



POLICIES
Office of Student Activities
Salve Regina University

Amplified Sound Policy

Amplified sound at events held on campus must be maintained at a reasonable level and should not disrupt academic instruction, other campus activities, or residents living in the surrounding area.

The office of student activities requests notification if your outdoor event will feature amplified sound. The level of amplified sound should be limited to reach only the immediate audience, and must fall within noise ordinance guidelines established by the City of Newport.

Speakers and monitors should be positioned carefully in order to prevent sound from disrupting people not in the immediate area. The surrounding terrain and buildings can influence the effect of amplification, so set-ups should be monitored before and during each event by the sponsor. Sound checks may be conducted only during the hours amplified sound is allowed.

In addition to university policies and city sound ordinances, student organizations need to consider the following:

- Contracts with artists or performance groups must contain a statement which allows the organization or the university to regulate the level of amplified sound.
- Organizations are responsible for assuring that amplified sound does not disrupt normal university activities, including regularly scheduled classes. The organization must be sensitive to the fact that others become unwilling participants in an event if amplified sound is produced at an excessive level.
- University staff will monitor the level of amplified sound and take appropriate measures to prevent disruptive noise.
- Complaints about amplified sound will result in an assessment of the situation by the university staff who will determine whether to allow the sound to continue, reduce the volume, or terminate the use of amplified sound.

Decorations

When planning an event, a student organization may decide to decorate the activity area to create a festive, colorful and inviting environment. Decorations must comply with all federal, state, local, and university fire and safety policies. Groups must use caution to ensure decorations do not pose a fire or safety hazard for persons attending the activity. Any event which involves the use of decorations must adhere to the following guidelines and be approved by the Office of Safety & Security.

- Paper streamers are not permitted unless they are made of flame retardant material (check label).
- Dry organic materials, cloth and other woven or synthetic materials are not permitted unless treated with flame retardant and approved by the Office of Safety & Security.
- Cloth and paper materials are not permitted to be draped across ceilings.
- Use of Scotch tape, staples, tacks, nails, duct tape, glue and screws are not permitted. Masking tape is permitted on certain surfaces with prior approval from the appropriate office or department.
- Decorations are not permitted which would obstruct the use of exits or fire protection equipment.
- Open flame devices, candles and pyrotechnics are prohibited in university buildings. Exceptions for fixed open flame devices must be approved by the Office of Safety & Security.

Any damage sustained to an activity area resulting from decorations will be charged to the responsible individual or organization.

Distribution of Literature

Student organizations are permitted to distribute literature on campus provided the literature is in keeping with the mission of the university. The distribution of literature is permitted under the following guidelines:

- Literature must be of non-commercial nature.
- Literature must clearly indicate the name of the sponsoring organization.
- Distribution of literature should not obstruct the free flow of pedestrian or vehicular traffic.
- Distribution of literature should not disrupt the normal operations of the university.
- Materials may be offered to, but not forced upon members of the university community.
- Organizations may reserve tables and chairs to distribute literature. Reservations must be made online using the R25 scheduling system a minimum of three business days in advance of the desired distribution date. Tables should remain staffed at all times.
- Materials may not be distributed by placing copies on or in vehicles.
- Materials should not be left on-campus locations without prior approval from the appropriate offices or departments.

Film & Video Copyrights

- Student organizations that plan to show films or videos on campus must comply with all federal, state, and local laws that govern the presentation and viewing of these materials. The use of copyright-protected films and videos, other than private in-home viewing, requires a license from the copyright holder or their authorized representative.

- Organizations may contract with a commercial licensing company that holds the copyright; however, licensing fees typically involve a significant cost. Groups should not enter into an agreement with a licensing company without first reserving an appropriate campus space and securing the necessary funding to cover the cost of the license. All contracts must be signed by the director of purchasing.
- Groups or individuals that enter into contracts without following established university guidelines will be held responsible for all charges or fees.

Fire Safety

The university requires individuals and student organizations to strictly adhere to all fire safety regulations. While not intended to be a comprehensive list of regulations, organizations that sponsor activities on campus must:

- Prevent persons from sitting or standing in doorways and aisles designed as a means of emergency exit from the activity area.
- Monitor the number of participants so as not to exceed the maximum occupancy of the activity area.
- Provide a minimum 16" clearance between rows when setting chairs for theatre-style events.
- Adhere to all decorating policies (see Decorations).

