise events

SORF STANDARDS

Each year, the new members of the SORF Board are responsible for setting up their own criteria in which to allocate funds. Funding events and activities is a partnership between SORF and resources of the RSO; SORF never funds 100% of any request. SORF standards help maintain partnership and ensure consistency in funding.

SORF PROCESS – APPLICATION FOR REIMBURSEMENT

Treasurers are the only individuals with access to apply for SORF funding. It is critical to read and understand SORF's Guidelines and Restrictions prior to applying for money from SORF. The SORF application can be accessed at: <https://www.union.illinois.edu/sorfapp/application/sign-in.aspx>. Applying to SORF is only the first step in obtaining SORF funding. There are many steps that follow the application. The following is a general idea of the steps from application to reimbursement from SORF:

1. SORF application is submitted by RSO Treasurer.
2. The application is pre-reviewed by a student SORF Board member. The pre-reviewer contacts the Treasurer for more information and clarification of the application if needed.

3. The application is presented by the pre-reviewer to the entire SORF board at the allocation meeting. The SORF Board votes whether to fund or deny the request.
4. The SORF Board then makes a recommendation to the Vice Chancellor for Student Affairs on what they deemed as fundable or not fundable by SORF.
5. The Vice Chancellor reviews SORF's recommendation and approves or declines funding to the RSO.
6. The event is implemented/activity takes place.
7. The Treasurer submits a complete Expenditure Request Form and supporting documentation for each person seeking reimbursement to the SORF Office within 60 days of the event/activity for the payment to be processed. Failure to submit documents within 60 days will result in forfeiture of SORF allocation.
8. The information is approved by the Program Advisor for SORF and sent to University Payables.
9. University Payables processes and mails a check to the individual seeking reimbursement from SORF.

Submit SORF Applications for these categories

- Speakers/Performers
- Films
- Communications
- Member Travel
- Equipment
- Rental Equipment/Space
- Other Expenses

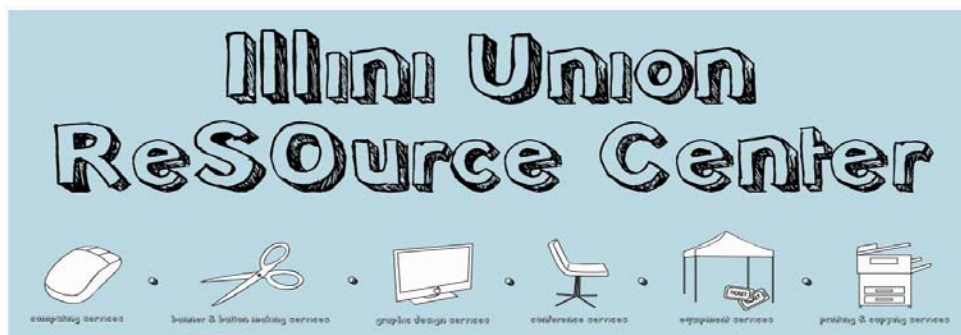
All aspects of an application must be submitted under the appropriate category.

<http://www.union.illinois.edu/involvement/sorf/Default.aspx>

ORGANIZATION TAX & NON-PROFIT STATUS

As outlined in the Student Code, Article 2 – General Policies and Procedures, Part 3: Registered Organizations and Organization Fund (www.admin.illinois.edu/policy/code/article_2/a2_2-310.html), “All tax and legal matters relating to organization activities are the sole responsibility of the registered organization. Registered organizations are not authorized to use the University’s Employer Identification Number (EIN) or tax-exempt status.” Thereby, your organization, if applicable, is responsible for adhering to the laws governing documentation and filing appropriate tax/income reports with the Internal Revenue Service (IRS). Registered Organizations are not authorized to use the University of Illinois’ or the University of Illinois Foundation’s employer identification number or tax-exempt status. Organizations may apply to the IRS for their individually assigned employer identification number and/or tax-exempt classification, if applicable.

