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| Procedure Number: | CS 204 |
| Procedure Title: | Events and Activities |
| Relevant Board Policy/Procedure: | N/A |
| Relevant SACSCOC Principle: | N/A |
| Originating Unit: | College Services |
| Maintenance Unit: | College Services |
| Contact for Interpretation: | Director of College Services |

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I. Definitions of types of events

a. College Level Events

College events are events hosted and/or created at the college, and organized by current college administration, staff, or faculty. It gives the college the opportunity to share the unique innovation and ideas that their community is creating. These events may be hosted at the college or off-site. The primary participants at these

events are college employees or the community (which may include current students).

b. Student Life and Experiential Learning Events

Experiential learning-type events are hosted, created, and/or organized by faculty, staff, students, or student organizations. These events are intended primarily for students and are housed in AlamoEXPERIENCE. They may be hosted at the college or off-site.

1. Co-Curricular Learning (Activities related to course curriculum; ex. Guest/Public Speaker, Panel)
2. Extra-Curricular (Activities that foster student involvement and/or strengthen the culture of the institution; ex. Clubs, Student Organization, Interest Group, Sports)
3. Field Experience (Activities related to career exploration; ex. Internships, Practicums, Job Shadowing)
4. Service Learning/Community Service (Guided service activities related to helping others; ex. Food Pantry, Habitat for Humanity)

The Office of Student Life is charged with the responsibility of governing all co-curricular and extra-curricular activities. The office of Student Life must approve co-curricular and extra-curricular activities that involve students regardless of whether or not a student or student organization is sponsoring the activity.

c. External events

Occasionally, community partners external to the college hold events on campus. These events are typically created, organized, and delivered by an external entity with assistance from college personnel.

II. Steps for Types of Events

a. College Level Events

All College Level Events should follow the guidelines listed below:

1. Approval for the College Level Event must be obtained by submitting an [Official Functions Event Approval](#) Form no later than two (2) weeks before the event or activity. Include any refreshments and or catering requests that may be desired.
2. Event Organizers must pay for [overtime](#) uniformed police officers, housekeepers and housekeeping services, and overtime staff when deemed necessary. Request for such services should be submitted two (2) weeks prior to event for approval. These services are always required after 5 pm and if there are 50 or more projected attendees.
3. Contracted Vendors required for the event must have a signed [Low Risk Individual Service Agreement](#) in place no later than two (2) weeks prior to event.
4. Requests for Public Relations Services such as marketing material or event photos require a Footprints Work Request located in ACES.

5. [Housekeeping](#) and facilities work order must be set up through the Facilities Service Request form in ACES. Housekeeping is required for any event where refreshments are served and for any event over 50 attendees unless prior approval has been received.

b. Student Life and Experiential Learning Events

All Student Life and experiential learning activities should follow the guidelines listed below:

1. Approval for the event or activity must be obtained by submitting the [Official Functions Event Approval Form](#) through [AlamoEXPERIENCE](#) no later than two (2) weeks before the event or activity.
2. The event or activity should be open to all Northeast Lakeview College students.
3. The event or activity should be appropriate and within NLC and Alamo Colleges policies.
4. All off-campus events or activities where the name of Northeast Lakeview College is used must be submitted through AlamoEXPERIENCE with approval from the office of Student Life and by the Vice President of Student Success.
5. Contracted Vendors required for the event must have a signed [Low Risk Individual Service Agreement](#) in place no later than two (2) weeks prior to event.
6. If refreshments or catering are desired for event, an Official Functions Event Request Form must be submitted no later than two (2) weeks prior to event.
7. Requests for Public Relations Services such as marketing material or event photos require a [Footprints Work Request](#) located in ACES.
8. [Housekeeping](#) and facilities work orders must be set up through the Facilities Service Request form in ACES. Housekeeping is required for any event where refreshments are served and for any event over 50 attendees unless prior approval has been received.
9. Student Organizations must pay for [overtime](#) uniformed police officers, housekeepers and housekeeping services, and overtime staff when deemed necessary. Request for such services should be submitted two (2) weeks prior to event for approval. These services are always required after 5 pm and if there are 50 or more projected attendees. Request for such services should be submitted through AlamoEXPERIENCE for approval.