Hazing

Student organizations are prohibited from engaging in or otherwise practicing any physical or psychological hazing behaviors. Hazing includes any method of initiation or pre-initiation into a student organization or any activity which causes, or is likely to cause, physical harm or personal degradation or disgrace. Hazing is a violation of university policy and may result in loss of recognition as a student organization and/or action by the Dean of Students Office. Activities that may constitute hazing include, but are not limited to, the following:

- Forms of physical activity not part of an organized, voluntary athletic contest or not specifically directed toward constructive work.
- Any activity that might reasonably bring physical harm to the individual.
- Paddling, beating, or otherwise permitting someone to hit another individual.
- Requiring one to wear any degrading or uncomfortable garments.
- Depriving one the opportunity for sufficient sleep, decent and edible meals, or access to means of maintaining body cleanliness.
- Activities interfering with one's academic efforts by causing exhaustion, loss of sleep, or reasonable study time.
- Requiring one to consume large amounts of alcohol.
- Forcing, coercing, or permitting one to eat or drink foreign or unusual substances such as raw meat, raw eggs, salt water, onions, etc.

- Having substances such as eggs, paint, honey, etc. thrown at, poured on, or otherwise applied to the bodies of individuals.
- Morally degrading or humiliating games or any other activities that make an individual the object of amusement, ridicule, or intimidation.
- “Kidnaps,” road trips, etc., which are conducted in a manner that endangers the health or safety of an individual.
- Subjecting one to cruel or unusual psychological conditions for any reason.
- Any requirement which compels someone to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual’s genuine moral and/or religious beliefs, or contrary to the rules, policies and regulations of the university.

Insurance

In general, approved on-campus events sponsored by recognized student organizations do not require additional insurance. However, non-university businesses or groups contracted to support on-campus events must provide proof of insurance and assumption of liability. The amount of liability insurance is established by the university’s legal counsel and is based on the amount of potential liability for the university. The policy must contain a “hold harmless” clause and name the university as additionally insured. Contact the Office of Student Activities for more information about insurance requirements.

Mailboxes

All recognized student organizations are provided a mailbox in Room 200 of Wakehurst Student Center. Mailboxes should be checked at least once a week for campus notices and federal mail.

Organizations are encouraged to have mail sent in the organization’s name and not in the name of an individual member. Mail should be sent to the following address:

<Name of Organization>
Office of Student Activities
Salve Regina University
100 Ochre Point Avenue
Newport, RI 02840

Student organizations may distribute announcements in other club mailboxes provided they have received prior approval from the Office of Student Activities. Material placed in mailboxes without approval will be removed and discarded. Mailboxes are emptied on the last business day of May and contents discarded unless organizations have made prior arrangements with Student Activities.

Posting

Recognized student organizations are authorized to post materials in designated areas on campus that pertain to or support the organization and its activities. All posters and fliers must be approved and stamped by the Office of Student Activities before they are copied and posted. Materials that do not bear a stamp mark may be removed and discarded.

Each university department, office and/or building may have its own posting policy. It is responsibility of the group posting information to know and abide by the regulations that pertain to that office or building.

General Posting Guidelines

- Activities cannot be advertised before the event location has been confirmed and the event has been scheduled on the university calendar using the online R25 scheduling system.
- Only one notice per event/activity per bulletin board is permitted.
- Three-dimensional materials may not be posted on university bulletin boards (material must lay flat on the board).
- Posted materials must clearly identify the name of the sponsoring organization.
- No poster, handbill, or any other form of advertisement may be placed on, attached to, or written on any structure or natural feature of the campus. This includes walls, fire doors, buildings, posts and directional signs, sidewalks, trash receptacles or trees.
- Positing on tables, walls, or any other open surface is considered a fire hazard and is prohibited.
- Chalking is allowed on concrete university sidewalks.
- Signs, banners and posters cannot be propped against or hung from trees, buildings, balconies, columns, etc. without prior approval. Banners are prohibited on the exterior of university buildings.
- Organizations are responsible for removing all signs and materials within 24 hours of the conclusion of their event.