THE RESOURCE CENTER



The Illini Union ReSource Center offers a full array of copy and equipment services to support the operations and programmatic needs of Registered Organizations, students, faculty, staff, and Illini Union visitors. Located in 285 Illini Union, adjacent to the Student Organization Complex, the ReSource Center offers a 15-person conference room as well as shared-community work space. In addition to a PC and Mac computer equipped with multimedia and design software, a student graphic designer is on staff to assist with marketing campaigns and image design for a nominal fee – billed directly to your Organization Fund Account.

All equipment available for Organization use is maintained in the ReSource Center, including tables, tents, chalk, radios, and cutting boards.

In addition to programmatic space, a full-service copy center is operational and capable of providing organizations and students with convenient and affordable copying services. RSO Copy Prices are available on the next page.

Hours of Operation

| <u>Spring 2009</u> | | <u>Summer 2009</u> | |
|--------------------|--------------|--------------------|------------|
| Monday – Thursday | 8:30am – 7pm | Monday – Friday | 8:30am-5pm |
| Friday | 8:30am – 6pm | Saturday | Closed |
| Saturday | 12 – 6pm | Sunday | Closed |
| Sunday | 12 – 7pm | | |

Visit the ReSource Center for formal or informal gatherings and utilize the services and work space for organization development and project management.

www.union.illinois.edu/involvement/rso/resourcecenter.aspx

The ReSource Center charges the following to make copies:

| | | |
|-------------------------------|------------|----------------|
| <u>Regular Paper 8.5 x 11</u> | <u>RSO</u> | <u>Student</u> |
| Black/White | \$0.05 | \$0.07 |
| Black/White on Color Paper | \$0.07 | \$0.08 |
| Color Copy | \$0.25 | \$0.48 |
| | | |
| <u>Legal Paper 8.5 x 14</u> | <u>RSO</u> | <u>Student</u> |
| Black/White | \$0.05 | \$0.07 |
| Black/White on Color Paper | \$0.07 | \$0.08 |
| Color Copy | \$0.25 | \$0.48 |
| | | |
| <u>Poster 11 x 17</u> | <u>RSO</u> | <u>Student</u> |
| Black/White | \$0.10 | \$0.13 |
| Black/White on Color Paper | \$0.14 | \$0.20 |
| Color Copy | \$0.30 | \$0.48 |

SOC: STUDENT ORGANIZATION COMPLEX

The Student Organization Complex (SOC), located in 280 Illini Union – quad side, houses office space for more than 50 Registered Student Organizations, including the offices of the Illinois Student Senate (ISS) and Student Trustee.



THE MISSION OF THE SOC

The mission of the SOC is to enhance the contributions of organizations by providing space for many different groups to work, mingle and collaborate. To achieve this mission, the SOC currently serves as a home for:

- 9 organizational offices
- 45 cubicles
- 58 cabinets
- 106 mailboxes

WHAT IS THE PROCESS FOR GETTING AN OFFICE OR CUBICLE?

Registered Student Organizations are able to apply for space in the SOC each spring as tenants frequently change toward the end of the academic year. Organizations that currently hold office and cubicle space in the SOC must meet a required minimum percentage of “space checks” where the SOC desk attendant sweeps the complex several times throughout the day, recording which organizations are present and using their space during the hours of operation. Organizations that do not use their space for the minimum requirements may receive a probationary status and possibly face eviction from the SOC. In that event, their space is then made available for applicants to interview to use the space.

The Illini Union Board is responsible for allocating space in the SOC. Because the number of offices is limited, stated guidelines will allow space to be given to those organizations that most need the space.

If your organization is interested in applying for a space please contact the Illini Union Board Office at 217-333-3663, or the IUB Vice President for Policy (Simon Appleford – sapplefo@illinois.edu).

WHAT ABOUT MAILBOXES & CABINETS?

Additionally, the SOC also serves as a mail room and storage center for many Registered Student Organizations. RSOs can apply each spring for a mailbox or cabinet using the same application process as an office or cubicle. Applications are typically available late each spring.

