



STUDENT ACTIVITIES OFFICE
CLAREMONT MCKENNA COLLEGE

[Attendance and Guests at CMC-only Events](#)

[Attendance and Guests at 5C Events](#)

[Alcohol at Student Events](#)

[Accessibility](#)

[Contracts](#)

[Vendors and Insurance Requirements](#)

[Commercial General Liability](#)

[Commercial Auto Liability](#)

[Additional Insured](#)

[Additional Coverage](#)

[Copyright](#)

[Crown Special Events Fund](#)

[Event Classification and Registration](#)

[Type 0](#)

[Type 1](#)

[Type 2](#)

[Type 3](#)

[Event Hosts](#)

[Event Hours](#)

[Event Management](#)

[Film or Movie Screenings](#)

[Fire Safety](#)

[Hazing](#)

[Lotteries, Raffles, and Bingo](#)

[Marks Music Room Equipment](#)

[McKenna Auditorium Reservations](#)

[Student Club and Organization Requests](#)

[Faculty/Staff/Department Requests](#)

[Publicity and Advertising](#)

[Banners and posters](#)

[Restrictions on Events During Finals](#)

[Social Host Liability at Non-Registered Events](#)

[Student Club and Organization Recognition Process](#)

[Ticket Sales](#)

[Use of College Name and Trademark Policy](#)



STUDENT ACTIVITIES OFFICE

CLAREMONT MCKENNA COLLEGE

Attendance and Guests at CMC-only Events

Currently enrolled CMC students and their invited guest may attend events on campus. Only one guest per student is permitted. Students must present a valid CMC ID to enter an event. Invited guests must be present with their CMC host, present a valid government-issued photo ID, and must be on the event guest list.

Attendance and Guests at 5C Events

Students must present their ID from their home institution and their guest must provide a valid government-issued photo ID, and be on the event guest list or present a guest pass from their host's home institution if the event does not have a guest list. Students are responsible for the behavior of their guests while on campus. See the College's Guest Policy in the Guide to Student Life for more information.

Alcohol at Student Events

The Student Activities Office seeks to encourage the thoughtful planning of events where alcohol is used in a responsible manner. As part of a larger community, Claremont McKenna College is subject to and abides by California State Law and local ordinances regarding the possession, consumption, and distribution of drugs and alcohol.

Student events with alcohol must comply with the following guidelines:

- Only persons over 21 years of age may be served and/or consume alcoholic beverages at registered student events.
- The Event Host must have appropriate plans for serving alcohol. These plans will be discussed and finalized at the discretion of the Student Activities Staff during the event registration meeting.
- No student body fees may be used to purchase alcoholic beverages.
- Campus Safety Officers will be assigned to every event at which alcohol is present. The number of officers is determined by the Student Activities Office in partnership with the Director of Campus Safety. These officers will be responsible for checking identification and distributing wristbands to guests who are over 21.
- A CMC Student ID or government issued identification, such as state issued driver's licenses, state or federal agency issued identification cards, or passports, will be accepted as identification. Students of the Claremont Colleges must also present their student ID.
- Campus Safety or designated College officials reserve the right to refuse entry to any students and guest. Attendees who are visibly intoxicated will not be served and may be removed from the event.



STUDENT ACTIVITIES OFFICE

CLAREMONT MCKENNA COLLEGE

- No alcohol may be present at athletic events. The bylaws of the NCAA/Southern California Intercollegiate Athletic Conference specifically prohibit the consumption or possession of alcoholic beverages at intercollegiate contests.
- No hard alcohol may be served at student events. The amount of alcohol available will be determined by the Student Activities Office during the registration meeting.
- Any alcohol remaining after the event will be disposed of by event staff.
- Alcohol must be served in clear plastic beverage cups which will be provided by the Student Activities Office.
- No more than six (6) total kegs (or the equivalent servings of alcohol) are permitted per weekend (Thursday through Saturday).
- Attendees may not bring alcohol into any college event.
- Substantial food and attractive non-alcoholic beverages must be available to all guests throughout the event.
- Alcoholic beverages may not be sold without the proper liquor license. This includes any event where a ticket is sold and alcohol is served.

