

# Campus Scheduling Guide

(Updated 8/24/21)

## COVID-19 Impact On Scheduling

*Due to the impacts of COVID-19, there may be additional regulations and guidelines related to hosting and scheduling campus events. We recommend reviewing [Coronavirus Faculty/Staff Resources](#) during the planning stages of your event AND as your event approaches, to ensure you are up to date on any changes in College Policy\**

## Introduction

Welcome to the Muhlenberg Campus Scheduling Event Planning Guide, a quick reference tool to assist you in your efforts to plan successful College programs and scheduling college facilities and resources.

## Purpose

The primary purpose of the facilities at Muhlenberg is to support the mission of the College. The facilities at Muhlenberg College are reserved primarily for educational use, including but not limited to, instruction, research, public assembly, student engagement and recreational activities as part of College programming.

Given current economic conditions, the College also must be effective at managing costs associated with facilities wear and tear, utilities and resources. All facilities are the property of Muhlenberg College. No College academic or administrative department or student organization is permitted to negotiate the use of College facilities and services with external organizations, except in coordination with the Office of Seegers Union and Campus Events. All inquiries regarding the use of facilities, equipment and services by external groups, received by a College academic or administrative department or student organization should be referred to the Office of Seegers Union and Campus Events.

## Basic Definitions

**Scheduling Event Categories** - Use of College resources and space fall into three categories. Please visit [Scheduling Event Category Definitions](#) for the definition of each Event Category.

**Student Group** - A Student Group is defined as a College-recognized student organization, club, athletic team, Fraternity, Sorority, or a cohort in direct conjunction with a current academic course. Student Groups should reference the [Berg Student](#)

## [Group Planning Guide.](#)

**25Live** - 25Live is the College's scheduling solution designed to manage college facilities and various resources for both academic classes and the many co-curricular and external events that take place throughout the year. Faculty and Staff access 25Live via [OneLogin](#) using your current login credentials. Tutorial Videos and FAQs about 25Live and scheduling may be found using the [Campus Scheduling](#) link located on the [Seegers Union](#) website.

**Organization** - In 25Live, an organization is defined as a College department or recognized student group.

**Event Sponsor** - The contact individual of the department or student organization hosting the event.

**Confirmation Email** - Once the event is approved, you will receive an email confirmation of your event and details through 25Live.

**Reference Number** - The unique number that identifies your event (example 2021-AAPKAS). This number is needed when making changes or cancellations to your event.

**Resources** - Resources can be everything from College owned tables, chairs, podiums and technology, for example; to rental equipment such as staging, tents, flowers, and linens.

**Locations** - A location refers to a space or area, indoors or outdoors, and, in most cases, is specific to College owned facilities. Academic Classrooms are managed by the Registrar's Office while all non-classroom spaces are managed largely by the Office of Seegers Union & Campus Events.

**Change/Cancellation** - This form is used to make changes or cancel an already confirmed event in 25Live. The [Change/Cancellation Form](#) is available on the Campus Scheduling page.

**Short Notice Event Request** - If you have an unexpected event arise within less than 48 hours, you will need to fill out the short notice request form. The [Short Notice Form](#) is available on the Campus Scheduling page.

**Campus Calendar** - The [campus calendar](#) is the College's public facing calendar for promoting events for the general public, such as theatre productions, athletic competitions, public lectures and panels, Family Weekend, etc. These events are entered in 25Live and if the event sponsor would like it published on the campus calendar, in your event request you would request a calendar.

**College Long Range Planning Calendar** - Is a Google Calendar used to plot out the

College's Academic and Signature events for several years in advance. This calendar is solely **for planning purposes only and is not intended for public access.** **Information is not finalized until 18 months out.** To request access to the Long Range Planning Calendar, please email [TeamSeegers@muhlenberg.edu](mailto:TeamSeegers@muhlenberg.edu).

**G2View** - The G2 View is a calendar of campus events providing a logistical snapshot of the next 2 weeks. This calendar is largely used to inform many of the oncampus support services for set-ups and delivery of resources and often includes diagrams.

## Event Planning Process

### Location Reservations

The first step in planning an event on campus is to arrange for a location and associated resource needs. Scheduling of College facilities for meetings and events is accomplished through 25Live, the College's scheduling solution. College employees may access 25Live through [OneLogin](#) using your current login credentials.

The request should include any anticipated resource needs (ie. rolling whiteboards, coat racks, ect.), set-up type, anticipated maximum number, parking, personnel, catering, and security needs, etc. Some resources and services may require a work order or permissions from other departments. Team Seegers can help guide you through this process when your reservation is reviewed.

Many FAQs and tutorials are available to assist you in learning how to use and maximize 25Live in planning events. Questions about 25Live? Please reference resources and tutorials found on the Seegers Union website under [Campus Scheduling](#). For additional support, please contact the [Office of Seegers Union & Campus Events](#) at 484-664-3494 or by email at [teamseegers@muhlenberg.edu](mailto:teamseegers@muhlenberg.edu).

