

Law School Student Organization Manual 2017-18



*The policies stated in this manual are guidelines only and are subject to change at the sole discretion of Villanova University Charles Widger School of Law.
Updated August 2017.*

Alcohol Policy

1. The Alcohol Policy has been established in an effort to balance the interests of students and those of the Law School community and to encourage responsible decisions about alcohol. Therefore, Law School funds, including the Student Activity Fee Fund administered by the Student Bar Association (SBA), shall not be used to purchase alcohol to be served at any Law School event that includes student participation, any SBA event or any student organization event, except for the “Authorized Events” (listed below under Part II) or as the Dean or the Dean’s designee shall authorize.
2. Alcohol (beer and wine only) may be served at “Authorized Events” (listed below under Part II), only if no less than thirty days prior to the event, the sponsoring group submits to the Director of Student Affairs a written request for approval that includes an Alcohol Plan specifically addressing all of the issues listed in Paragraphs 3 and 12 below, and that request is approved.
3. The SBA and other student organizations, including the Villanova Law Review, the Villanova Environmental Law Journal, the Villanova Sports & Entertainment Law Journal, and the Moot Court Board, may organize off-campus events at which alcohol may be served to students, but no Law School funds, including Student Activity Fee Funds, may be used to purchase alcohol or to subsidize the cost of alcoholic drinks, including, without limitation, the use of such funds to pay cover charges at bars or arrange for discounted drink prices.
4. In addition, such events must be approved by the Dean or the Dean’s designee and shall be subject to the requirements listed in Paragraph 12 below and the following requirements:
 - a) **No less than 30 days** prior to the event, the sponsoring group must submit to the Director of Student Affairs a written request for approval that includes an Alcohol Event Form specifically addressing all of the issues in Paragraph 11 below.
 - b) A fully executed and completed Insurance and Indemnification Statement: [Off-Campus Event- Insurance and Indemnification Statement or On-Campus Event Insurance and Indemnification Statement](#)
 - c) A fully executed and completed Vendor Checklist. The vendor checklist requires a certificate of insurance and a copy of the liquor license.

The fully executed and completed Insurance and Indemnification Statement, Vendor Checklist, Certificate of Insurance, and copy of the Liquor License in form and substance satisfactory to the University Office of Insurance and Risk Management, must be delivered to the Director of Student Affairs no less **than 2 weeks prior** to the date of the event; many times certificates of insurance need to be revised to evidence our insurance requirements. Because the venue will need time to review and complete, student groups are reminded to allow enough time in their planning to meet the deadlines required for approval.
5. The SBA and other student organizations, including the Villanova Law Review, the Villanova Environmental Law Journal, the Moorad Sports Law Journal, and the Moot Court Board, sponsoring events (on-campus or off-campus) involving alcohol must meet with the Director of Student Affairs well in advance of finalizing the

Nancy Whalen
Director of Student Affairs
Whalen@law.villanova.edu

event. Failure to timely request approval for any event may result in rejection of the request. Any questions regarding these requirements should be raised with the Director of Student Affairs.

