



Student Activities Office Guidelines

The following guidelines were gathered so that members of the Reed community could easily find out what to expect from the Student Activities Office. This has been done in an effort to further the transparency of the office by writing down procedures and guidelines that we already use. Each guideline is presented with historical information that may be useful for institutional memory.

Table of Contents

Academic Teams Travel Guidelines	2
Campus Vendor Guidelines	3
Contracting Guidelines for Students	4
Deep Fat Fryer Guidelines	5
Dorm Use for Student Events	6
Event Registration Deadlines and Blocked Periods	7
Fire Dancing Procedures	8
Fire Performance Guidelines	9
Fire Bureau Policy Manual regarding fire performance art	12
Gray Fund Pilot Use Guidelines	14
Hazing Guidelines	15
Text of Senate Bill 444 regarding hazing	16
Mural proposals	18
Noise Guidelines for Student Events	20
Non-commercial Solicitation	21
Political Season Guidelines	22
Posting Guidelines	23
Structure Registration Guidelines	24
Student Space Information	26
Student Space Key Distribution	28
Summer Student Space Agreement	29
Van Use Policy and Procedures	30



Title: Academic Teams Travel Guidelines

Adoption Date: May 2009

Authors: Kyle Webster (Student Activities) and Kristin Holmberg (Student Activities)

Purpose: Acknowledging Reed's academic mission, these guidelines for student travel ensure that we are encouraging our students to value their academics and classroom performance first, while also offering them opportunities to further develop themselves as individuals.

This statement pertains to all students traveling on overnight trips directly connected to their participation in Reed-sponsored academic teams.

Traveling off-campus on Reed-sponsored overnight trips is a privilege and should be treated as such by students.

Once the team travel schedule has been established, the following actions will be taken:

- A Student Activities staff member will check academic standing with the Associate Dean of Student Services. If the student is not in good academic standing according to the criteria set forth by the Associate Dean, the student will not be permitted to take part in the trip.
- The student will be told, at least three weeks in advance, to alert the professors of all affected classes immediately. If the professor does not approve of the student missing the class session in question, the student should alert Student Activities staff immediately and will not be permitted to take part in the trip.
- Failure to alert professors in a timely manner will result in the student not being permitted to take part in the trip.
- It is up to the student to make arrangements to make up any work missed as a result of the trip.



Title: Campus Vendor Guidelines

Adoption Date: 2000–2001

Updated: spring 2008

Authors: Corey Landstrom (Student Activities), Student Senate

Purpose: These guidelines are written to ensure that students, staff and faculty can live and work on campus free from unwanted disruption.

In the interest of every student's right to health, safety, and general privacy, Reed College prohibits solicitation and/or sales on college-owned property except with the specific written permission of the college. In order to obtain permission to vend on campus, contact the Student Activities Office (503/788.6692) at least two days in advance.

In those instances in which permission is granted, vendors are required to follow the following guidelines:

- Sales are limited to the business hours of Reed College (8:30 a.m. to 5 p.m., Monday–Friday) and during special events by previous arrangement.
- Each vendor/organization is only permitted to vend two days per month.
- No solicitation or sales will be allowed indoors, including the Residence Halls or the Dining Commons.
- Sales are permitted in the following locations: Gray Campus Center porch, Student Union porch, quad, and front lawn (only during special events).
- Vendors will not actively approach passersby.
- Vendors must provide their own tables, chairs, etc.
- Those vending on campus may not store merchandise or other materials on campus between visits.
- Vendors may bring cars and trucks up to the Kaul entry to unload merchandise. After unloading, they must park in designated parking areas.

On the day of the campus visit, sales representatives must obtain a sales permit from the Student Activities Office located in the Gray Campus Center, Room 104. (Students wishing to sell merchandise must present a valid Reed College ID to be issued a permit.) This permit must be on display at the sales location.

Reed College does not charge fees to those who vend on campus.

Strangers or solicitors without clearance should be reported promptly to the Community Safety Office. The college reserves the right to refuse or rescind a sales permit.

Title: Contracting Guidelines for Students

Adoption Date: January 2008

Authors: Student Activities and Student Senate

Purpose: To protect individual students, student groups, and student senate from financial difficulties stemming from the signing of poorly executed contracts

Students who are bringing a speaker or performer with fees over \$200 need two signatures in addition to their own on the contract. The senate treasurer or vice president must sign to verify the availability of funds. A Reed staff member must sign the contracts to verify logistics and discuss contract negotiation. This staff member can be whoever is working most closely with the student or group.

Staff will make sure that students are thinking about the following:

- The fact that they are signing a legally binding document and that they will be responsible for it.
- Do students actually know what they're getting?
 - Length of sets, type and quality of music, number of performers? Have they seen the performer(s), talked to people who have seen them, or researched the individual or group?
- Do they have the funds from Senate or other sources?
 - Are there expenses beyond the honorarium? Travel? Lodging? Food? Ground transportation? Sound Kollektiv?
- Do they have a location reserved?
 - Talk to Student Activities!
- Have they talked with Sound Kollektiv or A/V services?
 - Are they available?
 - Can they support the technical requests of the performer?

A contract should not be signed until all of the above are worked out first. It's preferable for the performer to sign first and then the student.



Title: Deep Fat Fryer Guidelines

Adoption Date: March 2008

Authors: Kristin Holmberg and Kyle Webster (Student Activities), Kathleen Fisher (Environmental Health and Safety), Facilities, Community Safety

Purpose: To ensure that students and staff are not injured by equipment owned by the student body. To protect the canyon from the environmental impact of oil spills on campus

These guidelines apply to the deep fat fryer purchased by the Student Body and any oil-based frying equipment that is brought to campus by students.

