

Event Application Procedures

The Association of Bentley Activities (ABA) and the Cooperative Program Board (CPB) have created a new system by which student organizations plan student social events. A student social event is defined as a dance, party, concert, game show, fashion show, talent show or similar event which:

- anticipates attendance of 100 or more students (and/or guests)
- and/or alcohol is planned to be served (note that alcohol service is only permitted at events scheduled Thur. – Sat.)
- events that are open to the public

Please read through the guidelines below. Should you have any questions, please e-mail Pstanish@Bentley.edu or call the office of Student Life at X2700.

Guidelines:

- Student organizations should submit one request for **each** student social event (as defined above) that they would like to hold during the academic year. Exceptions would be a series event (i.e. Wednesday Pub series for the entire year) may submit one application. CPB members will consider dates for the full academic year as opposed to only the semester.
- Organizations that do not have an event at the moment, or only can plan some of their events are encouraged to submit what they can. Organizations may secure dates through the conference center once Event application decisions are made (for the upcoming semester).
- Student organizations are not restricted to a minimum number of events per year, excepting those events requiring a metal detector. Organizations may hold only one metal detector event per semester. (Exceptions may be made to this policy only after consultation with the CPB Advisor and Campus Police representative). (See Metal Detector Policy)
- Organizations wishing to extend building hours must obtain permission before doing so. (See 2am rules)
- After the applications for events have been turned in and dates have been assigned, then organizations will be allowed to reserve other dates during the fall semester, only for the entire academic year.

Process:

- Student organizations must submit Event Applications to BHuggon@Bentley.edu. A subgroup of CPB, with membership from the office of Student Life, Meeting and Conference Services, and the CPB Chair will review applications and allocate dates for events.
- If the events are different enough in scope, space is available and the campus can support them, more than one event may be scheduled on the same date.
- Once dates are allocated through the Event Application for the academic year, all remaining dates become open through the regular conference center reservations process.

The date upon which second dates will become available is determined and announced by the CPB Board.

- If a student org. requests a date through the conference that is open, they may reserve the space and preview their event at CPB three (3) weeks before their event.
 - At the time of the CPB meeting it is expected that the organization will have submitted the correct paperwork with the conference center. It is possible to discuss things and make changes but the organization needs to have a plan for their event.
- If a student org. requests a date that already has a student social event scheduled, the request is referred to the CPB chair and advisor and if needed, discussed at the next CPB meeting for approval.
- If a student organization cancels an event, there is no penalty providing the cancellation occurs three (3) weeks before the event. If the event is cancelled under the three (3) week deadline, the group may reschedule but will lose the opportunity to receive incentive funding.
- The organization is expected to attend the CPB review at the meeting on the Wednesday immediately following their event.
 - The organization should bring with them a copy of their advertisement and be prepared to discuss their event, incentive funding will be discussed at this meeting.