6. The SBA and other student organizations, including the Villanova Law Review, the Villanova Environmental Law Journal, the Villanova Sports & Entertainment Law Journal, and the Moot Court Board, shall not advertise any event before receiving approval as an "Authorized Event."
7. Student organizations, other than the SBA, may sponsor or co-sponsor no more than **two events** with alcohol per semester, including on-campus or off campus.
8. Law School funds shall not be used to purchase alcohol or reimburse students for the purchase of alcohol in connection with law school-funded student travel.
9. Organizations sponsoring events on-campus (in the law school building or grounds) must work with the Director of Events to ensure that the manner in which alcohol is served and liability issues are properly addressed by the vendor. The selection of vendor to serve the alcohol at student organization events in the law school building must be approved by and is at the discretion of the Director of Events, and must be either University Catering or a vendor approved by the University.
10. No alcohol may be served or consumed outside of the approved venue in the law school building, including, without limitation, in any classroom.
11. No alcohol may be auctioned or raffled. No alcohol may be served at any event on campus where attendees are charged for attendance or where monetary donations are sought (regardless if the beneficiary of the donations are Villanova or a third party), unless 90 days prior to the event, the sponsoring group has submitted a written request for approval that includes an Alcohol Plan and, if applicable, a request for an Alcohol Catering Permit from University Catering, and the event request is approved by the Dean or the Dean's designee and, if applicable, the Alcohol Catering Permit is approved/obtained by the University.
12. The Alcohol Plan must specify:
 - a description of the promotion and advertising of the event;
 - the amount and type of alcohol to be served (beer and wine only);
 - a description of the manner in which alcohol is being served, and a commitment that the group understands that alcohol may only be served by professional, licensed servers who can properly address the liability issues involved, and designation of who the professional servers are;
 - a plan for monitoring alcohol consumption at the event, including preventing under-age attendees from drinking;
 - a detailed plan for providing designated drivers, taxi cabs, and other manners designed to encourage all guest to travel safely;
 - a designation by name and role within the organization of at least two who are designated as responsible persons from the sponsoring student organization who will be present throughout the event;
 - a provision for non-alcoholic drinks at the event;
 - a provision for food to be served throughout the event;
 - a specific start and stop time of the event, and specific start and stop time for serving of alcohol; and
 - an explanation of the source of funding for the event.

II. Schedule of Authorized Events

The following list of student organization events have been presumptively approved and may serve alcohol provided that the requirements of Part I are satisfied:

	<ol style="list-style-type: none"> 1. Barristers Ball; 2. Public Interest Auction; 3. Two SBA events per semester (not the activities fair); and <p>In addition, from time to time and under compelling circumstances, additional student organization events involving alcohol in the law school building may be approved as an “Authorized Event” by the Dean or the Dean’s designees, provided that, among other things: (1) the event complies with Part I; (2) if the requesting group is a student organization funded by the SBA and it seeks funds from the SBA for the event, it has submitted the proposed event to the Director of Student Affairs at least two weeks in advance; and (3) other than in the case of the SBA, the event has also been approved by the Faculty Advisor of the requesting student organization.</p> <p>Approval as an “Authorized Event” is only for the specified event and on the specified date, and is not to be considered as annually approved or an addition to the Schedule of Authorized Events for subsequent years.</p>	
Budgets/Funding	<p>Each recognized student organization is funded by the SBA. Information regarding the rules and regulations of the SBA budget process is communicated by the SBA. Student Organizations must follow the budget approval process as determined by SBA, and send a representative to the Budget hearings and general meeting each semester. Student Organizations are responsible for working within the budget allocated from SBA and submitting reimbursement request during the timeline established by SBA. Failure to comply with SBA’s budget policy and procedures or non-timely payment to vendors may result in the groups’ losing formal recognition.</p>	<p>Student Bar Association SBA@law.villanova.edu</p>
Catering*	<p>Villanova University Catering is the preferred caterer for the law school. In the event that University Catering is not available to cater your event or cannot work within the budget given, below is a list of University approved caterers: Students may not serve food that they’ve prepared themselves.</p> <p>University Approved caterers: Blue Monkey Catering Bryce’s Catering Provence Catering Aquilante Catering Crocodile Catering Landis Deli and Catering Antonella’s Italian Kitchen</p> <p>*Food that is not considered catered food is allowed if it is picked-up by the student group (i.e. cookies, sandwiches, donuts, bagels, coffee, pizza, etc.)</p> <p>As set forth in the Alcohol Policy below, no alcohol may be served at any event on campus where attendees are charged for attendance or where donations are sought, unless 90 days prior to the event, the sponsoring group has submitted a written request for approval that includes an Alcohol Plan and, if applicable, a request for an Alcohol Catering Permit from University Catering, and the event request is approved by the Dean or the Dean’s designee and, if applicable, the</p>	<p>Nicole Garafano Director of Events events@law.villanova.edu</p>