POLICIES FOR THE SOC

Policies on the use of space in the SOC are available online, along with more information about the Student Organization Complex, at <http://www.union.illinois.edu/involvement/soc>

THE ILLINI UNION HOTEL



Located at the heart of campus, the Illini Union houses some of the finest hotel accommodations in the community: The Illini Union Hotel. Not only does the Illini Union Hotel provide a wonderful space to study or a place for family to stay while visiting campus, it also provides a perfect location for your student organization's guest speakers or acts.

The hotel's 72 guest rooms and 2 VIP suites with spacious sitting rooms and expansive views of the main Quad provide a special brand of hospitality in the midst of one of the world's leading university environments. All rooms were recently renovated and include new beds with Serta Presidential Suite pillow-top mattresses, bedding, and cherry wood furniture that replicates 18th century details while encasing modern amenities such as 42-inch flatscreen televisions and mini-refrigerators.

Each room offers free:

- Continental breakfast
- High-speed wireless internet access
- Local calls and voicemail
- Cable TV
- In-room safe
- Parking
- Workout facility

Hotel Services include:

- Laundry and Dry cleaning
- Fax Service
- Copy Service
- Meeting Spaces/Equipment
- Catering Options

For information on rates or to book a room, contact Sales Coordinator Cailin Bundrick at (217) 244-8792 or bundrick@illinois.edu.

REGISTERED ORGANIZATION ALCOHOLIC BEVERAGE POLICIES

All Registered Organizations are to adhere to the provisions, policies, and procedures prescribed in the Student Code regarding alcohol. While the full policies are too extensive to list herein, applicable sections of the Student Code include ARTICLE 1—STUDENT RIGHTS AND RESPONSIBILITIES – PART 3. STUDENT DISCIPLINE, and ARTICLE 2—GENERAL POLICIES AND REGULATIONS – PART 3. REGISTERED ORGANIZATIONS AND ORGANIZATION FUND.

STUDENT CODE REFERENCES

Article 2—General Policies and Regulations

Part 3. Registered Organizations and Organization Fund

§ 2-318 Alcoholic Beverages Policies

(a) As stated in § 1-306(c), all UIUC students and registered organizations are subject to the alcoholic beverages policies stated in §§ 1-306 to 1-308. Both individual students and Registered Organizations may be subject to disciplinary action for violations of these policies (See § 1-301(d)). In addition, the following regulations apply to Registered Organizations.

(b) Registered organization events supported in part by alcoholic beverage distributors, manufacturers, and retailers must be conducted in compliance with procedures and guidelines available from the Office of Registered Organizations.

(c) Consistent with § 2-406(a), in promoting sponsored programs, a registered organization may not use materials that: 1) advertise the availability of alcohol, or 2) contain information associated with solicitation for profit (for example, coupons, discounts, or commercial advertisements).

(d) Events involving the use of alcohol at registered organization sponsored programs should subscribe to the philosophy of responsible and legal use of the beverages. Functions with alcohol should neither encourage any form of alcohol abuse nor place emphasis on quantity and frequency of use.

(e) A Registered Organization may not use University resources to advertise or promote any event, the sole or primary purpose of which is the illegal consumption or overconsumption of alcohol. Such events include, but are not limited to, “bar crawls” and “happy hours.” If an event is challenged by the Office of Registered Organizations as a violation of this subsection, the burden is on the Registered Organization to prove that its sole or primary purpose was conduct other than the illegal consumption or overconsumption of alcohol.

Student Code: www.admin.uiuc.edu/policy/code/index.html

Useful Alcohol Policy References and Guidelines for Organizations:

- While organizations may sponsor events in which alcohol is present, the sponsoring organization and all attendees must adhere to all federal, state, local and university rules, laws and policies.
- Organization funds may never be used to purchase or procure alcohol.
- Organizations may not promote the availability of alcohol on distributed communications for the event, including fliers, ads, emails, etc.
- No uncontrolled sampling should be permitted at sponsored programs of registered organizations.
- Consumption of alcoholic beverages should not be the sole purpose of any event or program.
- Alcohol may not be provided as free rewards to individuals or campus organizations.

Always consult with the Office of Registered Organizations regarding this policy and the sections of the Student Code that pertain to registered organizations and alcohol. Staff is available to further interpret and explain event planning guidelines and campus policies.