- The fryer must be placed outdoors, away from buildings and away from drains. It should be located on a concrete surface, not on grass.
- Any damage caused to grounds or buildings will be charged to the signator or individual responsible.
- Students should exercise appropriate safety measures to prevent burns or other injuries. Safety precautions should include: remaining fully clothed, with shoes, shirt, and pants; using gloves when operating the fryer baskets and moving the machine; tying back loose hair and clothing.
- The operator should have a fire extinguisher on hand (specifically a Type K [kitchen] that will put out oil fires). These can be obtained from Community Safety.
- The operator should have an oil spill kit on hand consisting of oil pads and be knowledgeable about their use. Kits and information on their use are available from Community Safety. Spills should be reported immediately to Community Safety.
- It is the responsibility of the operator to return the fire extinguishers and the unused spill kits to Community Safety. Signators will be charged for unreturned items.
- There should be a plan for oil disposal worked out ahead of the event. Bon Appetit is happy to give you access to their used oil receptacle. Please make prior arrangements with a Bon Appetit chef.
- Oil cannot be poured into sinks or down outdoor drains.
- Please be aware that some members of our community have SEVERE reactions due to nut allergies. Please do not use peanut oil in the fryers. If the fryer has been used with peanut oil in the past, be sure to warn those eating from the fryer.

Title: Dorm Use for Student Events

Adoption Date: Fall 2008

Author: Residence Life Staff

Purpose: To balance the desire of student groups to hold events in the dorms with the right of residents to have their living space be a comfortable place to live, sleep, and study

Events may be held in dorm social rooms, but you must first go through Residence Life. Dorm space may only be reserved through the Resident Director (RD) of each respective Area Group. After you reserve the space, you still need to fill out an event registration form in Student Activities. If you don't know who the RD is of the space you would like to use, ask in Student Activities, talk to your fellow students, or even check the Res. Life website. The RD you speak with will take into consideration the following things:

- How the community feels about having an event in their social area.
- Events already scheduled in the space.
- Res. Life's past encounters with the group requesting the space.
- Big academic events (i.e. Hum paper due dates, finals, reading week, etc).
- In some cases: the frequency with which the space has been used during the semester.

As you all are aware, some social rooms are completely removed from sleeping areas and are, therefore, more conducive to frequent reservation. Most other areas, on the other hand, are in very close proximity to sleeping spaces and therefore cannot be reserved for regular use by outside groups.

Dorm social room space may be reserved until 1:00 a.m. at the latest. Please contact a Residence Life representative if you have any questions or if you are interested in reserving a dorm social area.



Title: Event Registration Deadlines and Blocked Periods

Adoption date: Spring 2007

Authors: Student Activities & Conference and Events Planning

Purpose: This deadline ensures that students get what they need for events and will help those who schedule and execute setups to perform their work in a manageable fashion.

Event Registration Deadlines

- Event/meeting organizers need to reserve space on campus and order setups at least three business days before they are needed.
- Be aware that SAO staff might not always be available on a walk-in basis, so please plan ahead. Students are welcome to make appointments to register events to be sure of staff availability.
- Be aware that registering three days in advance does not guarantee availability of spaces.

Event is on...

Register By 4:45pm on...

Friday	Tuesday
Saturday	Wednesday
Sunday	Wednesday
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday

Blocked Periods

- Events can be registered over the summer for the fall after August 1.
- Fall semester events can take place beginning the first day of classes and ending the Thursday before the dorms close for winter break. Spring semester events can take place beginning the first day of classes and ending the Sunday preceding finals week (the event must be registered by the Wednesday of reading week).
- Students can not register events that take place during winter and summer breaks, or during Orientation, Paideia, or Renn Fayre (except with permission from the coordinators of said events).

Title: Fire Dancing Procedures

Date adopted: October 2005

Date revised: October 2007

Author: Kristin Holmberg (Student Activities)

Purpose: To help students know how to fulfill Portland Fire Bureau requirements

The Fire Marshal requires that fire dancers acquire a Pinky Permit in order to perform.

To Get a Pinky Permit:

You will need to visit the Fire Bureau at 1300 SE Gideon, one block north of Powell. Hours are 9:00 a.m. to 3:30 p.m., Monday through Friday. To get there, take 28th to Holgate, then turn left. Follow Holgate to Milwaukie and turn right. Gideon is one block past Powell. Turn right onto Gideon and you'll see the sign for the fire department permits office. Look for a Fire Station on the corner; the fire marshal is in the building right next door, marked Portland Fire Marshal's Office. Obtaining the permit usually takes 5 to 10 minutes depending on how busy their office is that day. You do not need an appointment.

Contact Jerry Alvarez, Fire Inspector for Special Events, at 503/823.3955 if you have further questions.

More Information:

- There is no fee for the Pinky Permit.
- In order to get your permit, you need to take a letter from Student Activities saying that you are allowed to perform on campus. This is because Reed is private property and the property owner needs to give permission for the event.
- Pinky Permits are issued for three-month periods.
- Permits are normally issued to individuals. If you would like them issued to your student group, include the name of the group and the names of the students who would be using the permit.
- This permit is site specific. It is only valid for Reed College and not for off-campus performances.
- The permit is only valid for outdoor performances. In order to obtain a permit for an indoor venue, the Fire Marshal needs to come visit the space and approve it. Indoor venues must have sprinklers and ceilings that are at least 10 feet high.
- Please ask Student Activities for information regarding fire dancing safety guidelines.