	Alcohol Catering Permit is approved/obtained by the University.									
Caterers' Insurance Requirements	<p>These vendors listed above all meet the University's requirements and have a current insurance certificate on file with the Procurement Office and Risk Management Office. In certain situations, a caterer not included on this list may be approved by the Director of Events. In those cases, a Certificate of Insurance must be received by Villanova University prior to the commencement of any work on campus or the use of University facilities. Please note the Certificate must include Villanova University as additional insured under the Comprehensive General Liability, Automobile Liability and Umbrella Liability policies and must evidence the minimum limits set forth below. The Certificate should also indicate whether the General Liability policy is written on a claims-made or occurrence basis. It is the responsibility of the insurance carrier to provide the University with 30 days notice prior to cancellation or expiration of the insured's policy.</p> <p>Minimum Insurance Requirements:</p> <hr/> <table> <tr> <td>Workers Compensation:</td> <td>Statutory</td> </tr> <tr> <td>Employers Liability:</td> <td>\$100,000/500,000/100,000</td> </tr> <tr> <td>Comprehensive General Liability:</td> <td>\$3,000,000 each occurrence</td> </tr> <tr> <td>Automobile Liability:</td> <td>\$3,000,000 each occurrence</td> </tr> </table>	Workers Compensation:	Statutory	Employers Liability:	\$100,000/500,000/100,000	Comprehensive General Liability:	\$3,000,000 each occurrence	Automobile Liability:	\$3,000,000 each occurrence	<p>Nicole Garafano Director of Events events@law.villanova.edu</p>
Workers Compensation:	Statutory									
Employers Liability:	\$100,000/500,000/100,000									
Comprehensive General Liability:	\$3,000,000 each occurrence									
Automobile Liability:	\$3,000,000 each occurrence									
CLE-Programming Policy	<p>In order to ensure compliance with all necessary requirements of CLE programming, any Student Organization wishing to provide CLE credit for any programming or event must partner with one of the Law School's Centers of Excellence (for example, the John F. Scarpa Center for Law and Entrepreneurship) or the Villanova University Institute to Address Commercial Sexual Exploitation to provide such programming. All such programming must be co-sponsored by a Center of Excellence or the Institute and must be planned and executed in cooperation with such Center or Institute. Students must first obtain approval from Dean Risch regarding possible partnership with a Center for a CLE program before beginning to plan any CLE programing.</p> <p>For specific questions on the administration of CLE credits, please contact Patty Trask (patricia.trask@law.villanova.edu)</p>	<p>Nicole Garafano Director of Events events@law.villanova.edu</p>								
Co-curricular Organizations	<p>Co-curricular organizations (Law Review, Journals, Moot Court, Honor Board) and academic programs such as Clinics, Graduate Tax and JD/MBA are funded by the Law School. These groups are encouraged to coordinate with the Events Office in the planning of all events and are expected to comply with the policies as listed.</p>	<p>Nancy Whalen Director of Student Affairs Whalen@law.villanova.edu</p>								