Accessibility

Student clubs and organizations should think ahead about designing events that are accessible to all members of our community. In situations where that is not possible, Student Activities will assist student organizations with identifying auxiliary aids and services for students with disabilities who wish to participate in programs and activities.

Contracts

If an individual student signs a contract on behalf of their club or organization, they may bear the full legal and financial responsibilities as an individual. Therefore students may not sign contracts on behalf of Claremont McKenna College or their respective club/organization. A member of the Student Activities staff must review and sign all contracts for vendors as they can serve as a representative of the College entering the contractual agreement. A vendor includes but is not limited to entertainers, talent, special services, and rentals. Students are encouraged to submit contracts for review with as much advance notice as possible, but no later than 1 week prior to the event. Contracts in excess of \$6,000 require additional approval and must be submitted no later than 3 weeks prior to the event.

Vendors and Insurance Requirements

The following are the minimum insurance coverage and policy limits that should be included in all contracts. Depending on the activity involved, additional coverage may be necessary. All Insurers shall have an "AM Best" rating (or equivalent) of A or better.

Commercial General Liability

- \$1MM Each Occurrence



STUDENT ACTIVITIES OFFICE

CLAREMONT MCKENNA COLLEGE

- \$2MM Aggregate

Commercial Auto Liability

- \$1MM Combined Single Limit (required when the vendor's vehicles will be used for purposes other than commute purposes)

Additional Insured

The college should be named as additional insured via endorsement. For vendors that will be on campus the additional insured language should read Claremont McKenna College and the other member institutions of The Claremont Colleges.

Additional Coverage

Additional coverage may be necessary, depending on the activity involved in the contract. For example, additional coverage and limits may be required for activities that involve a higher risk, including but not limited to:

- Events with Alcohol
- Charters of aircraft, watercraft or ground transportation
- Construction activities
- Health related contracts
- Environmental activities

Copyright

All clubs and organizations must adhere to copyright law. Activities that may infringe on copyright law include showing a movie, producing a play, or reprinting pieces from published works, including images used in advertisement. Generally, you must secure permission from the author or publisher before presenting copyrighted material. Please contact the Student Activities Office for assistance in determining whether permission is necessary and how to seek it. This is often a time consuming process and may necessitate the need for extra planning time before an event.

Crown Special Events Fund

The Crown Special Events Fund was established by the Crown Family Foundation in 1978 to support CMC students in creating a vibrant and diverse social life. The Crown Fund provides resources to promote student interaction as well as opportunities for intellectual, social, and culturally enriching special events. This fund is to benefit the larger student community where alternate sources of funding may not usually be available. An application to apply for funding through the Crown Special Events fund can be found on the Student Activities website.

Event Classification and Registration

Only recognized student clubs and organizations may register and hold events at Claremont McKenna College. Student club and organization events fall into one of the following categories and must be



STUDENT ACTIVITIES OFFICE

CLAREMONT MCKENNA COLLEGE

registered in advance according to the time frames indicated. The Student Activities Office requests students plan events as far in advance as possible to ensure all aspects of the event can be fully realized and appropriate departments can make plans to support the event.

Type 0

- No alcohol is allowed at Type 0 events.
- Type 0 events only require reservation of an on-campus space. No other resources or services are needed for the event.
- Must be registered at least two business days in advance to allow for Story House staff to ensure space is unlocked and accessible at the time of reservation.

Type 1

- No alcohol is allowed at Type 1 events.
- Attendance will not exceed 100 people and is limited to CMC students and their registered guests only.
- If the event is being held outdoors, fencing may be required to allow for securing and managing the event.
- May be required to schedule and meet with a member of the Student Activities Staff to discuss the logistics of the event.
- Must be registered at least one week prior to the event.

Type 2

- Attendance may not exceed 250 people.
- Attendance is limited to CMC students and their registered guests only.
- If alcohol is being served at the event, the event must comply with the Alcohol at Student Events section of this guide.
- Event must be registered at least two weeks prior to the event.
- Must schedule and attend a meeting with a member of the Student Activities staff to discuss staffing needs for security, fencing requirements, and other logistics at least one week in advance of the event.