### Media Services

Sound/Media equipment and technicians are available for reservation to support College department events that can be scheduled through Media Services. To request the use of these services, please complete the [media request form](#) under Student/Staff Tools located on the OneLogin portal. All requests must be made at least 2 weeks in advance of your event date. Failure to do so may result in decline of your request or additional costs to support that may have been otherwise avoided.

Please note that student organizations are ineligible to receive support from the Department of Media Services; your requests can only be handled by Student Organizations, Leadership & Engagement (SOLE).

If you are unaware of what exactly your group will need, please fill out the form to the

best of your ability. Media Services is happy to work with you to ensure you have the right equipment for a successful program.

Please be advised that Media Services equipment is not permitted to be used off campus at any time unless otherwise approved by Media Services under special circumstances.

### **Questions??**

Contact: Media Services

Call: 484-664-3455

## **Posting and Advertising**

Posting is permitted to advertise programs and events by posting flyers in appropriate locations and through the use of the digital signage boards throughout Seegers Union. All postings must include contact information.

### **The flyer MUST contain the following information**

1. Name of sponsoring organization
2. Contact information (email, social media, or phone number) of sponsoring organization
3. Date, time and location of the event or meeting

General use boards are available throughout Seegers Union for the posting of event flyers. *The following are prohibited when advertising:*

1. Posting on doors, windows, walls, or restroom stalls
2. Advertising the consumption of alcohol, including drink specials
3. The use of chalk within 20 feet of any campus building entrance
4. The use of any non-painters tape

For more specific information regarding posting and advertising, please review the [Seegers Union Posting Policy](#).

## **Staffing**

### *Housekeeping*

Your location may dictate additional housekeeping needs and can be affected by the date, time, and/or capacity of the event. Housekeeping may be required and an overtime charge will be billed to the sponsoring department or student group. For more information on Housekeeping, contact [Plant Operations](#).

## *Security*

Security (either Campus Safety or designated a security vendor) may be required for some on campus events. The Office of Seegers Union and Campus Events, in conjunction with the Vice-President of College Life, the Provost (if necessary) and Campus Safety will determine security needs. The sponsoring organization will be responsible for all fees related to event security. For more information, contact the [Office of Campus Safety](#).

## **Catering**

*Food and beverage for all on campus events must be ordered through Muhlenberg College Dining Services.*

Contact Red Door Catering by phone at 484-664-4030 or by email at [catering@muhlenberg.edu](mailto:catering@muhlenberg.edu) during normal office hours: Monday through Friday 8:30 AM - 4:30 PM.

*Looking for a Cheap & Cheery Menu? Look no further!*

There is a No Frills Menu with a student org budget in mind!

*Additional Catering Information!*

All cancellations and/or changes referring to the menu, count, and event arrangements must be confirmed three (3) days prior to the event. Functions canceled within three (3) days of the event may incur a charge. Preparations will be made for the estimated count and charged accordingly should a final count not be confirmed. For additional information, please visit the Red Door Catering Guide.

*Looking to serve alcohol at your event?*

Dining Services manages the service of alcohol for all events on campus. Once you have completed the Application to Serve Alcohol and see the “Requirements for Student Clubs and Organization Events that Include Alcohol” in this guide for additional information. Please allow at least two week’s notice.

*...And, the fine print for the dining program in general!:*  
[http://dining.muhlenberg.edu/dining-plans/documents/Berg\\_dining\\_Policy\\_Fall18.pdf](http://dining.muhlenberg.edu/dining-plans/documents/Berg_dining_Policy_Fall18.pdf)

## **Films**

It is a violation of federal law to show a film in a public forum without consent from the producer of the film. Any department or student group wishing to host a film screening or “movie night” must obtain the rights to the film. The cost for film rights ranges from \$250-\$1200 and can be purchased through [Swank Motion Pictures](#) or [Criterion Pictures USA](#). Please consult with the [Office of Student Engagement](#) for more information

regarding film screenings.

## **Sales/ Solicitation**

Muhlenberg College welcomes student groups to raise their own program funds through fundraising activities. Please visit the [Muhlenberg College Vendor Sales/ Solicitation Policy](#) for more information and guidelines. Please also see the [Student Government Finance Manual](#) for special funding requirements related to fundraising.

In order to host a fundraiser, student groups must complete a [Solicitation/Fundraising Registration Form](#) and return the form to the [Office of Seegers Union and Campus Events](#).

## **Third Party Vendors**

Departments or student groups wishing to enter into a contract with a third party vendor (ie. performer, venue, service, etc.) must first seek approval from the [Treasurer's Office](#). The Assistant Treasurer is the only authorized contract executor for Muhlenberg College.