<p>Commons and Dining Room: Guidelines and Fees</p>	<p>The goal for usage of the Commons and Dining Room by Student Organizations is to provide a space for activities and events that enrich the Law School community. Student Organizations must request use of the Commons or Dining Room in consultation with the Director of Events, the Director of Student Affairs and the Director of Operations. Student Organizations may also request use of a portion of the Commons or Dining Room if the nature of, or the projected attendance for, the event require. While there is a strong presumption of approval of use of the space by Student Organizations, events must also be suitable for the location of the Commons or Dining Room, as applicable. Factors to consider in determining the best location for an event include, among others, the size of the event, the open nature of the Commons and Dining Room and, in the case of the Commons, the foot traffic associated with the Law School entrance, Library and coffee bar. Due to the facilities, staging and amplification requirements and costs associated with the Commons and Dining Room, Student Organizations may not host speaker and panel events in the Commons or Dining Room. Given the additional facilities and custodial costs associated with the break-down, set-up and after-hours clean-up of the Commons and Dining Room, Student Organizations will be charged the following usage fees for use of the Commons and/or Dining Room, as applicable:</p> <ul style="list-style-type: none"> • \$250 for use of the Commons if break-down and/or set-up is determined to be necessary, • \$300 for use of the Dining Room if break-down and/or set-up is determined to be necessary, • a minimum of \$150 for custodial overtime if after-hours clean-up is required. <p>These fees are designed to pay the actual additional costs associated with use of the Commons and Dining Room consistent with the usage of these spaces by other internal and external constituencies.</p>	<p>Joe Mariani Director of Operations mariani@law.villanova.edu</p> <p>Nicole Garafano Director of Events events@law.villanova.edu</p> <p>Nancy Whalen Director of Student Affairs Whalen@law.villanova.edu</p>
<p>Conference Room Workspace and Storage</p>	<p>The Student Organizations Workroom (Rm 106) and conference room (106B) are valuable space allocated for recognized Law School student organization to use for student organizations’ business and meetings. The office contains mailboxes and storage spaces for all student organizations to use. All Student Organizations are expected to keep this space clean and organized. Reservations for the conference rooms can be made by emailing VLSRooms@law.villanova.edu . The conference room is available for 2 hour blocks of time for student groups. For space in the workroom or related to storage, contact SBA or Joe Mariani.</p>	<p>Joe Mariani Director of Operations mariani@law.villanova.edu</p> <p>VLSRooms@law.villanova.edu</p>
<p>Email</p>	<p>After submitting the SORF form, each recognized group will receive a Villanova Law email account. The leader of the group receives ownership of this account and may grant access to other group members. This account links to each group member’s current Villanova Law email account and therefore does not require a different password. Groups are required to check this email account on a daily basis. Important e-mails from other student groups, students, faculty, and staff, as well as potential students and alumni, are sent to this e-mail account. Please direct any questions about your groups’ email account to Computer Services/TechZone helpdesk located inside the library.</p>	<p>computerservices@law.villanova.edu</p>


E-Boards/ Monitors	<p>Student groups wishing to promote an event/initiative on the Law School’s electronic boards (e-boards) are encouraged to submit their requests in either of two ways:</p> <ol style="list-style-type: none"> 1) Email your designed image (specs: 1210x763 px) to the Law School Communication team for review/posting at vlscommunication@law.villanova.edu 2) Submit the event details (e.g., date, time, location, contact/registration info) for the Communication team to create a designed image. <p>Please note: the review/design process takes approximately 2-3 business days.</p>	vlscommunication@law.villanova.edu
Event Request Form	<p>Student groups must fill out and submit the special events request form to events@law.villanova.edu at least two weeks prior to the event. Completing this form notifies the Event Office of your event. You must fill out and submit the events form in order to schedule a meeting with the Events Office.</p> <p>http://www1.villanova.edu/content/dam/villanova/law/documents/forms/Events/Events%20Form%202013%202014.pdf</p>	<p>Nicole Garafano Director of Events events@law.villanova.edu</p>
Events Office	<p>The Law School’s Events Office, Room 174, is a valuable resource for all student organizations in planning a wide range of events, including speakers, receptions, dinners, etc. Any event that requires catering must work with the Director of Events, Nicole Garafano to plan their event. Student Organizations should have their total budgets finalized before considering catering and maintain reasonable expectations regarding the type of event they may host with their allocated budgets. It is not always possible to provide catering for every event.</p>	<p>Nicole Garafano Director of Events events@law.villanova.edu</p>
Event Set-up and Facility Needs	<p>Student organizations should indicate set-up/facilities needs when reserving your rooms. Please contact Joe Mariani, Director of Operations, for specific facilities or set-up concerns related to your event. He is the point person for any public safety needs for your event. Students are not permitted to move furniture for event set-up themselves.</p>	<p>Joe Mariani Director of Operations mariani@law.villanova.edu</p>
Flyers, Posters	<p>Student Organizations may post flyers, posters, or notices about their events on designated space on the bulletin boards located on the ground floor in the locker room. Notices, posters and flyers may not be posted on walls, doors, windows or painted surfaces. Do not post flyers, handouts, or notices in the Commons, Dining Room, Student Lounge or coffee bar area/reading room – these will be removed.</p>	<p>Joe Mariani Director of Operations mariani@law.villanova.edu</p>
Mail	<p>All mail received for student organizations at the Law School address is distributed to a bin in the SBA office on a daily basis. Groups should check the mail bin regularly. Mail placed in the bin is each group’s responsibility to read and handle appropriately.</p>	<p>Joe Mariani Director of Operations mariani@law.villanova.edu</p>
Mass Email policy	<p>Sending mass e-mails to the entire student body by individual students is prohibited. However, Student Organizations and the SBA may send mass emails using the following guidelines:</p> <ol style="list-style-type: none"> 1. Student Organizations may <u>not</u> send mass emails directly to the student body. 	<p>Nancy Whalen Director of Student Affairs Whalen@law.villanova.edu</p>