Note: Meetings and events or activities should not be held the week before and the week of final examinations unless otherwise approved.

c. External Events

In accordance with Space Utilization Procedure ([CS 203](#)), designated spaces are available for rental by community groups and members at rates approved by Alamo Colleges District and Northeast Lakeview College.

1. Interested Community Groups will contact Northeast Lakeview College via the College Event Coordinator.

2. Based on the facility needs of the Community Group, the College Event Coordinator will either continue through the rental process as dictated below or will refer the Community Group to the College Facilitator, Technical Director/Auditorium Manager, or Physical Education Center Specialist as appropriate.
3. All rentals are subject to related charges and will require [a Facility Use Agreement](#) (located in SharePoint) completed by approved Alamo Colleges Representative no later than thirty (30) days prior to event.
4. Alcohol is prohibited on campus unless the [Request for Chancellor Approval for Alcohol Service form](#) is approved by the Alamo Colleges District Chancellor before Facility Use Agreement may be signed.

III. Processes for Events and Activities

a. Internal Room Reservation Request –

[Internal Room Reservations](#) must follow Space Utilization Procedure [CS 203](#).

b. Security and Parking (DPS)

1. At least one (1) dedicated DPS Officer is required for every 50 people for an event.
Once fees and number of officers are agreed to by both parties a formal confirmation will be given to event host by NLC DPS. DPS at NLC has the right to include more officers for event regardless of number of attendees due to the nature or scope of event.
2. The Director of College Services contacts DPS to create the request.
3. Request must be submitted at least 2-4 weeks prior to event.
4. Request should specify “type” of event; presentation, lecture, student event, staff event, faculty event or training event, whether it is an NLC sponsored or outside event, and the purpose of the event.
5. The request requires an estimated number of attendees for the event in order to properly determine the number of DPS officers for the event and any specific parking requirements for dignitaries or guests.
Submit [Parking Reservation Request form](#).

c. Overtime Pre-Approved and Payment Request form (Non-Exempt Employees Only) (excluding Housekeeping)

After hours/Weekend Events may require Overtime of Hourly Northeast Lakeview College or Alamo Colleges District Employees.

1. Employee Overtime is the responsibility of the department/ committee/ group hosting the event and not the department for which the employee belongs to.
2. Hourly employees must be compensated with Time and a Half for all time passed 40-hour work week. “Comp Time” is not approved by Alamo Colleges District ([D.5.1.1](#)).

3. Overtime must be coordinated with and approved by employee's supervisor.
4. At least two weeks prior to event date, original copy of [Overtime Pre-Approved and Payment Request Form \(Non-Exempt Employees Only\)](#) should be signed by responsible groups Budget Manager and Overtime Employee's Supervisor for preapproval before submitting to VPCS or designee for approval.
5. Note that Department FOAP refers to FOAP of department /committee /group paying the Overtime and not the FOAP of the Employee's Department.
6. FOAP must be Overtime specific i.e.: xxxxxx-xxxxxx-61031-xxxx for Employee Overtime. For AlamoInstitute events, contact the Office of Student Life for the FOAP.
7. Budget Manager may need to reallocate funds to account.
8. After the event, original copy of [Overtime Pre-Approval and Payment Request Form \(Non-Exempt Employees Only\)](#) should be signed by Overtime Employee as well as responsible group's Budget Manager and Overtime Employee's Supervisor for payment authorization before submitting to VPCS or designee for approval.

This procedure applies to anyone eligible for overtime due to event, including but not limited to DPS Officers, Wellness Center Staff, Performing Arts Staff, and IT Help Desk Staff.

d. Housekeeping Request and Facilities setup

Housekeeping Services may be required for events depending on its size, time, and location. Events that will be serving refreshments and/or catering will require dedicated housekeeper(s) for the duration of the event. All NLC Housekeeping Services are contracted through Alamo Colleges Vendor.