Title: Fire Performance Guidelines

Adoption Date: 2005–2006

Authors: Reed Fire Revelry student group and Portland Fire Bureau

Purpose: To ensure the safety of Reed fire dancers and their audience members and to provide guidelines to advise fire dancers of safety considerations and practices consistent with fire and life safety codes and public assembly safety concerns

Reed Fire Revelry

SCOPE:

This policy applies to all acts of Fire Performance Art occurring within all areas in which the Portland Bureau of Fire, Rescue and Emergency Services has fire prevention authority. Included are performances or demonstrations of fire breathing, fire juggling, etc. Not included: special effect pyrotechnics (these are addressed under separate permit).

BACKGROUND:

Due to a lack of existing regulations, this policy was developed to address general fire safety for the use of Fire Performance Art. It was developed with the assistance of experienced performers in this field.

REFERENCE:

1998 Oregon Uniform Fire Code, Article 1109.8.4.

DEFINITION:

Fire Performance Art will be defined as any act (fire juggling, fire eating, etc.), in a public or private place, that utilizes fire for entertainment purposes, outside of a protective housing or in ways in which it travels through the air (by one person or between multiple persons). These acts do not include pyrotechnics otherwise regulated under separate permit.

PROCEDURES:

The following information is provided for use by Fire Performance Artists. Failure to follow these procedures may endanger the public and/or the artist.

I. Space Considerations:

A 10-foot distance should be maintained between the fire-involved item and any member of the audience, any combustible decoration, and any combustible item within the immediate performance area. A minimum 10-foot ceiling height is also required.

II. Extinguishing Agents:

A. At least one 2A-10BC minimum classification fire extinguisher will be required for each performance to combat any flammable or combustible liquid fires. The Fire Marshal may require additional extinguishers, dependent upon the circumstances of the performance and occupancy.

B. One wet towel for each active fire performer should be provided to extinguish the fire implement. The towel should be white in color to differentiate its use from other colors that might be used to mop up flammable or combustible liquid spills. Towels for mopping up flammable or combustible liquids should be stored in a metal container with a tight-fitting lid.

III. Personal Safety:

A. One 5-gallon open-topped bucket of water will be provided for each fire performance area. The intent is for use to cool burns to performers or audience members. The Fire Marshal may require additional water buckets, dependent upon the circumstances of the performance and occupancy.

B. One trained spotter should be provided for each performance. The spotter shall be positioned between the active performer and the audience. Spotters should be aware of first aid measures for burns and be knowledgeable in the use of, and have ready access to, fire extinguishers and extinguishing agents. The spotter may be a fellow performer who is not currently performing. Additional spotters may be required by the Fire Marshal for larger performances.

IV. Fuels:

Common fuels include:

- denatured alcohol
- lamp oil (smokeless/odorless)
- "Fire Water" brand fuel
- kerosene (recommended for outside use)
- stove fuel
- "Shell Sol T" brand fuel
- "Allume Feu" brand gel fuel

NOTE: Gasoline is prohibited under any circumstance. Stove fuel may be allowed in either the original container, maximum one (1) gallon on site, or in a

UL Listed self-closing Flammable Liquid storage container, maximum one (1) gallon on site.

Unused fuels shall be kept in their original container with the cap in place. The container cap shall be secured on the container opening when the container is not in use. Fuel amounts on site shall be limited to amounts allowed as per the 1998 Oregon Uniform Fire Code Article 7902.5.7.2.

V. Wicks:

It is recommended that wick material consist of cotton wrapped in Kevlar (to prevent breakdown of the cotton as it burns). Synthetic materials should be avoided.

VI. Clothing:

The clothing of performers should be of fire resistant materials such as natural fiber, Nomex, and/or PBI.

VII. Smoking:

Smoking shall be prohibited within 10 feet of the performance area and in the area of fuel storage.

VIII. Audience:

It should be recognized that audiences, especially youthful ones, may not fully understand the dangers associated with fire performance art. Every effort should be made to emphasize the safety precautions and dangers of such activity.

IX. Permit:

Fire Performance Artists may secure a Conditional Use permit through the Fire Marshal's Office. This no-cost permit shall include a copy of this policy. The permit and this policy information should be available on site at all performances and shall be presented upon request. Failure to comply with these requirements shall be cause for revocation of the permit.

Bureau of Fire – Fire Prevention Division
Policy Manual

TITLE: Fire Performance Art

PURPOSE: To provide guidelines to advise “Fire Performance Artists” of safety considerations and practices consistent with fire and life safety codes and public assembly safety concerns.

SCOPE: This policy applies to all acts of Fire Performance Art occurring within all areas in which the Portland Bureau of Fire, Rescue and Emergency Services has fire prevention authority. Included are performances or demonstrations of fire breathing, fire juggling, etc. **Not included:** special effect pyrotechnics (these are addressed under separate permit).

BACKGROUND: Due to a lack of existing regulations, this policy was developed to address general fire safety for the use of Fire Performance Art. It was developed with the assistance of experienced performers in this field.

REFERENCE: 1998 Oregon Uniform Fire Code, Article 1109.8.4.

DEFINITION: Fire Performance Art will be defined as any act (fire juggling, fire eating, etc.), in a public or private place, that utilizes fire for entertainment purposes, outside of a protective housing or in ways in which it travels through the air (by one person or between multiple persons). These acts do not include pyrotechnics otherwise regulated under separate permit.

PROCEDURES: The following information is provided for use by Fire Performance Artists. Failure to follow these procedures may endanger the public and/or the artist.

