

CUNY SCHOOL OF LAW

EVENTS TOOLKIT: STUDENT GROUPS

2024

This guide supports recognized student clubs and organizations to create successful events. While not exhaustive, it outlines procedures and policies for both on- and off-campus activities. Use this toolkit to navigate event planning and ensure your initiatives align with Law School standards.

If you have questions, please contact Student Affairs by emailing studentaffairsoffice@law.cuny.edu

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EVENTS AT CUNY SCHOOL OF LAW

CUNY School of Law is proud to host a wide array of events that enrich our academic community and further our mission of training outstanding public interest lawyers while diversifying the legal profession. From symposia and know-your-rights training to panels with elected officials and public figures, our events serve as vital points of connection within our community.

Event Types and Space Availability

Priority for the use of campus spaces is given to academic and administrative departments of the Law School. All requests are evaluated based on space availability, resource requirements, associated building or facility needs (e.g., HVAC, staffing, public safety management), and any insurance requirements for external speakers and vendors. CUNY School of Law is committed to ensuring all event spaces are accessible to attendees, which includes providing reasonable accommodation for individuals with disabilities.

We host various event types, including:

- Academic symposia and conferences
- Public interest law workshops
- Panels with elected officials and public figures
- Special celebrations and ceremonies
- Community outreach programs
- Student group meetings/workshops

PLANNING & SCHEDULING

Key Considerations for Event Scheduling

- All events require a designated Event Host who, along with organizers, must be present throughout the event and is responsible for overseeing set up and break down.
- Partnerships with external organizations may incur additional costs for labor and building services.
- Events outside regular business hours (e.g., weekends, late nights) may be subject to extra fees.
- Room capacity is set by building Occupancy Codes and the on-duty Fire Safety Director's assessment.

Please be prepared to provide the following information on your event request form as we plan and support your event:

- **Event Host details:** Full contact information for primary host and any co-hosts or partners
- **Event description:** Both brief and detailed versions, including alternative dates and times
- **Audience:** Invited groups and estimated attendance
- **Refreshments:** Details on catering, alcohol licensing, and associated costs/logistics
- **Venue requirements:** Specify requested space type (e.g., conference room, lecture hall, classroom)
- **External attendees:** **Include** public figures, officials, or notable guests participating
- **Media plans:** Outline any [recording, photography](#), or [promotional requests](#) and [secure media releases](#) for guests and panelists
- **RSVP method:** Describe registration process, including any ticketing or attendance fees

Student Group Event requests are subject to the approval of Student Activities staff.

Event Planning Timeline

At CUNY Law, events fall into two categories: Special Events and General Events. Understanding which category your event falls under is crucial for proper planning and approval.

General Events

General Events are smaller, internal gatherings for the CUNY Law community. Events qualify as "general" if they meet **all the following criteria:**

- Anticipate fewer than 50 attendees
- Limited to only CUNY Law community (students, faculty, staff)
- Do not require alcohol permits
- Do not involve external participants or public access
- No purchases beyond food

Timeline: Submit all General Event requests at least 10 business days in advance

Special Events

Special Events are larger gatherings that require additional planning and resources. Events qualify as "special" if they include any of these elements:

- 50 or more expected attendees

- Use of major venues (Community Room, auditorium)
- Public attendance (open to non-CUNY Law community)
- Financial transactions (payments, gifts, sales)
- Require a NYC Temporary Beer/Wine Permit
- Include non-CUNY Law speakers, facilitators, or vendors

Timeline: Submit all Special Event requests at least 20 business days in advance

Guest Management and Building Access

Special Events require careful planning.

- When completing the Student Event Request Form, remember to indicate whether your event will include any non-CUNY Law speakers, facilitators, vendors, and/or be open to the general public. *Failure to disclose this information may result in event cancellation.*
- Student Activities will use this information to create an RSVP form for approved events that are open to the public.
 - The RSVP form will close 5 business days before the event date.
- Student Activities will forward the RSVP list to Public Safety. External guests not on this list may be denied entry to the Law School. *Note that lists generated by student groups will not be accepted by Public Safety.*

External guests

An **external guest** is anyone not currently a CUNY Law student, faculty, or staff member. CUNY Law alumni and individuals from other CUNY campuses are external guests.

All external guests must present either a current government-issued photo ID or a current CUNY-issued photo ID for building entry. The Event Host or delegates must be on hand in the lobby to escort guests, especially invited speakers, to the event location.

Capacity Compliance

It is the Event Host and organizers' responsibility to strictly adhere to room capacity limits set by fire code. Exceeding these limits may result in immediate event cancellation by the Fire Safety Director. Both Student Groups and external organizations that violate capacity rules risk temporary suspension of facility use privileges.

Initiating an Event Request

We're committed to helping you create successful events. Follow these steps carefully to ensure a smooth planning process:

Step One: Event Request Submission

[Complete the Student Group Event Request Form](#)

- **Special Events:** Submit 30 business days before the event date
- **General Events:** Submit 10 business days before the event date
- For General Events without food purchases, proceed to Step Four

Please note this is an initial request, not a confirmation of booking.

Step Two: Student Activities Review

After review, you may be asked for additional information prior to event approval.

For Special Events, you'll need to provide:

- Name and contact information for guest speakers or vendors
- For paid guests or vendors: Substitute W9 Form, Certificate of Insurance, Signed CUNY Agreement, and Media Release Form

For vendor(s) and guest(s) receiving a payment, the documents listed above will be used for submission to CUNY Buy for approval by the Business Office.