	<ol style="list-style-type: none"> 2. The faculty advisor for a Student Organization may send mass email to the law school community for the group. No more than 2 mass emails per week per student group. 3. The SBA Secretary will coordinate and be responsible for collecting the e-mails from Student Organizations, reviewing the email, and sending it to the student body on a weekly basis. 	
Political Speakers' Guidelines	<p>All groups sponsoring speakers who are deemed "candidates" must meet with the Director of Student Affairs before inviting the speaker, advertising the event or finalizing plans. The meeting must take place <u>at least 3 weeks</u> prior to the event to allow full implementation of the policy.</p> <ol style="list-style-type: none"> 1. Recognized Villanova Law School student groups may sponsor events featuring speakers who are candidates (see definition below) or who are representative of partisan political groups under the usual policies and guidelines for student events, provided that the event is focused on issues and educational content of interest to a law school population, and is not a campaign rally or campaign event. To this end, speakers should be encouraged to offer remarks on specified topics of general interest to the law school community, and to provide question and answer periods as part of the event. While the events may, at the discretion of the administration, be open to the public, the main focus should be the law school population, and the event must be planned taking into account this audience. It must add value and be related to the legal education of the student body whose tuition dollars are funding the event. 2. The Law School administration will determine whether a group's proposed speaker is a "candidate" for the purposes of this policy. "Candidate" shall be defined as anyone who has formally announced that she/he is running for public office or for a position in a political party, and shall also include those who may not have officially announced, but who are deemed by the administration of the law school to be implicitly running for office or about to announce their candidacy. 3. Speakers may not engage in political fundraising of any kind, may not seek to sign up volunteers or voters, and may not use the facility or the event to conduct a campaign rally. 4. Law school funds may not be used to pay a speaker's fee, an honorarium or any other payment to the speaker or her/his sponsoring organization, or for travel, lodging or any other speaker expenses. 5. Groups are cautioned not to use Law School facilities, student funds or the name of the institution or the approved group for partisan political activities outside the law school or to organize or support such activities. 1. All promotional materials for the event must carry the following notice: <i>"The views expressed by the speaker are not necessarily those of the law school or university, or of the sponsoring organization, and the law school, university and sponsoring organization do not in any way support or oppose the candidate."</i> This disclaimer also should be stated orally at the beginning of the event. 	<p>Nancy Whalen Director of Student Affairs Whalen@law.villanova.edu</p>
Room Reservations	<p>Recognized student Organizations may reserve rooms for meetings, events and for conducting business related to their mission as a law school student organization. Student Organizations requiring rooms should be sure to request a room 3 business days in advance. Requests made less than 3 business days in advance may not be honored. When reserving rooms, please note your first and second room choice and be sure to indicate any catering or facilities needs your event may have so the Facilities and Events offices can best accommodate your events' needs. All requests for rooms must be submitted to vlrooms@law.villanova.edu. NOTE: No events will be scheduled that conflict with a Law School sponsored annual event, or the set-up for such event, such as Admitted Students Open House, Reunion, Red Mass or Named Lectures. Also, only one conference/ symposium will be scheduled on any given day.</p>	<p>Marlene Musonge Student Services vlrooms@law.villanova.edu or Nicole Garafano Director of Events events@law.villanova.edu</p>

