

CLUB AND ORGANIZATIONS RIGHTS AND RESPONSIBILITIES

The following information includes common concerns confronted by University recognized clubs and organizations.

Copyrighted Videocassettes, DVD's and Videodiscs

Any University recognized club or organization wishing to use a copyrighted videocassette, videodisc or uploads would contact the Assistant Director of Student Activities to review the Federal law and University policy pertaining to copyrighted usage.

Scheduling and Use of University Facilities and Equipment

Any University recognized club or organization wishing to schedule an event or use University facilities or equipment must first contact the University Scheduling and Event Services Office (<https://www.smsu.edu/administration/scheduling/>) to establish whether the University facilities or equipment are available before making any event commitments or before advertising the event. Due to limited University facilities and equipment, event requirements are not always available. To receive the registered/recognized student organization discount (effectively 100% on all items except labor) the registered/recognized student event must meet the following criteria:

- The student organization must be the primary sponsor of the event,
- The primary audience for the event is intended to be students (SMSU and their guests),
- An authorized member of the student organization will be the primary decision-maker, as well as, the primary contact for the event.

If a University recognized club or organization is found to be acting as a front for an outside group in that the event does not meet the above criteria, the appropriate public or not-for-profit charges will be billed to the group for the event. Further, groups found to be intentionally misleading the University on such events may risk loss of booking and reservation privileges.

Sale of Tickets

- Any University recognized club or organization wishing to sell tickets would contact the Assistant Director of Student Activities to review the nature of the ticket sales.
- Each ticket must state the sponsor's name, university name, time, date, place, title, price of the event, and be numbered. If no refunds are to be given this statement should appear on the ticket.
- Once tickets are printed they must be audited at the Business Services Cashier's Window before any tickets are sold or distributed.
- If the club or organization wishes to sell the tickets at the Student Center they will again contact the Assistant Director of Student Activities to complete the necessary procedures for ticket sales in the Student Center.

Drawings

Any University recognized club or organization wishing to conduct a drawing would contact the Foundation Office to review the Minnesota state gambling laws and procedures before setting up or promoting the drawing.

Contracts

- Any University recognized club or organization, before committing to any usage of goods or services to be utilized for any event, must consult with the Assistant Director of Student Activities to determine if a contract or letter of agreement is required.
- Engagements of bands or performers must be discussed with the Assistant Director of Student Activities before making a commitment to the band or performer or having a contract sent to the University.
- No contracts will be valid unless signed by the Assistant Director of Student Activities and other designated University parties.
- Payment of contracts will require that a University check be issued. University procedures for payments will be followed. University recognized clubs and organizations will not enter into contracts unless sufficient financial funds are guaranteed to exist in the club or organization's account to cover the cost of the contract and event expenses.

Release Forms

Any University recognized club or organization engaging in an off campus activity with the potential of personal liability or personal injury will contact the Assistant Director of Student Activities to review the nature of the activity. A release form requesting health insurance or other information, which also states the person's intent to release the University from responsibility for any personal or property damage, may need to be completed by participants for some activities.

Changing a Constitution

Any University recognized club or organization making changes or additions to their Constitution would contact the Assistant Director of Student Activities to review the nature of the changes or additions. If the changes or additions change the basic nature and purpose of the club or organization, the Constitution may need to be submitted through the University recognition process. With any change or addition to a club or organization constitution, a digital dated copy of the new constitution must be submitted to the Assistant Director of Activities.