## **Transportation**

Departments or student groups intending to travel with a group to an off campus location for an event, will need to develop a transportation plan. Any plan must first adhere to the College's [Trip and Vehicle Transportation Policies](#). Student groups should also consider a process and location for loading and unloading buses. Groups wishing to use The Galleria Lobby in the Baker Center for the Arts as a bus loading area are required to request the use of that space in 25Live.

In some cases, a group may be asked to hire professional security for loading and unloading purposes. Any contracts with third party transportation or security providers must be reviewed and signed by an officer in the [Treasurer's Office](#).

For off campus venues with fewer than 50 guests, consider using professional services (taxis, car rentals, Uber, etc.). Muhlenberg College is not liable for incidents that occur in personal vehicles.

## **Paying for Your Event**

Several services such as equipment rentals, tents, catering, personnel coverage such as housekeeping, security, etc. may require an account code to be provided prior to the services being confirmed.

## **Events with Alcohol**

## Registration

An [Alcohol Request Form](#) must be completed in order to host on-campus events with alcohol. Request form should be completed at least 14 business days prior to the event. The individual completing the form must be 21 years of age and is designated as the Event Sponsor. The Event Sponsor is required to be present through the duration of the event and serves as the point of contact for the event.

## Regulations

### *Alcohol Policy*

Student groups are expected to follow the [Muhlenberg College Alcohol Policy](#) when planning events that include the consumption of alcohol. Members of the Muhlenberg community are expected to abide by all federal, state and local laws, including those governing alcohol consumption and distribution. Under Pennsylvania law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21.

### *Bartenders*

All on-campus events at which alcohol will be made available must utilize the bartender services of the Muhlenberg College Dining Services' [Red Door Catering](#) for the distribution of beverages.

### *Security & Identification*

Security may be required for events with alcohol. The Office of Seegers Union and Campus Events, in conjunction with the Dean of Students, the Provost (if necessary) and Campus Safety will determine security needs, if any. The sponsoring department will be responsible for all fees related to event security.

All event attendees are required to present either their BERG ID or a government issued identification in order to gain entry to an event where alcohol is served. Sponsoring departments and student groups hosting events with students are responsible for arranging the reservation of the ID Works system through the [Department of Campus Safety](#). The sponsoring department or organization will be responsible for purchasing wristbands for the event.

### *Timing*

The availability of alcohol at an event location may last a maximum of three hours. Student groups are permitted to register only one event with alcohol on a given date.

Alcohol service must end at least 30 minutes prior to the posted event end time. Alcohol may only be consumed in designated areas.

## **Food and Drink**

### *Approved Beverages*

Alcoholic drinks must be limited to beer and wine in quantities appropriate for personal consumption. Hard liquor, wine coolers, and mixed drinks are prohibited.

### *Food*

The sponsoring department is responsible for providing adequate food and non-alcoholic beverages for the duration of the event. Breads, meats, cheeses, vegetables, pizzas, subs, etc. are considered appropriate foods; chips and pretzels are not. Unless the event is being held in a location that does not require the use of Dining Services, this food must be provided by Muhlenberg College Dining Services' [Red Door Catering](#). The cost of catering is the responsibility of the sponsoring organization.

### *EANABs (Equally Attractive Non-Alcoholic Beverages)*

In addition to providing adequate food, the sponsoring group is required to provide EANABs. All EANABs should be appealing alternatives to alcohol (virgin daiquiri vs. tap water) so that non-drinkers and those who choose not to drink alcohol can enjoy inviting substitutes. Unless the event is being held in a location that does not require the use of Dining Services, these beverages must be provided by Muhlenberg College Dining Services' [Red Door Catering](#).

## **Tailgate Events**

Student groups are welcome to participate in the [Mule Pen Tailgate Program](#). The Mule Pen Tailgate Program is a BYOB event that creates opportunities for student groups to gather before certain Muhlenberg College Athletic events.



# Event Checklist

Event Name \_\_\_\_\_

Event Date/Time \_\_\_\_\_

Event Location \_\_\_\_\_

Reference # \_\_\_\_\_

## **Actions Completed:**

- Room(s) Reserved on 25Live (5 Weeks Prior)**
- Media Requested (4 Weeks Prior)**
- 3<sup>rd</sup> Party Vendor Contracts Approved by Treasurer (4 Weeks Prior)**
- Order Catering through Muhlenberg Dining (3 Weeks Prior)**
- Event Added to Campus Calendar (2 Weeks Prior)**
- Marketing/Promotions (2 Weeks Prior)**
- Check COVID-19 Faculty/Staff Resources for policy update (1 Week Prior)**

## **If Event Involves Alcohol:**

- Review Alcohol policy and protocols for your event**
- Complete a Request to Serve Alcohol Form (4 Weeks Prior)**
- Schedule 3<sup>rd</sup> Party Security through Campus Safety if necessary (4 Weeks Prior)**
- Order Alcohol and Bartenders through Sodexo (3 Weeks Prior)**