1. To request housekeeper(s) or housekeeping services submit a [Service Request Form](#) through Alamo ACES, no later than two (2) weeks before the event.
2. ACES >> Employee >> Facility Service Request Form.
3. Information Required for Housekeeping
 - a. Name of Event.
 - b. Date of Event.
 - c. Start and End Time of Event.
 - d. Total Hours of Event.
 - e. Time Housekeeper/Grounds should arrive and leave.
 - f. Name of on-site contact person that housekeeping should report to for instructions.
 - g. Diagram or schematic for the layout of the room requested may be attached to the ACES Service Request form to include placement of trash receptacles.

4. Quotes for the cost of housekeeping will be provided by the Housekeeping General Foreman by submitting the [Service Request Form](#).
5. All housekeeping charges have a 4 hour minimum.
6. Dedicated housekeeper should be separate from regularly scheduled housekeeping staff.
7. A requisition for an Open PO is the only form of payment accepted and it must be processed with a specific amount of money set aside to cover any McLemore (Housekeeping) Invoice. Upon completion of the event contact facilities to request the invoice be emailed to your attention for payment to Accounts Payable.
8. Verify that available funds are in FOAP before processing the Open PO. Funds may need to be reallocated by the Budget Manager. FOAP: xxxxxx-xxxxx-71151-xxxx and for AlamoInstitute events contact the Office of Student Life for the FOAP
9. To request event set up services submit a [Service Request Form](#) through Alamo ACES, no later than two (2) weeks before the event.
10. Requests should include any of the following items that apply in order to properly prepare for an event. Information can be sent as an attachment if necessary:
 - a. Number of attendees.
 - b. Type of event: conference, presentation, lecture, student event, staff event, faculty event, training, NLC event or outside organization event.
 - c. Set-up of items: number of chairs, tables (types of tables), serving stations, disposal needs, and clean-up needs. Please provide a diagram of your set-up needs to insure proper positioning of furniture and other items.
 - d. Any special items needed or specific needs for event.
 - e. Include a timeline of the event: Preparation time, event time and ending time.
11. If PPE is required for the event, the request should be placed by the event organizer to the College Office of Risk Management.
12. Any event that requires Housekeeping tasks and set-up that is NOT received 2 to 4 weeks in advance of event will be subject to the following:
 - a. Overtime fees, extra fees needed for set-up and scheduling.
 - b. Specific items needed for the event such as chairs, tables, stands, and other items MAY NOT be available for the event due to other events occurring.
 - c. Items needed for event are not guaranteed prior to approval from Housekeeping and/or Facilities.

e. Technology Request

A request for IT services and assistance is required 2-4 weeks prior to the event as IT equipment and services are limited.

1. Service is requested through a Footprints ticket in the Employee tab in ACES.
2. IT request must accompany the “room or space” request. See procedure [CS-203](#).
3. IT request must give in detail the equipment needed and the services needed from NLC Technology Department such as PC stations, laptops, speakers, microphone, lapel mics, laptop carts, screens, connections and all other necessary IT items requested.
4. If IT staff are required to run technology during the event, specify on request the need for a technician.
5. IT equipment, if available, will be set up on the date of the event. Services must be cleared and approved by the IT Supervisor or his/her designee prior to event.
6. IT equipment is the sole responsibility of event sponsor or their organization once equipment is delivered and set up. Rooms must be locked when event is not going on if possible
7. IT equipment will be picked up by the Technology department upon the daily completion of the event. If event is held on multiple dates, equipment will be picked up each day and re-delivered the next scheduled event date.
8. Room reservation and/or space usage requests for events will be confirmed via email to event sponsor or coordinator by the Director of College Services or his/her designee. Events are scheduled 24-48 hours upon receipt of room reservation/space request.
 - a. If event is cancelled, contact Director of College Services who will send a general email to all parties regarding the event cancellation.