I. **Space Considerations:** A 10-foot distance should be maintained between the fire-involved item and any member of the audience, any combustible decoration, and any combustible item within the immediate performance area. A minimum 10-foot ceiling height is also required.

II. **Extinguishing Agents:**

A. At least one 2A-10BC minimum classification fire extinguisher will be required for each performance to combat any flammable or combustible liquid fires. The Fire Marshal may require additional extinguishers, dependent upon the circumstances of the performance and occupancy.

B. One wet towel for each active fire performer should be provided to extinguish the fire implement. The towel should be white in color to differentiate its use from other colors that might be used to mop up flammable or combustible liquid spills. Towels for mopping up flammable or combustible liquids should be stored in a metal container with a tight fitting lid.

III. **Personal Safety:**

A. One 5-gallon open-topped bucket of water will be provided for each fire performance area. The intent is for use to cool burns to performers or audience members. The Fire Marshal may require

additional water buckets, dependent upon the circumstances of the performance and occupancy.

- B. One trained spotter should be provided for each performance. The spotter shall be positioned between the active performer and the audience. Spotters should be aware of first aid measures for burns and be knowledgeable in the use of, and have ready access to, fire extinguishers and extinguishing agents. The spotter may be a fellow performer who is not currently performing. Additional spotters may be required by the Fire Marshal for larger performances.

IV. **Fuels:** Common fuels include:

- | | |
|---|------------------------------|
| -Denatured Alcohol | -Stove Fuel |
| -Lamp Oil (smokeless/odorless) | -“Shell Sol T” brand fuel |
| -“Fire Water” brand fuel | -“Allume Feu” brand gel fuel |
| -Kerosene (recommended for outside use) | |

NOTE: Gasoline is prohibited under any circumstance. Stove Fuel may be allowed in either the original container, maximum one (1) gallon on site, or in a UL Listed self-closing Flammable Liquid storage container, maximum one (1) gallon on site.

Unused fuels shall be kept in their original container with the cap in place. The container cap shall be secured on the container opening when the container is not in use. Fuel amounts on site shall be limited to amounts allowed as per the 1998 Oregon Uniform Fire Code Article 7902.5.7.2.

- V. **Wicks:** It is recommended that wick material consist of cotton wrapped in Kevlar (to prevent breakdown of the cotton as it burns). Synthetic materials should be avoided.
- VI. **Clothing:** The clothing of performers should be of fire resistant materials such as natural fiber, Nomex, and/or PBI.
- VII. **Smoking:** Smoking shall be prohibited within 10 feet of the performance area and in the area of fuel storage.
- VIII. **Audience:** It should be recognized that audiences, especially youthful ones, may not fully understand the dangers associated with fire performance art. Every effort should be made to emphasize the safety precautions and dangers of such activity.
- IX. **Permit:** Fire Performance Artists may secure a Conditional Use permit through the Fire Marshal’s Office. This no-cost permit shall include a copy of this policy. The permit and this policy information should be available on site at all performances and shall be presented upon request. Failure to comply with these requirements shall be cause for revocation of the permit.

Jim Crawford, Fire Marshal

Effective 5-10-02



Title: Gray Fund Pilot Use Guidelines

Adoption Date: Spring 2009

Authors: Kristin Holmberg (Student Activities), Michele McPherson (Facilities Services), Michael Lombardo (Sports Center)

Purpose: To ensure appropriate use of Gray Fund vehicles

The Gray Fund Pilot is primarily meant for uses related to Gray Fund programs. In an effort to limit wear and tear on a popular vehicle, we are limiting use to Student Services programs and offices. Personal use of the vehicle is not permitted. Use should be limited strictly to program-related needs.

Drivers:

- Only certified van drivers can drive the Pilot. Contact Justin Wickens in the Sports Center for information on getting certified (503/777.7285 or wickensj@reed.edu).
- Those wishing to drive in winter/snow conditions need to take the winter driving course on chains and the traction control feature.

Reservations

- All users need to make reservations with Michele McPherson.
- Gray Fund users are not required to fill out a van reservation form. All other users must fill out the van reservation form and return it to Michele McPherson.
- Those wanting to use the Pilot for last-minute needs should check with Michele to make sure it's available.
- Gray Fund users have priority and can bump other users. Other Student Services Staff use is on a first come, first served basis.

Billing

- Use for Gray Fund programs or program-related needs is not billed.
- Use for on campus errands and fleet servicing/maintenance does not get charged and paperwork is not required.
- All other uses should be billed to the department using it (ie: orientation, PE, etc.).

Policies and Procedures not listed here are the same as those listed in the Van Use Policy.



Title: Hazing Guidelines

Adoption Date: June 2009

Authors: Kristin Holmberg (Student Activities) in consultation with Community Safety, Sports Center and Student Services

Purpose: To maintain a friendly and welcoming student community and to comply with Oregon state law

Reed College does not condone hazing as defined by Oregon law. This applies to student groups, academic teams, sports teams, or any other group on campus. Those engaging in hazing activities are subject to initiation of the honor process.

Oregon law defines hazing as:

- Subjecting an individual to whipping, beating, striking, branding or electronic shocking, to place a harmful substance on an individual's body or to subject an individual to other similar forms of physical brutality;
- Subjecting an individual to sleep deprivation, exposure to the elements, confinement in a small space or other similar activity that subjects the individual to an unreasonable risk of harm or adversely affects the physical health or safety of the individual;
- Compelling an individual to consume food, liquid, alcohol, controlled substances or other substances that subject the individual to an unreasonable risk of harm or adversely affect the physical health or safety of the individual; or
- Inducing, causing, or requiring an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

A-Engrossed

Senate Bill 444

Ordered by the Senate April 7

Including Senate Amendments dated April 7

Sponsored by COMMITTEE ON EDUCATION AND GENERAL GOVERNMENT

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure.

