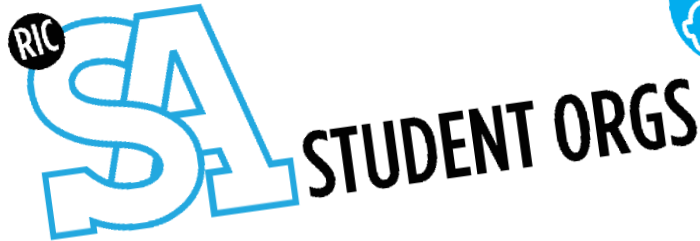


QUICK GUIDES FOR STUDENT ORGANIZATIONS



How to Access EMS:

- ☑ Go to <http://www.ric.edu/EMS/> and click on RIC Student Organizations from the menu on the left
- ☑ Your User Id is your student organization's email address (studentorganization@so.ric.edu)
- ☑ In most cases your password is your organization's email password, unless the group has arranged for a separate password. If you cannot log in, contact Mike Giacalone, Student Activities Program Coordinator at mgiacalone@ric.edu.

EMS Tips:

- Events that are requested through EMS automatically appear on the RICalendar. Therefore, be specific when entering the Event Name. For example, instead of calling the event "meeting", write something like "Basket Weaving Club Weekly Meeting".
- Request the space for the entire time that you would like to utilize the room. For example, if your event starts at 8pm, but you need to decorate and rehearse the performance, request the space beginning at 6pm.
- Student organizations are usually not charged for AV services, though it is always a good idea to double check by calling AV at 456-8803. If the event is in the Student Union, check on AV equipment by calling Mark Paolucci at 456-8035.
- *Note – if you'd like a Donovan item that isn't listed, call 456-8207.
- If you decide not to hold an event, remember to cancel the reservation!

Space Reservation Policies

1. All spaces and services must be requisitioned using the Web EMS Client program no less than five (5) calendar days in advance. A standard request, if approved, will generate a confirmation email and digital contract that will be sent to the requester within five (5) calendar days.
2. Requesters should not invite guests or publicize events until a reservation confirmation is received.
3. Emergency exceptions to the five-day advance requisition *may* be entertained on a special basis with a request made directly to the Approver. Even if space is approved, however, requesters should bear in mind that not all services may be available on such short notice.
4. College groups may not requisition space for non-college groups or activities under their EMS account. These bookings must be made under the name of the non-college group, which will be charged according to the pricing tier with which they are associated
5. Recognized RIC student organizations are included in pricing tier 4 for space reservations, as such no usage fees are charged. However, there may be a cost for services, depending on the facility. For example, use of theater space in the Nazarian Center involves charges for technical services, housekeeping, and related costs.
6. **Food and Beverage:** All arrangements for food and beverage service must be made through College Dining Services. Users may not engage the services of outside caterers or provide food and beverage services themselves without prior authorization from College Dining Services. Facility users should be aware that food and/or beverages are not permitted in some campus facilities.
7. No egress to any facility shall be blocked at any time. All users are expected to observe fire codes and ordinances as established by the State Fire Marshal's office and the local authority having jurisdiction.
8. Candles or any other sources of open flames are not permitted within college facilities unless special written permission is obtained from the Approver prior to the event. Groups obtaining such written permission must use non-drip candles. Damage to any college property resulting from such use shall be the responsibility of the requester.

Space Approvers

If you have a question about a specific space contact the appropriate space approver.

Student Union Facilities
Outdoor Space

Mark Paolucci,
456-8035,
mpaolucci@ric.edu
Dennis McGovern,
Records, 456-8203,
dmcgovern@ric.edu,

Classroom Facilities

Teresa Brown,
456-8240,
tlbrown@ric.edu

Residence Halls

Donovan Dining Center

Janet Phillips,
456-6305,
jphillips@ric.edu

Nazarian Center

Michael Ducharme,
456-8194

Alger Hall
Alumni Lounge

Patti Nolin,
456-9854,
pnolin@ric.edu

Unity Center

Antoinette
Gomes, 456-8791,
agomes@ric.edu

Facilities Policies

1. Alcohol -- The possession, consumption and/or provision of alcohol on the Rhode Island College campus is generally prohibited. This policy applies to all campus facilities. Exceptions are made on a special request basis through the Vice President for Student Affairs. Such exceptions may be granted when alcohol is an incidental addition to the meal (i.e. a champagne toast at a reception) or when an event is planned and intended for faculty, staff, administration, and/or guests. At all such events non-alcoholic beverages shall be available. The dispensing of alcohol may not be mentioned or otherwise promoted in any publicity or promotion of events. In all cases, the sale of alcohol shall be prohibited. Individuals or organizations that obtain college permission to serve alcohol are required to obtain all necessary licenses.
2. Smoking – Smoking is not permitted in any college facility or within fifty (50) feet of any college building.
3. Weapons - Weapons, except those worn by law enforcement officers while on duty or used as part of an organized college-sanctioned event, are prohibited on campus or at any college-sponsored activity.
4. Illegal Substances - The unlawful manufacture, distribution, possession or use of controlled substances is prohibited on college property.
5. Gambling – Illegal gambling is prohibited on the campus and at any college-sponsored or college-recognized event.
6. College VIP Notification Policy – If your organization is bringing a high-profile guest to campus, please complete and submit the notification form at <http://www.ric.edu/administration/pdf/VIP%20Visitors%20Form.doc>.

Updated Summer 2016

Rhode Island College
Office of Student
Activities

Student Union 408
(401) 456-8034

@RICStuAct

http://www.ric.edu/student_activities/

Michael Giacalone
Program Coordinator,
Student Activities
mgiacalone@ric.edu
(401) 456-2706