	<p>Please refer to the capacity of each room when planning your event. If you have questions about which room would best suit your event, please speak with the Director of Events.</p> <table border="1" data-bbox="321 248 993 573"> <thead> <tr> <th>Room</th> <th>Capacity</th> <th>Room</th> <th>Capacity</th> </tr> </thead> <tbody> <tr> <td>101</td> <td>135</td> <td>301(A)</td> <td>25</td> </tr> <tr> <td>102</td> <td>90</td> <td>301(B)</td> <td>25</td> </tr> <tr> <td>103</td> <td>55</td> <td>301 (c)</td> <td>25</td> </tr> <tr> <td>201</td> <td>60</td> <td>302</td> <td>90</td> </tr> <tr> <td>202</td> <td>60</td> <td>303</td> <td>45</td> </tr> <tr> <td>202</td> <td>90</td> <td>306</td> <td>30</td> </tr> <tr> <td>203</td> <td>55</td> <td>307</td> <td>21</td> </tr> <tr> <td>221</td> <td>15</td> <td>321</td> <td>15</td> </tr> </tbody> </table> <p>The Arthur M. Goldberg '66 Commons and Blank Rome LLP Dining Room are available for use by Student Organizations as set forth in the Guidelines for Use of the Commons and Dining Room above. Generally, with limited exceptions, the Ambassador David F. Girard-diCarlo '73 and Constance B. Girard-diCarlo '74 Student Lounge is reserved for daily student use and may not be reserved by Student Organizations.</p>	Room	Capacity	Room	Capacity	101	135	301(A)	25	102	90	301(B)	25	103	55	301 (c)	25	201	60	302	90	202	60	303	45	202	90	306	30	203	55	307	21	221	15	321	15	<p>Joe Mariani Director of Operations mariani@law.villanova.edu</p>
Room	Capacity	Room	Capacity																																			
101	135	301(A)	25																																			
102	90	301(B)	25																																			
103	55	301 (c)	25																																			
201	60	302	90																																			
202	60	303	45																																			
202	90	306	30																																			
203	55	307	21																																			
221	15	321	15																																			
<p>Sharing your News, Social Media and SBA Newsletter</p>	<p>Social Media Accounts: Any Student Organizations interested in starting a new social media account or maintaining an existing one—under the auspices of the University—must apply to be officially recognized. To learn more about Villanova social media best practices and guidelines, visit the University Communications Social Media Handbook.</p> <p>SBA Newsletter: Student Organizations are encouraged to send announcements regarding meetings and upcoming events for inclusions in the weekly SBA Newsletter to SBA@law.villanova.edu</p> <p>Planning an event? Won a prestigious award? Contributed to a rewarding service project? The Law School Communication team wants to hear from you. Submit your story to the VLS Communication team vlscommunication@law.villanova.edu. Student groups can also submit event photos for possible website and social media inclusion.</p>	<p>vlscommunication@law.villanova.edu SBA@law.villanova.edu</p>																																				
<p>Starting a New Group</p>	<p>The law school welcomes student interest in new organizations to enhance the student life and diversity of the law school. Because adding new groups necessarily means decreasing or limiting funding of previously existing groups, we encourage students to work with existing student groups to create new programs or engage in new activities when possible. To start a new group, students must meet with the Director of Student Affairs and submit a proposal expressing the goals, mission, faculty advisor, and potential events for the new group. New Groups should be started in the first month of the fall semester.</p>	<p>Nancy Whalen, Director of Student Affairs whalen@law.villanova.edu</p>																																				