f. Refreshments and Catering

Any event requiring the purchase of refreshments will require:

1. An itemized list of items to be purchased and the cost for each item. The list and cost will be attached to the [Official Functions Event Approval Form](#). Cost includes: food, drinks, cups, plates, utensils, napkins, tablecloths and any additional items purchased.
2. Information on the number and identification of the participants attending the event will be required on the [Official Functions Event Approval Form](#).
3. If using a PCARD, the vendor does not need to be registered with ACCD. All other caterers that submit an invoice must be a vendor. If they are not a current vendor, the [Low Risk Vendor Application](#) will be required.
4. Vendor must honor the tax exempt status. [Texas Sales and Use Tax Exemption Certification](#). If taxes are included, event sponsor incurs the cost of the tax.
5. Gratuities are an acceptable expense and can be added on to the receipt. The standard 15% is allowed. Do not tip above 15%. NOTE: certain vendors include the gratuity and caution is required to avoid paying twice.

6. An itemized receipt must be obtained and submitted for PCARD reconciliation.
7. Housekeeping must be notified if additional tables and chairs are required and the specific set up that is desired for the event and to accommodate the caterer's needs using the [Service Request Form](#).
8. Housekeeping must be notified that the trash will need to be disposed of after an event where food is served.
9. Housekeeping must be notified if a deep cleaning will be required before and/or after the event.
10. If refreshments are purchased from a grocery store or require pick up, coordination between the organizer and the AUA of their department or the Administrative Services Specialist is required to determine who will pick up the food, set up the food on the tables at the event and store the leftovers and extra supplies when the event is over.

g. Signage/PR/Marketing/Photos Footprints information

The Office of Strategic and Marketing Communications provides a wide range of promotional tactics for college-wide events. Events can be submitted to the NLC-PR Team to promote in a variety of methods, including website, social media, e-newsletters, digital signage, printed collateral, etc. Each project is handled differently depending on budget and available resources.

1. All requests should be submitted via the [Footprints Work Request](#) system at least two (2) weeks prior to event. Services can be requested through the "Public Relations Workspace" on the Footprints Work Request System. Employees can access this system through the Employee tab in ACES. Employees that do not have access to Footprints can contact the Office of Technology Services at 210-486-5777. Basic information to create a marketing plan for your event includes:
 - a. Event Name
 - b. Event Purpose
 - c. Audience (students, community, employees)
 - d. Event Type (In-person, Virtual, or Hybrid)
 - e. Theme
 - f. Time and Date
 - g. Location
 - h. Call to Action (ie. RSVP at this link)
 - i. URL
 - j. FAQs
 - k. Collateral needed (event photos, video produced)
2. Considerations:
 - a. Please follow all published submission dates for the service(s) being requested through the NLC Office of Strategic and Marketing Communications.

- b. At a minimum, the office requires 2 weeks' notice. However, depending on the service and number of requests in the queue, more time may be needed to complete a request.
- c. Priority will be given to large-scale college events and events for the President's or Chancellor's Office.
- d. Requests for services will be reviewed and services provided will be determined ultimately by the Office of Strategic and Marketing Communications based on the overall goal of the event.
- e. Requests for giveaways/swag are limited and will be provided on a case-by-case basis based in stock items and inventory
- f. The Office of Strategic and Marketing Communications will design items, but the hosting department will be responsible for printing any promotional materials such as flyers and posters and responsible for any associated costs.

h. Promotional items

If funds are available, groups may purchase promotional items for events.