Approved Campus Posting Locations

In order to comply with Rhode Island state fire code, printed materials such as posters and fliers must be posted on approved bulletin boards. Once approved for posting, materials may not be posted on any of the following: walls, ceilings, counter tops, exit or fire doors, windows, tables, chairs, trash receptacles, light poles and sign posts, or natural vegetation. No more than one poster or flier per event should be posted on a single bulletin board.

Student clubs and organizations may use the following bulletin board locations to post items promoting their group and activities:

Angelus Hall

- Stairwell landing (left of main entrance) – see Education department staff for key/posting policy.

Antone:

- Hallway between dance studio and Mac labs.

McAuley:

- 2 bulletin boards in the first floor in the hallway from the main area to the ADC.
- Classrooms (use judgment as to appropriateness of specific rooms)

O'Hare:

- Next to 103, Next to 105, Hallway between 106-107
- Between 109-110, Next to 112, Next to 122
- Between 110 and 111, 2nd floor in front of the elevator

Wakehurst

- Basement, outside of WSRU Radio (bulletin board)
- Basement, outside Student Activities Office (bulletin board)
- Basement, in Mailroom (bulletin board)
- 1st floor, in display case by Fireplace Lounge (ask Building Manager for access)
- 1st floor, free standing display case in the Lobby
- 2nd floor in study lounge (bulletin board)

McKillop Library

- Basement, outside mail services.
- 1st floor – inside Bookends Café.

Residence Halls

- Leave posters & fliers with Office of Campus Life (45 copies) for RA's to post in the residence halls

Rodgers

- Posting is available in the stairwell to the left of the entrance.

**Contact the Dean of Students Office (Miley) or the Office of Student Activities (Wakehurst) for permission to place items in cases in these buildings.*

Security

Certain on-campus events, such as dances and concerts, may require a university security detail. In some instances organizations may be required to have Newport police and fire department details present in addition to a university safety & security officer. Sponsoring organizations are charged for security personnel assigned to their events. Contact the Safety & Security Office in Tobin Hall for more information about security details.

Tabling

Recognized student organization may reserve 3'x6' tables in the Wakehurst Student Center (and other locations on campus including the O'Hare Academic Center) for disseminating information, recruiting members and conducting approved fundraising activities. Organizations must adhere to the following guidelines:

- An online event planning form must be completed and submitted to the Office of Student Activities a minimum of three business days prior to the desired date.
- Tables must be staffed at all times by a member of the organization.
- Displays and activities associated with the table reservation cannot block the free flow of traffic or encroach on other scheduled events
- Posting is not permitted on walls, windows, doors, trees or receptacles around or near table location; signs may be attached to the table.
- Tables should be cleared and trash disposed of before members of the organization leave the area.

Theme Event Guidelines

Recognized student organizations are strongly encouraged to insure any theme associated with a sponsored event does not promote degrading or demeaning social stereotypes based on race, ethnicity, national origin, gender, sexual orientation, religion or disability.

To determine if an activity is potentially degrading or demeaning to a specific population, organizations should consider the following:

- Does the nature of the activity reinforce negative stereotypes?
- Will the advertisements, decorations, costumes of the participants, etc., contribute to the reinforcement of negative stereotypes?
- Does the information available suggest that the theme, advertisements, decorations or costumes were chosen to mock or degrade the group(s) associated with the theme
- Does the information available suggest that the theme, advertisements, decorations, or costumes of the activity were chosen to upset or offend specific members of the campus community?

Organizations that knowingly degrade or demean others may result in probation, loss of university recognition and/or referral to the office of student life for disciplinary action.

Travel

Please follow the policies and steps outlined in Travel Trip Protocol. This protocol is required to ensure the safety of those travelling on trips, as well as to maintain communication between Safety & Security, trip organizer(s), and administration in the event of an emergency or when communication is necessary.

Use of University Name

Recognized student organizations may associate themselves with the university's name and use the university's official logo provided they do so in accordance with stated university policies and regulations. Contact the Office of Public Relations for more information about use of the university's name and design standards.