Defines terms for purpose of prohibition on hazing. Punishes student organizations that commit hazing by maximum of \$720 fine. Punishes members of student organizations by maximum of \$360 fine.

A BILL FOR AN ACT

Relating to hazing; creating new provisions; and amending ORS 163.197.

Be It Enacted by the People of the State of Oregon:

SECTION 1. ORS 163.197 is amended to read:

163.197. (1) A student organization or a member of a student organization commits the offense of hazing if, as a condition or precondition of attaining membership in the organization or of attaining any office or status in the organization, the organization or member intentionally hazes any member, potential member or person pledged to be a member of the organization.

(2)(a) A student organization that violates subsection (1) of this section commits a Class A violation.

(b) A member of a student organization who personally violates subsection (1) of this section commits a Class B violation.

(3) Consent of the person who is hazed is not a defense in a prosecution under this section.

(4) As used in this section:

(a) "Haze" means:

(A) To subject an individual to whipping, beating, striking, branding or electronic shocking, to place a harmful substance on an individual's body or to subject an individual to other similar forms of physical brutality;

(B) To subject an individual to sleep deprivation, exposure to the elements, confinement in a small space or other similar activity that subjects the individual to an unreasonable risk of harm or adversely affects the physical health or safety of the individual;

(C) To compel an individual to consume food, liquid, alcohol, controlled substances or other substances that subject the individual to an unreasonable risk of harm or adversely affect the physical health or safety of the individual; or

(D) To induce, cause or require an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

(b) "Member" includes volunteers, coaches and faculty advisers of a student organization.

(c) "Student organization" means a fraternity, sorority, athletic team or other organization that is organized or operating on a college, university or elementary or secondary school campus for the purpose of providing members an opportunity to participate in student activities of the college, university or elementary or secondary school.

SECTION 2. The amendments to ORS 163.197 by section 1 of this 2009 Act apply to conduct occurring on or after the effective date of this 2009 Act.

Title: Mural proposals

Adoption Date: unknown

Authors: Ministry of Propaganda (Senate) and Stephanie Snyder (Cooley Gallery)

Purpose: To ensure that student artists communicate with the necessary areas of campus.

Step One:

- Create a proposal for your mural. Include, who, what, where, a timeline, and a description of the project. Attach a detailed sketch.
- Do the groundwork well because your approval will be for the sketch you submit. You will have to resubmit your request if you change it.

Step Two:

- Contact the Senate Ministry of Propaganda for initial approval. Contact senate@reed.edu to find out the current chair of the committee.
- The Ministry will make sure that the project is realistic for the timeframe, that the subject matter is appropriate for a public space, that the space is appropriate, and that the work can be completed without disruption to the building occupants.
- Once the Ministry approves the project, move on to the next step.

Step two and a half:

- If the mural is to be placed in a dorm, the artist must get approval from Residence Life before continuing the process.

Step Three:

- After the Ministry approves the mural, forward the proposal to the Art Collection Management Committee, chaired by Peter Steinberger. Please also send the proposal to Stephanie Snyder, Director of the Cooley Gallery.

Step Four:

Once your proposal has been accepted by the ACMC, you must do the following

1. Check with Facilities to make sure that there are no plans to paint/repair that space in the near future, and let the ACMC know you have the “all clear.” Email your clearance to Stephanie.snyder@reed.edu and the Ministry.

2. Submit the exact dates when the work will commence and be finished. Email this to Stephanie.snyder@reed.edu and the Ministry.

3. Submit your name as the artist. This name does not have to be displayed on the wall label next to the piece, but the Gallery Director/ACMC needs to know who you are.

4. Make a proper wall label for the piece that follows these specs and post it adjacent to the piece.

EXAMPLE:

Matthew Barney, 2003

Sub-erotica

Acrylic paint

87 x 88 in.

If you would like to include a descriptive paragraph discussing your motivation for the work, or ideas about the work, please do. Stephanie would be happy to proof read it for you.

Other information:

The ACMC will do its part to assist you. All questions should be sent to: Stephanie Snyder, Cooley Gallery Art Director, x7251 or stephanie.snyder@reed.edu.

If you follow these few steps, we will do our best to make sure that your piece stays up 1 year after completion, barring that Facilities doesn't have a significant reason for altering the work. Stephanie will occasionally monitor pieces for vandalism, report repair needs, and contact the artist if necessary.

If you don't follow these instructions, the Senate will not pay for your supplies and we will ask Phys Plant to remove the work. This is not meant to sound harsh, but there are many bodies and people involved when a project like this happens! You must stick to your original proposal or complete a new one. **NO EXCEPTIONS!**

Title: Noise Guidelines for Student Events

Adoption Date: April 2009

Authors: Kristin Holmberg (Student Activities), Jennifer Bates (Public Affairs), Rick Fagerstrom (Community Safety), Drew White (Residence Life/Student Activities), Phillip Schwartz (Student Senate), Sean Lerner (Renn Fayre/Sound Kollektiv), Beth Martin (Conference and Events Planning)

Purpose: These guidelines were created in order to provide clear expectations for the campus community in order to be responsive to neighbor concerns about noise on campus and to city noise ordinances.