Type 3

- Attendance may exceed 250.
- Attendees may be a CMC student or a student registered at one of the other Claremont Colleges and their registered guests only.
- If alcohol is being served at the event, the event must comply with the Alcohol at Student Events section of this guide.
- Event must be registered at least two weeks prior to the event.



STUDENT ACTIVITIES OFFICE

CLAREMONT MCKENNA COLLEGE

- Must schedule and attend a meeting with a member of the Student Activities staff to discuss staffing needs for security, fencing requirements, and other logistics at least one week in advance of the event.

Event Hosts

All Type 1, Type 2, and Type 3 events must have at least two Event Hosts who are responsible for managing the event. Events at which alcohol will be served require three Event Hosts, two of whom must be 21 years old or older. Depending on the size and scope of the event, the Student Activities Office reserves the right to require additional Event Hosts, to be determined in the event registration meeting if applicable. All of the Event Hosts must be indicated on the Event Registration Form and at least two of the Event Hosts must participate in the registration meeting and any event walkthrough meetings. Responsibility for managing an event and following College policy and expectations rests with all of the Event Hosts.

Event Hosts are expected to:

- Be present for the duration of the event and expected to be sober (not consuming drugs or alcohol) before or during the event.
- Ensure that the event and guests comply with College policy and local, state, and federal laws. If violations are found, address the situation immediately.
- Have a copy of the approved event registration form available at the event and present it to event security, Campus Safety staff, or a Dean of Students staff member, if requested.
- Seek help from event security or Campus Safety staff member if the Event Hosts are unable to safely manage or oversee the event.
- End an event early if, in consultation with event security, Campus Safety staff, or a Dean of Students staff member, it is determined to be necessary to ensure the safety of guests.
- Ensure that noise stays within a reasonable level. If a noise complaint is received by Campus Safety the Event Hosts will be notified and will be expected to lower the volume. If a second complaint is received, Campus Safety may require the event be ended. Note: If a local law enforcement agency receives a noise complaint they may respond and issue a citation to the Event Hosts and/or may require that the event be ended. Disciplinary action may result if the Event Hosts fail to adequately address noise complaints.
- Ensure that the number of people present does not exceed the approved number for the event type registered.
- Clean up the event location immediately following the event and return it to its pre-event condition. This includes removing all decorations and returning all furniture to its original location. If the College determines that additional custodial service is required following an event, the sponsoring organization will be billed for that service. If no one takes responsibility for damage that occurs to College property as a result of an event, the damage costs will be billed directly to the student organization. Damage or cleaning bills not paid within sixty (60) days will be billed to the student organization's accounts. Note: nails, staples or other items that might damage building surfaces should not be used for event set-up or decorations.



STUDENT ACTIVITIES OFFICE

CLAREMONT MCKENNA COLLEGE

- Ensure that all borrowed equipment or supplies are returned in a timely manner and in the same condition in which they were borrowed.

Event Hours

All student events and activities held on Sunday through Thursday must end by 12 midnight. Friday and Saturday events and activities must end by 2 AM.

Event Management

Depending on the size and scope of the event, Student Activities staff may require a meeting to discuss event management logistics. The Student Activities staff will review an event management plan with Event Hosts including: event security, fencing, bathroom facilities, etc.

Event Security: Event security is required for all Type 2 and Type 3 events at which alcohol will be served. Event security may also be required for any event at the discretion of the Student Activities staff. The amount of security will be determined by the Student Activities staff based on the size, scope, and nature of the event. Payment for event security is the responsibility of the Event Hosts.

Fencing: Fencing may be required for events held outside to ensure the security of the event and guests. The type of fencing and fencing plan will be determined by the Student Activities staff in collaboration with Campus Safety. Payment for fencing is the responsibility of the Event Hosts.

Emergency Support Services: Depending on the size and nature of the event, the Student Activities staff may require a paramedic and ambulance support be available at the event. Payment for support services is the responsibility of the Event Hosts.

Restroom Facilities: Adequate public restrooms must be available for all registered events. Public restrooms must be accessible to guests without a key or key card access. If appropriate restroom facilities are not available, portable restrooms may be required. Payment for portable restrooms is the responsibility of Event Hosts.