1. Promotional items must be purchased from Account 71003 "Advertising Expense- promotional materials".
2. Reasons items are distributed by an event organizer would include:
 - a. take home items for meeting or conference attendees;
 - b. thank you gifts for special guests;
 - c. welcome items for new members of an organization.
3. Popular items include:
 - a. T-shirts, sweatshirts;
 - b. pens and notebooks;
 - c. insulated mugs;
 - d. canvas totes;
 - e. face masks.
4. Any "swag" that is purchased will require the specific graphic images provided by the Alamo Colleges District and authorized by NLC Office of Strategic and Marketing Communications. Proof(s) of "swag" items provided by the vendor should be reviewed and approved by the NLC Office of Marketing & Strategic Communications before final purchase. (Refer to g.2.e. in this procedure for requesting giveaways).
5. Certain organizations purchase items on a frequent basis and use the same vendors for many of their items. It is suggested that these vendors be utilized since they have an established account for billing. However, if an organization finds items that they would like to purchase from a non-vendor, then they can use a PCARD to complete the purchase or submit the [Low Risk agreement](#) and [Vendor application](#) so that the invoice can be paid through the district payment procedures.

i. Contracts for Speakers

Services by external parties for events to include, but not limited to, performers, speakers, artists, DJs, photographers & videographers, facilitators, consultants and trainers require the completion of a [Low Risk Individual Service Agreement](#).

1. [Low Risk Individual-Service Agreement](#) must be completed, submitted, and approved at least two (2) weeks prior to event.
2. [Low Risk Individual Service Agreement](#) can be found on the Alamo Colleges District Legal Services website (use browser 'Explorer'). External party must be a registered vendor to enter into Service Agreement with Alamo Colleges.
3. If the external party is not already a vendor you may have them register as one with the [Vendor Application](#) (includes W-9 when applicable.)
4. Upon completion of the event a [Direct Pay Transmittal](#) or a requisition should be completed and processed through District to ensure that the vendor is paid in a timely manner.
5. Be sure to check that available funds are in FOAP before submitting Direct Pay Transmittal. Funds may need to be reallocated by the Budget Manager.

j. Surveys

Conducting event assessment and evaluation aligns with Northeast Lakeview College's value of being data-informed. Event Assessment and evaluation inform the college's scorecard, WIG, learning outcomes, unit assessments, and strategic goals. All events at Northeast Lakeview College are encouraged to provide event assessments or evaluations.

1. Samples of student surveys can be located in the AlamoInstitute Canvas portals. Additionally, events submitted through AlamoEXPERIENCE have the option to add pre- and post-assessment questions to include reflections.
2. Minimal assessment and evaluation metrics for any event assessment or evaluation should include:
 - a. student status of FT vs PT ;
 - b. student learning reflection;
 - c. number of participants by status;
 - d. modality of event.

k. AlamoEXPERIENCE

AlamoEXPERIENCE serves as a centralized database, or an online office, allowing members and advisors to update their organization's membership and leadership, save their organization's important documents, and post their events on one, centralized event calendar. It also facilitates interactions among student organizations through a searchable database of all organizations registered with AlamoEXPERIENCE which can streamline the registration and events process. It's a way to pass down institutional memory within the various groups, track membership, and publicize events.

1. Log in using your ACES account information.
2. Login to the Organizations portal, by clicking on “Organizations” tab.
3. Click on the “All Umbrellas” drop down.
4. Select “Northeast Lakeview College” in the dropdown.
5. Select the portal for the organization sponsoring the event.
6. In the organization portal, select the “Events” tab.
7. Click on the green button “Create an Event”.
8. Fill in all the blanks on the Event Form to input the user’s event or request.
9. If the event is scheduled on the same dates each month (ex. Meetings every 1st and 15th of each month) then users may indicate it on the event form by selecting the “These dates” radio button.
10. Complete event request in its entirety to include uploading all necessary documents.
11. Once completed, the event request is automatically sent to the Office of Student Life Administrators for processing.
12. Training is required for advisors and officers and is highly recommended for anyone else who will enter events and activities into AlamoEXPERIENCE. Contact the Office of Student Life for training schedule.

Off-campus events (travel/authorizations, etc.)