Guidelines for Indoor Events

- Most indoor events will not require a noise variance.
- The first neighbor complaint will result in the CSOs asking Sound Kollektiv to substantially decrease the volume and the sub-frequencies (bass).
- The second complaint will again result in the CSOs asking Sound Kollektiv to substantially decrease the volume and the sub-frequencies (bass).
- The third complaint will result in the CSOs asking Sound Kollektiv to turn off the music.

Guidelines for Outdoor Events

- No amplified sound is permitted in the international plaza after 10 p.m.
- Outdoor events with amplified sound taking place after 10 p.m. must apply for a noise variance.
- If the College receives complaints (and the event coordinator has applied for a variance), the first complaint will result in CSOs asking to have the music turned down. The second complaint will result in a request for the music to be turned off.
- For those who did not seek a noise variance, the event will get shut down after the first neighbor complaint.

Definition of *Noise Complaint*

A single noise complaint is based on a single incident. For example, if more than one neighbor calls in the same time span, they will be counted as one complaint. After the music has been turned down, the next set of calls after the action will be considered the second noise complaint.

Information on Obtaining a Noise Variance

- Contact the Student Activities Office to talk about the process and obtain the correct paperwork.

Title: Non-commercial Solicitation

Adoption Date: April 2009

Authors: Kristin Holmberg (Student Activities), Jennifer Bates (Public Affairs), Rick Fagerstrom (Community Safety), Drew White (Residence Life/Student Activities), Phillip Schwartz (Student Senate), Sean Lerner (Renn Fayre/Sound Kollektiv), Beth Martin (Conference and Event Planning)

Purpose: These guidelines were adopted to make sure that those living, studying, and working on campus can do so in a comfortable environment, free of unwanted interruptions from those soliciting on campus.

- Non-commercial solicitation is defined as individuals or organizations coming to campus in order to distribute materials, canvass, engage in petition-signing, proselytize, or to engage in similar activities. For issues regarding politicians and vendors, please see the applicable guidelines.
- These guidelines recognize Reed's neutral stance on religious and political issues, as well as the high value the College places on academic freedom. Decisions will not be made based on ideological issues.
- A student group or department must sponsor individuals or organizations wishing to engage in non-commercial solicitation at the College.
- The student or student group must complete an event registration form with Student Activities in order to reserve a table for the guest. Departmental sponsors can work directly with Conference and Events Planning. Tables can be reserved in public places only. This includes the Commons, the quad and the SU porch area and excludes academic or living spaces.
- Solicitation is limited to the business hours of the College, 8:30 a.m. to 5 p.m.
- Solicitors should display a copy of the event registration form on the table.
- Solicitors must remain behind their table. They should not walk around campus, approach people, or shout out from their table to attract attention. They should exercise a respectful attitude toward all community members.
- Solicitors can register tables no more than two days a month.
- The college reserves the right to ask solicitors to leave if they do not comply with these guidelines.



Title: Political Season Guidelines

Adoption date: September 2008

Author: Jennifer Bates (Public Affairs) and Kristin Holmberg (Student Activities)

Purpose: To ensure equal access to candidates; To prevent activities that may jeopardize Reed's non-profit status.

Reed College, as a non-profit charitable organization, cannot participate in political campaigns. This means the college cannot fund it (including student body funds), and cannot do anything to imply this is a Reed College sponsored event. As student organizations engage in political activity, we ask you to treat this appropriately so the college can maintain its non-profit status.

A student organization may invite a political candidate running for office, campaign organizations, or political organizations to campus. However, the students cannot use college funds to sponsor, host or pay the candidate, the campaign, or political organization. College funds include student body funds.

We ask that you not use college letterhead or logos to invite candidates to campus, so as not to imply college sponsorship.

Student groups can use Reed facilities for calling, but cannot use Reed phone lines. We want to avoid Reed College appearing on caller IDs.

A political campaign or party cannot sponsor voter registration drives.

Any opposing candidate who wants to have the same opportunity cannot be denied. Equal opportunity must be given if it is requested. If a candidate is brought to campus and the opposing candidate wants to come, they must be allowed. Ideally, the candidate will be invited to the same event. If logistics preclude this, Student Activities will assist with coordinating the event for the candidate.



Title: Posting Guidelines

Adoption Date: Spring 2007

Updated: June 2009

Authors: Kristin Holmberg (Student Activities), Towny Angell (Facilities), Ed McFarland (VP, Finance), Mary Catharine King (VP, Dean of Student Services)

Purpose: To strike a balance between students' needs to publicize their events and the college's need to maintain a safe and clutter-free environment

According to campus policy, posters and fliers may be placed on bulletin boards only. Facilities staff will remove campus postings nightly. The only exception to this rule is Gray Campus Center (GCC), where the following stipulations exist:

1. Posters placed in the GCC cannot be placed on the windows of doors, or glass doors.
2. Tape that does not mark walls or paint must be used and can be obtained through Student Activities.
3. The office of Student Activities will remove posters in the Gray Campus Center twice a week.
4. Posters placed outside of permitted spaces are subject to daily removal.
5. Students are encouraged to take posters down after their events.
6. If additional bulletin board space is needed for students, contact Student Activities. If additional bulletin board space is needed for faculty, contact physical plant.