Film or Movie Screenings

Public showing of films without the appropriate licenses may be a violation of copyright law. Your program or event may be exempt from requiring a license if it meets all of the following criteria:

1. Performances and displays of audiovisual works are made from legitimate copies, including pre-recorded videocassettes. This does not include copies from a broadcast.



STUDENT ACTIVITIES OFFICE

CLAREMONT MCKENNA COLLEGE

2. Performances and displays are part of a systematic course of instruction and not for entertainment, recreation, or cultural value of any part of the audience.
3. Performances and displays are given by the instructors or pupils.
4. Performances and displays are given in classrooms and other places devoted to instruction. Library screening rooms, residence hall lounges, and cafeterias do not qualify.
5. Performances and displays are part of the teaching activities of non-profit educational institutions.
6. Attendance is limited to the instructors, pupils and guest lecturers. Only people registered for the class are allowed to attend the screening.

If your club does not qualify for a copyright exemption, the Student Activities Office can connect you with resources to acquire the appropriate license to show a film on campus.

Fire Safety

All events must comply with occupancy and egress requirements as outlined by the Student Activities staff. Fire exits must be kept clear of equipment, chairs, tables, etc. at all times throughout the event. Students are not allowed to cover or obstruct emergency lighting for any reason.

Hazing

It is important that student leaders understand and comply with the CMC's policy on Hazing. To see CMC's policy on hazing and more resources visit the Civil Rights Policies and Civil Rights Grievance Procedure found [here](#).

Lotteries, Raffles, and Bingo

The distribution of prizes or gifts by chance where money is exchanged is prohibited. However, free drawings or "giveaways" may be held if:

- All persons who request a ticket are accommodated.
- No participant is required to donate money to obtain a ticket for the drawing
- It is made clear whether the ticket holder needs to be present to win.

Occasionally, groups wish to host bingo games for fundraising. According to California law, bingo games may only be operated for charitable purposes. Claremont McKenna College represents a charitable organization, so groups may use bingo to fundraise for these events. Additionally, those under 18 years of age shall not be allowed to participate in bingo games. Positive identification checks must be conducted.



Marks Music Room Equipment

The equipment available for use from Mark's Music Room is high quality and was purchased at the discretion of the College. It is of the utmost importance that this equipment be treated well and cared for properly so that students may benefit from its use for as long as possible. If any of the equipment is damaged by a student, it will be their responsibility to replace that piece of equipment. This list details the monetary cost associated with replacing any of the equipment available in the space.

- Drums (complete): \$3000
- Cymbals: \$900
- Individual Cymbals: \$300
- Drum Shells: \$1500
- Drums (individual): \$450
- Drum Heads: \$100
- Drum Hardware (individual pieces): \$110
- Guitar Amplifiers (individual): \$600
- Bass Amplifier: \$600
- Guitars/Bass/Keyboard (individual): \$500
- Microphones (individual): \$120
- Stands (individual): \$30
- PA Mixing Board: \$700
- PA Speakers (individual): \$400
- Cables (any kind, individual): \$35
- Lights: \$400
- Pedal Boards (individual): \$300
- Recording System: \$750
- Tuner: \$20
- Guitar Stand: \$50

McKenna Auditorium Reservations

Student Club and Organization Requests

All student club and organization event reservations will be handled through the Dean of Students office. If the space is available, the student club or organization will coordinate event setup and takedown with the Dean of Students staff.

Faculty/Staff/Department Requests

All event reservation requests by faculty/staff/departments for McKenna will be approved by the Dean of Students staff pending availability. If the space is available, the faculty/staff/department will coordinate event setup and takedown with StoryHouse.



STUDENT ACTIVITIES OFFICE

CLAREMONT MCKENNA COLLEGE

Publicity and Advertising

Student clubs and organizations will not publicize or advertise their event in anyway until it has been approved by the Student Activities Office. Promotional materials may include but are not limited to Facebook, Twitter, Instagram, email, digital signage, posters, and handbills. All promotional materials must clearly identify the sponsoring organization and may not promote alcohol as the primary focus of the event. All promotional materials must indicate if the event is limited to CMC students or indicate which of the other colleges are permitted to attend. Failure to meet these guidelines may result in the removal of the promotional materials. Continued failure to meet these guidelines may result in limited publicity privileges.