13. Enter the event into AlamoEXPERIENCE. PLEASE NOTE: There is a question on the event submission in AlamoEXPERIENCE that asks if the event requires student travel. If the user selects the “Yes” radio button, the next page will lead them to the “Student Travel” section.
14. Student travel requires additional documents to be filled out, signed and uploaded to the event request prior to the event date.
15. The student travel documents can be located in the “Student Travel” folder located on the “File” tab of the portal.
16. Click on the “Student Travel” folder and download, fill out, and sign the forms needed for your requests.

The following forms are available for download in the [Alamo Colleges District](#) SharePoint folder (Accounts Payable documents and forms section):

- a. Employee [Travel Authorization form](#)
- b. Student Event Approval form
- c. Student Per Diem Acknowledgement
- d. Student Travel Authorization
- e. Travel Expense Statement
- f. TX Hotel Occupancy Tax Exemption
- g. Student Waiver Form (found in the student life portal in AlamoEXPERIENCE)

I. Rentals

Interested Community Groups will contact Northeast Lakeview College via the College Events Coordinator in the Division of College Services. All rentals are subject to related charges. Based on the facility needs of the Community Group, the College Event Coordinator will either continue through the rental process as dictated below or will refer the Community Group to the College Facilitator, Technical Director/Auditorium Manager, Physical Education Center Specialist, or other, as appropriate, to act as Point of Contact (PoC) for event. (See below for Points of Contact chart.)

1. Northeast Lakeview College PoC for Event is responsible for the coordination of personnel and submission of required forms and paperwork as required within this procedure.
2. All rates and fees are determined by the approved Alamo Colleges District Rates and Fees Schedule.
 - a. Rates and Fees will be provided by PoC
3. Any reduction of facilities costs must be requested via the [Facilities Rental Fee Exception Form](#) and approved by College Administration and Chancellor if necessary.
 - a. Reduction of Rates and Fees are determined by need, on a case by case basis. No reduction is guaranteed.
 - b. Reduction of personnel rates for all Alamo Colleges personnel, including but not limited, to public safety, event set-up, or housekeeping services are not permitted.
4. Community group is responsible for costs of all necessary staff for the event to include building managers, staff, DPS officers, and housekeeping.
5. Personnel costs will be included in the Facility Use Agreement with rental costs.
6. Necessary staff is dependent on event needs as determined by Northeast Lakeview College in accordance with policy and procedure.
7. Any event that will serve alcoholic beverages must receive approval from the Chancellor via the [Chancellor Approval of Alcohol Service Form](#).
 - a. Form will be submitted through the Office of the President of Northeast Lakeview College.
8. The community must obtain, at its own cost, insurance to cover the group's use of the Facility for its scheduled function.
 - a. Insurance minimums will be dictated by Facility Use Agreement.
9. All Facility Use Agreements will be completed through AlamoMart in ACES Contract Management System, whenever possible. When necessary, the contract writer will use the approved [contract template](#) created by Alamo Colleges Legal Department.
10. All Facility Use Agreements are to be sent to College Services for approval process. Facility Use Agreements under \$10,000 may be signed by VPCS.
11. All contracts over \$10,000 must be signed by College President.

12. After the event is completed, the [Invoice Registration Form](#) and signed Facility Use Agreements /required documentation will be sent to District Accounts Receivable to Invoice Responsible Community Groups.
13. Upon Payment, revenue funds will be deposited by accounts receivable in the designated revenue FOAP.

| Space | Point of Contact (department) |
|------------------------------------------------------------|------------------------------------------------------------------|
| Wellness Center Spaces | Physical Education Center Specialist (Science and Kinesiology) |
| Classrooms, Labs , Conference Rooms, Large Meeting Spaces | College Facilitator (College Services) |
| Performing Arts Center, Amphitheater, Arts Building Spaces | Technical Director/Auditorium Manager (Fine and Performing Arts) |
| Other Outdoor Spaces, Multiple Areas | College Event Coordinator (College Services) |

Point of Contact subject to change when necessary as decided by college administration*

Attachment:

Originator: Tammy Perez

Date Approved: 02/23/2021

Updated:

Last Updated:

Approved: _____

Title: President