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Policy Sponsor: Office of Campus Life

Approving University Official(s): Dr. Matt Spraker - Vice President of Student Life

Responsible Office: Office of Campus Life

STUDENT-FACING EVENTS POLICY

I. POLICY RATIONALE

The development of a comprehensive, streamlined student-facing events policy is imperative for ensuring the success of well-coordinated, structured, and executed events on and off the campus of Mount Vernon Nazarene University. This policy will seek to enhance five major components of the events process of MVNU: communication with facilities, housekeeping, campus safety, and other important stakeholders, student life office collaboration, streamlined processes, data and assessment, and the overall student experience.

1. Enhanced Communication with Facilities, Housekeeping, Campus Safety, and other important Stakeholders:

- a. *Timely Logistics Coordination:* Regular updates and coordination with facilities, housekeeping, and other important departmental resources will ensure timely requisitions, setup, and teardown of events.
- b. *Resource Allocation:* Improved communication with facilities, housekeeping, and other important departmental resources will ensure that

event organizers have appropriate understanding of available resources, locations, and opportunities, aiding the planning process.

- c. *Risk Mitigation*: Clear and timely communication helps to identify and assess potential logistical or safety risks and challenges in advance.

2. **Student Life Office Collaboration:**

- a. *Holistic Event Planning*: Collaboration within the student life office will ensure that events align with the mission, vision, and values of the University and the Office of Student Life, contributing positively to the campus culture.
- b. *Consistent Messaging*: Collaboration within the student life office will ensure consistent messaging and communication of student-facing events and means of engagement, reinforcing a cohesive campus identity.
- c. *Interdepartmental Support*: Collaboration within the student life office will help offices within Student Life work together for common goals and pursuits, learning from one another's experiences and perspectives.

3. **Streamlined Processes:**

- a. *Clear Guidelines*: A clearly defined process will provide a roadmap for event organizers, whether faculty, staff, or student, to reduce confusion and ensure compliance with both the policies of the University and its mission, vision, and values.
- b. *Well-Rounded Scheduling*: A streamlined process will afford the office of Campus Life to ensure that the student calendar is well balanced and provides students with multiple points of engagement without having to choose between opportunities.

4. **Data and Assessment:**

- a. *Continuous Improvement*: Collecting data and feedback from events facilitates ongoing assessment and improvement of the student experience at the University.
- b. *Evidence-Based Decision-Making*: Analyzing data allows for evidence-based decision-making, helping in resource and budget allocation and the identification of successful events, strategies, and activities.

5. **Impact on Student Experience:**

- a. *Community Building:* Well-coordinated events contribute to community building by providing opportunities for students to connect, share experiences, and build relationships.
- b. *Learning Outcomes:* Student-facing events serve as educational opportunities in extracurricular and co-curricular settings. Streamlining this process will additionally aid in ensuring all student-facing events promote the learning outcomes of the Office of Student Life.
- c. *Enhanced Engagement:* This policy aims to create a more engaging and inclusive environment by fostering collaboration between members of the student life office, student organizers, and other pertinent offices.

II. **POLICY PROCEDURE**

1. **Event Form Submission**

- a. Organizers, whether students or staff, are required to fill out the “Student Life Event In-Take Form” to provide essential details for approval and coordination. The Assistant Director of Student Engagement will notify organizers of a decision or assistance within **2 business days** of submission.

2. **Scheduling**

- a. All student-facing events must be scheduled no later than 2 weeks before the proposed event date to allow for proper planning and coordination.

3. **Approval Process**

- a. All student-facing events must be approved through the Office of Campus Life before being finalized. The approval process will evaluate important information such as alignment with the university’s mission, vision, and values, calendar availability, awareness of campus policies and regulations, and assessable learning outcomes.

4. **Student Calendar**

- a. Approved events must be added to the MVNU Student Calendar to facilitate campus-wide awareness and coordination. The Office of Campus Life may help if the organizer cannot access the MVNU Student Calendar.

5. **Supervision**

- a. All student-facing events must be supervised by at least one MVNU administrator, faculty, or staff member to ensure proper oversight and adherence to university policies.

6. Handbook Compliance

- a. Event organizers must adhere to all policies and procedures outlined in the MVNU Student Handbook, ensuring a safe experience for all participants.

7. Ticketing & Facilities Coordination

- a. All necessary facilities, housekeeping, safety, and technological arrangements must be scheduled and confirmed **no later than two weeks in advance** to avoid logistical issues.
 - i. Staff: It is the responsibility of staff organizers to submit all necessary requisitions and reservations:
 - ii. Students: The Assistant Director of Student Engagement will work directly with students to submit all necessary requisitions and reservations.

8. Release Forms

- a. For events including any physical risk to participants, a release form must be distributed and submitted by all participants, ensuring informed consent and mitigating liability.
 - i. The Office of Campus Life may supply organizers with a template.

9. Safety & Security

- a. Event organizers are required to proactively consider and address any safety or security concerns **before** their scheduled event.

10. Campus Operations

- a. Student-facing events must not interrupt or disturb the operations, procedures, and schedules of the typical university workday.

11. Music Approval

- a. Playlists for events must be approved through the Office of Campus Life to ensure appropriateness and compliance with university standards. Playlists must be sent via email to the Director of Campus Life or Assistant Director of Student Engagement no less than 2 business days before the event.

12. Poster Approval

- a. Posters advertising events must be approved through the Office of Campus Life and follow all procedures as described in the MVNU Student Life Poster Policy.

III. STAKEHOLDERS

- a. The Office of Student Life
 - i. Office of the Vice President of Student Life
 - ii. Office of Residential Life
 - iii. Office of Campus Life
 - iv. Office of Counseling & Wellness
- b. The Office of Intercultural Life
- c. Student Government Association
- d. Student Clubs & Organizations
- e. MVNU Student Body
- f. Campus Facilities
- g. Campus Safety
- h. Campus Sound

IV. COSTS/RESOURCE REQUIREMENTS

- a. Technological Resources Involved:
 - i. Student-Facing Event In-Take Form - Available upon request by the Office of Campus Life or the MVNU SGA website (www.mvnusga.com)
 - ii. *JIRA* – Facilities, Housekeeping, Technology, and Safety Requests
 - iii. *EMS* – Location Reservations