Student Bar Association (SBA)	<p>The Student Bar Association (SBA) is the official resource and liaison for the student body in matters involving the school administration, faculty, and students. Upon enrollment at the School of Law, each student becomes a member of the organization. The SBA Board provides funding, leadership, and guidance for all student organizations. SBA sponsors social educational and recreational activities for the community throughout the year. SBA sends a weekly announcement email to the Law School community about upcoming meeting, events and general announcements. The SBA office is located in Room 107 (next to the Student Lounge).</p>	sba@law.villanova.edu
Student Organization Recognition Form (SORF)	<p>Recognition is a process through which an organization is granted the privilege to function officially at the law school. Such a status includes the privilege of using the name "Villanova Law" in your official name, utilizing campus facilities and services, including items in the Gavel Gazette, and applying for student organization funding. In order to be recognized as a registered organization, a group must meet all of the following criteria:</p> <ol style="list-style-type: none"> 1) Student groups MUST complete and submit the Student Organization Recognition Form (SORF) for formal recognition for the 2017-18 academic year. The deadline for submitting the SORF is by Wed September 6th to have a table at the Activities Fair. 2) Have a membership of at least ten (10) students. 3) Comply with all law school policies and regulations, with federal, state, and local laws, and with regulations of the parent organizations as applicable. 4) Have an active faculty/staff advisor. 5) Membership must be open to all in the Law School community. Recognition will be denied to any organization that selects its members on the basis of race, ethnicity, religion, gender, age, sexual orientation, ability or national origin. 	<p>Nancy Whalen, Director of Student Affairs whalen@law.villanova.edu</p>
Tabling Policies for Student Organizations	<ol style="list-style-type: none"> 1) Bake sales and other Student Organization information tables, ticket sales, or fundraising efforts may take place in the Blank Rome Dining Room. Groups must register at least 3 days in advance with the SBA Student Groups Liaison, who will coordinate with Joe Mariani, Director of Operations. With special permission from the Associate Dean for Administration, groups may, from time to time, have a table in another location. Any request for use of the Commons or Coffee Bar must be submitted by email to Henfey@law.villanova.edu and Mariani@law.villanova.edu in advance of the requested date. Student Organizations may not place remaining food from bake sales or events in the Commons or Lobby area. 2) Tables and sale efforts must be sponsored by a recognized Student Organization. Individual law students may not hold bake sales or fundraising efforts on school property for personal fundraising without the sponsorship of a Student Organization. 3) Student Organizations that wish to hold bake sales or other fundraising efforts at the law school must coordinate their events with the SBA regarding dates, location and any food allergy concerns/policies of the building. Specific tabling days each week will be assigned to vendors (2 days) and Student Organizations (3 days). Tabling day availability for Student Organizations is available by contacting the SBA Student Group liaison. 4) Only one Student Organization may have a table per day in the Dining Room, and only one bake sale per week. 	<p>Student Bar Association studentgroups@law.villanova.edu u</p> <p>Or Joe Mariani Director of Operations mariani@law.villanova.edu</p>