CAMPUS CHALKING POLICY

The campus has a long tradition of allowing students, faculty, staff, departments and student organizations to “chalk the Quad” in the promotion of their events, encouraging participation in student elections and expressing themselves on current issues.

Historically, “sidewalk chalk” has been allowed, but paint and similar substances have not. Water-soluble chalk is temporary and usually is removed by the next rain, which is usually after the event or issue is no longer current. More permanent markers (spray chalk) can be in place for months and either defaces the surface and/or needs to be removed.

To make clear the campus administrative policy and to hopefully better ensure that no one unintentionally violates the Code 1-302 (k) “..., defacement of... or damage to property or facilities...,” the following clarification is provided:

The material used to mark a sidewalk (horizontal surface) must be water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products, or sprayable chalk or other products in aerosol containers is prohibited.

In addition to the above, chalking is prohibited on all vertical surfaces, buildings, walls, planters, doors, trash receptacles, steps, fountains, benches, tables, signs, poles, columns, bus stops, light posts, and trees.

The Illini Union Office of Registered Organizations will provide free of charge water-soluble chalk to student organizations to promote programs to help insure compliance with the chalking rules.

Specific Student Code section outlining the University Chalking Policy, available here:

http://www.admin.uiuc.edu/policy/code/article_2/a2_2-404.html

2-404 Chalking Policy

The use of water-soluble chalk, easily removed by rain, for purposes of promoting events, encouraging participation in student elections and expression of current issues is permissible on University sidewalks. Chalking is prohibited:

- (1) On University property including, but not limited to, all vertical surfaces, buildings, walls, planters, doors, trash receptacles, steps, fountains, benches, tables, signs, poles, columns, bus stops, light posts, and trees.
- (2) Underneath any covering where chalk would not be washed away by rainfall.

GAMBLING ACTIVITIES, EVENTS AND EQUIPMENT ON CAMPUS POLICY

Issued by the Illinois Department of Revenue

Charitable Games Licenses: Title 86, Part 435 Section 435.120

<http://www.revenue.state.il.us/legalinformation/regs/part435/435-120.pdf>

Gambling activities, events, and gaming equipment in which participants will pay a participation fee and/or have the chance to win prizes – including charitable/fundraiser activities that incorporate casino/poker nights and gambling-type activities – are not permitted on University Premises without the requisite Charitable Games License issued by the Department of Revenue.

Guidelines prohibiting these events from occurring on campus:

- ▶ The host facility/premises must be licensed by the State of Illinois to be a “Provider of Premises” for such gambling/gaming events. (The University of Illinois is not licensed to be the provided of premises for these activities.)
- ▶ All gaming equipment, including chips, must be registered with the State of Illinois.
- ▶ The event sponsor must be licensed by the State of Illinois to conduct such charitable games (see below for a few of the requirements to be issued a sponsor’s license).

For an organization to receive a Charitable Games License, the sponsor must, among other criteria:

- 1) be 501 (C) (3, 4, or 5) licensed entity;
- 2) submit Organization Bylaws to the Department of Revenue;
- 3) have a copy of meeting minutes on file with the Department of Revenue (at least one copy of meeting minutes per year, starting in 2003).

Organizations may sponsor card playing events (to include Texas Hold ‘Em style tournaments) under the following conditions:

- 1) no participation/entry fee or donations are collected from participants;
- 2) no prizes are awarded for participating/winning;
- 3) “anything of value” cannot be awarded for participating/winning
- 4) event is held in the “normal place of operation” of the sponsoring organization.

-
- ▶ No individual under the age of 18 is permitted to participate in any gaming/gambling activities.
-

Illinois Department of Revenue: www.revenue.state.il.us

Bingo and Charitable Games Office (217) 524-4164

- ▶ Illinois Department of Revenue, Title 86: Revenue, Part 435 - Charitable Games Act

<http://www.iltax.com/LegalInformation/regs/part435/>

(Compiled website database with all pertinent information regarding Charitable Games, including: introductions, definitions, licenses, operation, restrictions, limitations, and criminal and civil penalties.)