Banners and posters

All tangible advertising tools must be approved by the Student Activities Office. Once approved, the original will be marked with a “CMC approved” stamp. The guidelines for these advertisements are as follows:

1. Must clearly identify sponsoring organization
2. Alcoholic beverages may not be advertised or implied.
3. Must indicate if the event is limited to CMC students or if students from the other colleges are permitted to attend
4. May not be affixed on windows (including windows on exterior doors) campus signs, trees, or the ground.

Restrictions on Events During Finals

No student sponsored events, aside from study breaks, may take place during designated reading days or during the final examination period. Students wishing to plan a study break during finals should meet with Dean of Students staff prior to planning their event to ensure that it qualifies as a study break and will require minimal work from student planners.

Social Host Liability at Non-Registered Events

Students, including student organization officers hosting non-registered events or gatherings assume all social host liability for the event. Students that host a non-registered event or gathering and are found to be the proximate cause of any related conduct violation assume some responsibility and may face disciplinary action.

1. Kegs are prohibited at non-registered events. If a keg is found at a non-registered event the responsibility for the keg and all corresponding disciplinary action will be attributed to the social host(s) of the non-registered event. The social host(s) will be determined based on the location where the keg was found and/or interactions with College officials.



STUDENT ACTIVITIES OFFICE

CLAREMONT MCKENNA COLLEGE

Student Club and Organization Recognition Process

All student clubs and organizations must complete the recognition process through Student Activities to be able to meet, register events, reserve space and to use CMC logos. The registration process requires groups to update organization paperwork with Student Activities and ASCMC, which includes an updated roster and governing documents, such as a constitution. Clubs and organizations must also send at least one representative to the Student Organizations Orientation Workshop at the beginning of each academic year. A detailed outline of the club and organization recognition process can be found on the Student Activities Website.

1. All organizations must have at least five members currently enrolled in Claremont McKenna College. No more than 20% of the organization's membership may be from outside CMC. If more than 20% of the membership are non-CMC students, the organization must apply for 5C organization recognition.
2. All organizations must meet at least twice a month in a public place on the Claremont McKenna campus.
3. All organizations must participate in the annual CMC Club Fair at the beginning of each year.
4. Organizations must provide some form of academic or social enrichment, intangible or tangible, to CMC's campus or student body.
5. Organizations must operate under the guidelines of a Constitution that outlines the organizations goals, membership policies, and other relevant information.
6. Organizations must account for any and all CMC club funding received and how said funding was spent.
7. Organizations membership may not be determine on the basis of a person's sex, race, religion, national origin, ancestry, creed, sexual orientation, gender identity, or physical, mental, emotional, or learning disability.
8. Organizations that utilize tryouts, auditions, or any other form of merit-based application system must publicize said application at least two weeks in advance, and give fair and equal consideration to all applicants.

Ticket Sales

The Student Activities Office provides a number of discounted tickets and discount codes for students. All ticket sales are nonrefundable. For more information about what tickets and discount codes are available, visit the Student Activities website or the Student Activities Office on the first floor of Heggblade Center.

Use of College Name and Trademark Policy

Use of the College name (including the shortened variants "Claremont McKenna," "McKenna" and/or "CMC") or the College's trademarks/service marks: "STAGS"; "ATHENAS"; or "Leaders in the Making" or the College seal is prohibited except when authorized by the Board of Trustees, the President, the Dean of Students, or the General Secretary of the College. Also included are any



STUDENT ACTIVITIES OFFICE
CLAREMONT MCKENNA COLLEGE

combination of the foregoing names, trademarks/service marks and/or seal, including mergers into one word, usage with or without capitalization(s) as one or more words, inclusion as one or more words with/or as part of an Internet website address (irrespective of the highest (“top”) level domain designation used, viz., “.com,” “.org,” etc.) or any other variance of the use of said names, trademarks/service marks and/or seal.