Title: Structure Registration Guidelines

Adoption Date: 2004–2005

Authors: Kristin (Holmberg Student Activities), Michael O'Brien (CSO), Gloria Torbeck (Facilities), Jennifer Bates (Public Affairs)

Purpose: To clarify structure expectations and processes so that students can more easily execute their projects and so that college staff have an opportunity to work with the student to mitigate safety and damage concerns

Registration Process:

- This process is intended for temporary structures that will be built for a week or less. Students can petition to leave structures up for up to one additional week. Longer term or semipermanent structures need to be approved through the Art Committee.
- Structures which will be long-term or semipermanent should be proposed to the senate which will in turn present them to the vice presidents of the college for decisions on a case by case basis.
- Come to the Student Activities Office and fill out the structure registration form with a staff member.
- Student Activities will fax your form to other offices who need to be notified. If any of those offices have concerns, we'll talk with you about how to lessen the concern.
- Once everyone has approved the structure, you will receive a confirmation email.

Structure Guidelines:

- Structures, for this purpose, are defined as any nonpermanent item constructed on campus. This includes art, installations, ramps, etc.
- Students are encouraged not to build structures that are intended to support people or to be climbed on.
- Structure registration should occur at least 3 workdays prior to the building time in order for all parties to be contacted and to give approval.
- Structures should be solidly built and should not pose safety hazards.
- Structures should be at least 50 feet from buildings, should not block fire lanes or walkways, and should not be more than 12 feet tall.
- In order to prevent charges for sprinkler or pipe damage, structures should not be staked in the ground or have any part that penetrates the grass.

- The sponsor of the structure is responsible for fully cleaning up the area after the structure is removed including nails, boards, garbage, etc.
- Paint used on structures should be water-based tempera paint. Physical Plant will provide paint that will not cause permanent damage. Tarps should be used when painting on cement, but not when painting on grass.
- Vehicles should not be driven on lawns to deliver building materials.
- Hazardous or flammable materials (chemicals, gasses, etc.) should not be used in construction.
- If structures are not executed according to these guidelines and the submitted proposal, they will be removed after consultation with the structure sponsor.
- If it becomes necessary for physical plant to remove a structure, the student's business account will be billed for staff hours worked and for disposal costs after consultation with the student senate leadership.

Title: Student Space Information

Adoption Date: 2006

Authors: Kristin Holmberg (Student Activities)

Purpose: To help inform signators of expectations and how we can help them

Access

Signators can go to student activities to fill out key request forms for themselves or any member of their organization. Forms will need to be signed by the signator, the VP of Senate and a Student Activities staff member. Student activities will email you when your form is ready to pick up and you can take it to Physical Plant to get the key.

Some signators prefer not to give keys to every member of their organization. There are three ways you can handle access to your space if you do not want to give everyone keys.

- You can request that Community Safety check out keys to group members. To do this you should ask student activities for key request forms and provide an access list to Community Safety.
- You can buy a lock box which affixes to the door of your space. These are available at most hardware stores including Ace on Woodstock. Give the code out to people you trust. Some groups like the MRC have an agreement so the code isn't distributed, others like the women's center want free access to all and pass the code along. Be clear with your group what the expectations are.
- You can give Community Safety an access list and ask them to key in those people. This isn't ideal since students will need to wait for access and this makes CSOs that much busier.
- Some spaces have swipe card access. Signators of these spaces should provide an access list to Gabe Leavitt in Administrative Computing Services.

Remember that only current students should have access to student spaces. Those not currently registered as students are welcome to be guests but won't be given access independently; this includes alumni and past signators.

Access to student spaces is not generally available during winter break.

Maintenance

If your space is damaged, needs attention, or needs some improvements contact Michele McPherson in Facilities to place a work order (x7283 or

mcphersm@reed.edu). Facilities staff can come and fix most problems. If you are requesting changes to your space (new shelves, etc) contact Senate first since they will need to allocate funds for the project.

Smoking

Remember that no smoking is allowed in the Gray Campus Center or the Student Union.

Space Inspections

From time to time various off-campus officials will make unannounced visits to student spaces (Fire Marshal, OSHA, Multnomah County Health Dept.). In order to be proactive and to avoid fines (which are passed on to Senate and/or your organization), student activities staff will occasionally do space walk-throughs. Don't worry—we'll let you know before we come. We'll be looking for the following things that we've been cited for in the past. Please make sure these guidelines are followed:

- Christmas lights can only be used within 30 days of Christmas and must be commercial grade.
- Extension cords may not be used for more than a day (use power strips instead, which are available from the bookstore).
- There should be no bedding material/obvious sleeping arrangements in an unalarmed room or one not permitted for occupancy.
- Storage and other items must be more than 18 inches from the ceiling and from fire sprinklers.
- There should be no signs of smoking (ashtrays, burn marks, cigarette butts).
- There should be no holes in ceiling tiles/things hanging from the ceiling .
- There should be no excessive garbage/cans and bottles.
- No exits may be blocked.
- There may not be lots of paper on the walls.
- No overloaded plugs are allowed.
- All chemicals must be properly stored (dark room and print shop).
- Any items covering smoke detectors or touching sprinklers are prohibited.
- No disabled smoke detectors or other fire safety equipment are allowed.
- No electrical outlets or boxes may have damaged or missing covers.

User Agreements

This is your space and as signator you have responsibility for it. This also means that you have the right to take care of it and ask others to do so as well. Some signators have created user agreements to be sure that their space is taken care of. This is a great way to make sure that you're not stuck paying for repairs for other people's damage or constantly cleaning up after other group members. The agreements can include any areas you think are important. Some agreements written in the past have covered areas such as damage to the space, leaving the space clean, giving out the lockbox combo, or care of equipment. They list consequences such as losing access to the space or being fined for damage



Title: Student Space Key Distribution

Adoption Date: Unknown

Authors: Unknown

Purpose: To ensure that the appropriate students are accessing student space

Key procedure:

1. Student comes to the Student Activities office and fills out a key request form.
2. The SAO staff contacts the VP of the student senate and the signator for signatures on the form. This is to give students control over the spaces for which they are responsible. SAO staff does not always know which students have the right to enter which spaces. This puts the decision-making in the hands of the space signator.
3. Once the form is signed by the proper parties, the SAO staff will sign the form.
4. The student can then pick up the form and take it to Facilities.