USE OF ANNIVERSARY PLAZA AND THE ILLINI UNION/QUAD CROSSWALK POLICY

Issued by the Illini Union

Anniversary Plaza Background

Providing a forum for student expression is vital to the learning environment of the University. As a state institution, the University of Illinois adheres to the protections guaranteed by the First Amendment to the Constitution of the United States. Free speech, free expression, and peaceable assembly are basic to the exchange of ideas and beliefs. Academic progress and freedom flourish when the rights of free expression are assured, particularly at an institution of higher education.

In accord with the Campus Administrative Manual, Anniversary Plaza (the space formally designated by red bricks between the Illini Union and the Quad) has been designated as a public forum due to its high visibility to the student body, easy access, and its location as being less likely to disrupt or obstruct University activities and functions (when activity occurs there). Anniversary Plaza is approximately 30'x25' in size. A sample of programming events that typically occur in Anniversary Plaza include, but are not limited to, speeches, rallies, protests, demonstrations, vigils, large scale educational displays, and visits by local and national political figures.

Although the University can place time, place, and manner restrictions on expression, this is done without regard to the views expressed during the program and any restrictions must be viewpoint neutral and serve a legitimate University purpose.

Adjacent to Anniversary Plaza is the Illini Union/Quad crosswalk. This pedestrian crosswalk space is utilized by Registered Organizations and is more appropriate for basic events like information tables/distribution, fundraising, and event publicity. While not formally occurring on Anniversary Plaza, this space follows the same policies and basic reservations process as the programmed events on Anniversary Plaza.

Registering to use the Illini Union/Quad Crosswalk for Tabling

Organizations who want to have space reserved for events such as information distribution and fundraisers shall submit a Space Request Form to the Office of Registered Organizations, 280 Illini Union. These type of activities are simple in nature and do not necessarily constitute formal programming. Upon processing the Space Request Form, if the Registered Organization is in good standing, space may be assigned to the group for their event. Groups utilizing space for this type of event shall not use the formal Anniversary Plaza location, but may setup tables adjacent to Anniversary Plaza. While amplification is not permitted with these types of reservations, small radios may be utilized so long as the volume level is maintained at a volume that is reasonable and does not inhibit another group from conducting their event.

Registering to use Anniversary Plaza

Organizations that want to host formal programs including but not limited to demonstrations, rallies, speeches, concerts, vigils, and film screenings on Anniversary Plaza must submit a Space Request Form to and receive prior approval for the proposed event from the Office of Registered Organizations. Approval is contingent upon the organization being in good standing and may include a meeting with the Director. Upon being allocated the space for the proposed event, the sponsoring organization must adhere to the Student Code and follow the "Anniversary Plaza Registration Rules" and abide by all "Rules Governing the Use of Anniversary Plaza."

Registered organizations who want to sponsor these types of events may do so as long as the event does not disrupt or interrupt the regular and essential operation of the University; interfere with the rights of others; and/or destroy property. Registration of such events through the Office of Registered Organizations is encouraged as it will help insure that there is an orderly scheduling of facilities, the opportunity for adequate preparation for the event, and that the demonstration and/or rally is conducted in a manner appropriate to the University community. Failure to properly register the event and receive event approval may result in sanctions being imposed upon the sponsoring organization. No multi-media services will be provided by the University if the event has not been previously approved and scheduled.

The registration of the demonstration and/or rally is further requested to avoid the problem of competition for space. This process serves as a means to facilitate the coexistence of students' rights to speak and the rights of others to access academic programs and scheduled functions of the University. Since the Anniversary Plaza is a popular programming space, if more than one event is planned for the same area, priority is given to Registered Organizations who registered their assembly with the Office of Registered Organizations.

Sound equipment may be used on Anniversary Plaza but is regulated to prevent interference with academic programs or other scheduled events (see "Rules Governing the Use of Anniversary Plaza" below for specific information regarding time). Amplifying equipment for musical instruments is not permitted. A Request for Use of University Premises and Facilities form (*Space Request Form*) is available from the Office of Registered Organizations, 280 Illini Union or online at www.union.illinois.edu/involvement/rso/SpaceRequestForm.pdf.