	<p>Any exceptions must be approved by Director of Student Affairs and Director of Operations.</p> <p>The Law School administration reserves the right to limit the amount of sales held and types of goods sold as set forth in the University's non-solicitation policy.</p>	
Use of the Law School and University Marks	<p>For all requests related to the creation of promotional materials (apparel, accessories, gifts) utilizing Law School or University marks (seal, logo), please refer to the Law School's Licensing Guidelines.</p> <p>To request the Law School seal or logo image file for other usage, please contact Julie Toth (julie.toth@villanova.edu). Please refer to the Villanova University Brand Guidelines for rules on usage.</p> <p>Please note: Student groups are not permitted to share the Law School seal/logo or VU logo with outside partners or vendors without prior consent.</p>	vlcommunication@law.villanova.edu
Use of Law School Facilities	<p>Designated law school facilities may be reserved when the law school is in session for meetings and other non-commercial events: 1) Registered student organizations events related to the purposes of the organization; 2) Members of the faculty/staff for co-curricular events or; 3) Official alumni or similar law school-related organizations, etc.</p>	<p>Joe Mariani Director of Operations mariani@law.villanova.edu</p>
Use of Video Wall	<p>Use of Video Wall:</p> <p>Student Organizations are encouraged to utilize the David E. Worby '76 Video Wall ("Worby Wall") to provide programming that enriches the Law School community. Groups may propose screening of external content (e.g., web or television broadcasts) or of content the group plans to prepare. Groups should seek approval for their proposal BEFORE preparing any content.</p> <p><u>Request Approval:</u> (3 weeks in advance)</p> <p>Use of the Worby Wall requires the approval of the Law School Administration. Student Groups requesting use of the Video Wall must submit a request for approval in writing to Associate Dean Henfey at least three (3) weeks prior to the proposed usage date. Requests should include date (s) and length of time groups want the presentation displayed. Please note that, with limited exceptions, presentations cannot be shown for more than 2 weeks and other events in the Commons may displace the presentation from being displayed during the requested time.</p> <p><u>Submit Content:</u> (10 days in advance)</p> <p>After receiving initial approval for usage, groups should prepare content using the sample templates (see below), Research Guide, and guidelines below. The group's content should be submitted to Acting Library Director Amy Spare for review at least 10 days prior to the date of airing. Content will be assessed using the following:</p> <ol style="list-style-type: none"> 2. Works such as photos, videos, music, and text are governed by Copyright Law. More often than not, student groups will be required to receive permission for use of copyrighted materials and obtaining such permissions takes time and may involve payment of fees. Groups should not assume that "fair use" applies. 3. Provide attribution for each individual work on the slide where it appears. 	<p>Associate Dean Jennifer Henfey Henfey@law.villanova.edu</p> <p>Amy Spare Acting Director, Law Library Spare@law.villanova.edu</p>

	<p>4. Note that some copyright holders explicitly allow use of their works without prior permission. To find works that do not require fees or prior permission, such as those with a Creative Commons designation, see the Research Guide.</p> <p>5. If using personal photos in your content, permission of the individual(s) in the photo is required before being displayed on the Worby Wall.</p> <p>Students are strongly encouraged to consult with Acting Library Director Amy Spare regarding search strategies, best practices and copyright law in general before preparing content.</p> <p><u>Tech Support:</u> (1 week in advance)</p> <p>After receiving content and usage approval, groups should send the presentation to Instructional Technology/Media Services (Brian Sirak brian.sirak@villanova.edu and Myra Villas myra.villas@villanova.edu) for their technical assistance to put the presentation/display on the Video Wall. Please note the following tech specifications:</p> <ul style="list-style-type: none"> • There is no capability for audio when using the Worby PC. Audio can only be used for setups where Instructional Technology/Media staff can attach a Laptop directly into the wall in the Commons. Generally, these setups are for discrete events. • The recommended/default program for building a presentation to be displayed on the Worby Wall is PowerPoint. Attached is a template for building your presentation: <p> Worby Template.pptx</p>	
<p>Waivers for travel and sporting events/Risk Management</p>	<p>Certain activities of Student Organizations, such as intramural and other sporting events and travel, require the review and approval of the University Office of Insurance and Risk Management and may require that participants sign certain waivers for participation. Any Student Organization seeking to participate in an activity that may require such review and approval shall notify the Director of Student Affairs at least 2 weeks in advance of such activity.</p>	<p>Nancy Whalen Director of Student Affairs Whalen@law.villanova.edu</p>
<p>Web Contact Info</p>	<p>Student organizations are encouraged to keep the information on their webpage current. If there are any changes in leadership or in any of the information posted, groups should inform the Director of Student Affairs to update the website information.</p>	<p>Nancy Whalen Director of Student Affairs Whalen@law.villanova.edu</p>