Other guidelines:

- Keys are normally issued for the entire academic year, unless staff knows that there will be a signator turnover (i.e.: Quest staff).
- Keys can only be issued to currently enrolled students. This does not include alumni or to students on leave.
- Lock cores are switched out at the beginning and end of Winter and Summer breaks. The switch usually matches the opening and closing of the dorms. This is to help staff and signators maintain security during less used times.
- When getting keys for the first time each year, signators will read and sign the Student Space Information Sheet (see Student Space Information in these guidelines).
 - Ping Pong room storage closets require three signatures: student organization, Ping Pong Room signator and VP.

Title: Summer Student Space Agreement

Adoption Date: Summer 2006

Authors: Kristin Holmberg (Student Activities) in consultation with Conference and Events Planning and Community Safety

Purpose: To allow students access to student space while maintaining respect for summer conference users

The following statement represents the contents of a form that both the outgoing and incoming signators sign in the spring. This agreement must be signed in order to get keys to the space.

I agree to the following conditions for summer student space use:

- I take responsibility for the space listed above. I will maintain the space and its contents and keep the space in good working order.
- I will provide summer access lists to Community Safety.
- Members of my organization understand that many places on campus are rented out to summer conferences. We will in no way interfere with summer conference groups.
 - Bike Co-op should check with CEP before setting up in the quad for bike repairs.
- The organization will not create excessive noise in the student space.
 - Band practice room users can only practice after 5:00 p.m. when conferences are not using Gray Campus Center. Check with CEP for conference schedules.
 - KRRC can only broadcast, not play speakers out of their windows.
- Organization members will not scrounge from conferences or from Commons dining.
- Failure to comply with policies regarding smoking, drugs and alcohol may result in closure of the space.
- I understand that complaints about the space and its occupants or any violation of this agreement may result in closure of the space.

Title: Van Use Policy and Procedures

Adoption Date: Unknown

Authors: Facilities Services

I. Use of Vehicles

All van usage subject to cancellation due to weather or road conditions as determined by the vehicle coordinator.

- Reed College vehicles are to be used only for official school functions. Events intended for Reed College students will only transport students who are currently enrolled without prior College approval.
- Vehicles are for passenger transportation only and are not to be used for hauling.
- Vehicles are reserved in advance on a "first come" basis. If vans are needed for a scheduled class, the sports center has priority and can bump other groups from the reservation book. Additional vehicles may be rented from Enterprise in case of scheduling conflicts or as needed. Please call Michele at x7283 or Justin at x7285 for specifics.

II. Procedures

A. Reservations

1. Confirm availability of vehicles by calling x7283, physical plant office.
2. Complete part one of the Vehicle Reservation Form and be sure to include the complete department budget number and name of authorized driver. Be sure to obtain departmental approval. These forms are available at the physical plant if your department does not have any on hand.
3. Return completed reservation form to the physical plant office at least two working days or by 3:00 pm on Thursday before the weekend prior to reservation date to finalize your reservation. (Vehicle will not be considered reserved until this completed form is returned.)

B. Cancellations

1. Notice must be given within 24 hours of scheduled departure time. Weekends and holiday trips must be canceled before 4:00 p.m. on the last working day prior to scheduled departure time.

C. Drivers

1. Drivers are arranged for by the requester and/or department.
2. Only Reed College authorized drivers may drive Reed College vehicles.

D. Van Packet

1. A van packet will be issued by the physical plant office during regular working hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or the Switchboard for evening, weekend, early morning, and holiday trips. Vehicles may not be picked up sooner than one-half hour before departure time. Vehicles are not to be taken home overnight for early morning departures.
2. The van packet will include completed reservation form, vehicle safety check form, van trip information sheet, keys, and a gas credit card.
3. Before leaving campus you must turn in all information forms completely filled out to the switchboard. Once forms have been given to the switchboard a cellular phone will be issued, if necessary.
4. The vehicle must be left in a clean and presentable condition for the next scheduled user.
5. The vehicle must be parked in its designated space. (Notify community safety of any unauthorized vehicle parked in a van space.)

E. Van Break Down or Other Emergency

1. Using a phone contact dispatch at 503/777.7533. Driver will state nature of emergency and location. Dispatch will contact van coordinator.

III. Rates and Additional Charges

- A. Cost for in-town trips is 50¢ per mile. Cost for out-of-town trips is 40¢ per mile.
- B. Any citations will be passed on to the driver.
- C. Any passes, lunches, parking fees, etc., needed by the driver will be provided for by the department.

IV. Billing Procedure

- A. Upon completion of trip, the charges will be computed and entered on the reservation form.
- B. Departments will be charged through the business office by means of monthly journal entries from the physical plant office. A copy of these charges will be put in your mailbox.
- C. Student driver wages will be charged to the department and/or organization at the current hourly rate. Drivers receive \$8.70 per hour.
- D. Any discrepancies must be resolved with the physical plant office as soon as possible.

***Excessive Damages As A Direct Result of
Negligence
On The Part Of Any User Can Result In The
Loss of the Privilege Of Using Reed College
Vehicles.***