If you have a question about whether your organization's proposed event needs to be registered with the Office of Registered Organizations, you should contact the Office at (217) 244-2357 for clarification.

Rules Governing the Use of Anniversary Plaza

1. All policies and procedures governing the use of Anniversary Plaza remain consistent with the University of Illinois at Urbana-Champaign Student Code and the Campus Administrative Manual.
2. Due to the size and limits on its use, reservations of Anniversary Plaza for programming purposes are restricted to one organization/event at a time.
3. Anniversary Plaza may be reserved by Registered Organizations, university departments, and students/faculty/staff for programming that is sponsored by their respective unit. Priority for use of Anniversary Plaza is given to Registered Organizations. Non-University entities are prohibited from reserving Anniversary Plaza.
4. All Registered Organizations must submit a space request form for the use of Anniversary Plaza. In order to meet the potential needs that each organization has, all space request forms must be received by the Office of Registered Organizations in a timely manner.
5. All event requests require a meeting with the Director of Registered Organizations and the organization's event coordinator prior to receiving event and/or space approval.
6. Amplified sound (voice only) is permitted Monday-Friday between the hours of Noon-1pm and after 5pm, and is subject to approval on the weekends. Amplified sound may be approved between 5-10pm and on weekends but is subject to approval by the Office of Registered Organizations and the Office of Facility Management and Scheduling.
7. All events that are held in Anniversary Plaza may not impede pedestrian traffic nor disrupt the functions of the University.

8. An authorized agent of the sponsoring organization must be present at the event and be available for consultation, discussion, and assistance if needed.
9. A reservation made by a Registered Organization may not be turned over to another organization, individual, or non-university affiliate.
10. Sponsoring organization is expected to manage the event in a manner that upholds the ideals of the University's community.
11. Any reasonable request made prior to or during the program by campus administrators must be addressed immediately as these types of requests are in reference to campus operational needs, university policies, and public safety.

Failure for an organization and/or individual to abide by any of the above rules or policies may result in their removal from Anniversary Plaza and/or prohibition from reserving the space in the future. Any questions regarding student use of Anniversary Plaza or its registration may be directed to the Office of Registered Organizations in the Illini Union, room 284 or (217) 244-2357.

MOTION PICTURE COPYRIGHT INFORMATION

Registered Organizations often submit space and event requests for showing a film on campus. It is important to understand that when showing a film for an event, there are strict federal laws about film licensing and screening films for a public audience, such as an event. Films that you rent at a video store are licensed for private use, meaning they are licensed for the renter to watch at home with friends or family, but not for a renter to screen at an event or for a larger audience. To be able to legally screen a film for an event or for a larger audience, your organization will need to obtain permission in the form of a film license (from an agency that is legally permitted to license and grant permission to publically screen films) or from a waiver from the film's studio (which is typically only granted with smaller independent or international studios).

If your registered organization is interested in screening a film, you will need to contact a licensing agency to purchase the rights to show the film. The license may often cost anywhere from \$250-\$950 depending on the title of the film you wish to show. This license, however expensive, will protect your RO from a potential copyright infringement. The following are some suggested film agencies where can purchase a license and also rent a copy of the film you wish to screen:

Swank Motion Pictures 1-800-876-5577 <http://www.swank.com/college/index.html>
 This agency represents most major studios and also has a large number of pre-release films available, or films that are not out on DVD and still in theaters, as well as a lot of older favorites.

Criterion Pictures 1-800-890-9494 <http://www.criterionpicusa.com/>
 This agency also represents most major studios and has pre-release films available.

California Newsreel 1-877-811-7495 <http://www.newsreel.org/>
 This agency represents mostly documentary films and films about social change movements.

Please note, when you submit an Event Request form for a film screening, it will not be approved until you can produce a valid film license (such as from an agency above) or proof of permission to screen a film.

For more information on films and copyright infringement law, check out:
<http://www.swank.com/college/pdf/SwankCopyright.pdf>