Student Activities will:

- Create an RSVP form using information from your Event Request Form
- Close the RSVP form 5 business days before your event
- Submit the final guest list to Public Safety

Step Three: Complete Purchases

For events requiring purchases:

- Student Groups must schedule a meeting with Student Activities to complete any transactions at least 10 business days before the scheduled event
- Ensure you have sufficient budget on the meeting date
- Have received event approval

Note: Beer and wine requests require 30 days' advance notice

Step Four: Submit Spec Sheet

Submit a Spec Sheet by the Thursday prior to your event date, including:

- Room setup and breakdown needs
- Requests for the Events Department

- Audio and Visual (A/V) requirements

Remember, our Event Organizer Checklist is available in this toolkit to further assist your planning. If you have any questions, don't hesitate to reach out to Student Activities.

EVENT COSTS

Room Rentals

CUNY Law provides free room rentals for internal events without external partners. However, events co-sponsored with external organizations may incur additional costs (see "Other Costs" below). For such partnerships, we require a signed space agreement.

Co-sponsorships with external organizations are welcome but must be genuine collaborations where the student group maintains primary responsibility to avoid additional costs.

Other Costs

The student group will be responsible for covering these costs. Alternatively, the external partner can pay all or some of these costs. Student groups must demonstrate fund availability before incurring any costs. For a detailed list of rates, please contact events@law.cuny.edu.

- Events that fall outside of normal school business hours or schedule are subject to fees required by the building management company.
- Groups of 50 or more for events that take place in the evenings (past 6PM) or weekends require a Fire Safety Director.
- Depending on the size of the group and catering involved, additional cleaning staff (porters) may be required.
- Overtime HVAC (heating/cooling/lights)

Events with Beer/Wine

Alcohol can only be purchased from non-tax levy monies. If you have a question as to what constitutes non-tax levy money, please coordinate with Student Activities staff. The Student Affairs or Events Office will file a permit application, but the cost (\$36+ \$1.08 fee) of a permit must come out of a student group's funds.

- A Student Activities or Events staff member must serve as the "bartender"
- A New York State Liquor Authority Temporary Beer and Wine Permit (\$36 + \$1.08 fee) is required
- Only beer and wine are permitted; no hard liquor or mixed drinks
- Coordinate with Student Affairs Office at least one month in advance (non-negotiable)
- The NYS Liquor Authority requires that applications reach their office a minimum of 15 days prior to the event
- Additional insurance costs may apply, and participants may need to sign liability waivers

Security

Special Events open to external guests organized by student groups must provide all the information for guests to Student Activities. Student Activities and Public Safety will assess the information and determine the needs of the Special Event. If additional information is required, Student Activities and Public Safety may request a meeting.

The CUNY-wide policy on external/private security is as follows:

CITY UNIVERSITY OF NEW YORK - PRIVATE SECURITY POLICY:

RESOLVED, That it is the policy of The City University of New York that all security and safety services provided on college-owned or leased facilities shall be the responsibility of the college president.

College responsibility for security and public safety applies to any building or property owned or controlled by the college and used by the college in direct support of, or related to its educational purposes, and any building or property owned or controlled by student organizations recognized by the college. This includes student union buildings and other entities that bear the name of the college.

All security or security related functions at events in college facilities, such as performances, speeches, conferences, meetings, classes, and other special events shall be managed by the college. No private security personnel, such as bodyguards or escorts acting in a security capacity, except security guards contracted for by the college, shall perform any campus security or security-related functions. The use of armed private security guards is prohibited.

After consultation with the campus faculty and student constituencies, as well as the appropriate University offices, the colleges are to establish security and safety guidelines for persons or organizations appearing at campus events or using campus facilities consistent with this policy. Contracts for speakers or space rentals should contain conditions whereby events may be canceled, or payments or deposits may be forfeited for failure to comply with college security policies and procedures. Additionally, any person or organization violating such an agreement may be denied future access to any CUNY campus or related facility in addition to any other applicable college or lawful sanctions.

This policy does not apply to federal, state, county or municipal sworn law enforcement officers or to foreign or international law enforcement personnel who are officially charged with the responsibility of providing security for particular individuals, or who are involved in a law enforcement capacity (e.g. crowd control), in conjunction with the security officers of the college.

This general policy clarifies and subsumes security policies contained in the Henderson Rules and the CUNY Manual of General Policy (Groups that do not comply with college or University security shall be denied access to college facilities) and the University Fiscal Handbook (There shall be no frisking or searches, except by sworn law enforcement officers). This policy, which applies to all facilities and events whether fees are paid to

speakers or funded through student fees, is not intended to limit or abridge individual access to or attendance at college events.

In the event that private security is necessary and requires an exemption to this policy, such exceptions must be approved by the college president and the Chancellor and reported to the Board of Trustees' Committee on Fiscal Affairs, Facilities, and Contract Review at the earliest practicable time.

ADVERTISING

Student groups are allowed to promote approved events on Bulletin Boards around the school or via student group's social media account. Student groups must email Student Affairs to request "All Student" emails from the Student Group Announcement Email.

Bulletin Boards

CUNY School of Law bulletin boards are available for postings/notices related to CUNY School of Law events, student groups, and opportunities open to the student body. Bulletin boards are reserved for the use of recognized CUNY Law student groups, professional organizations, and CUNY Law offices, departments, and clinics. To review the Bulletin Board Guidance, please visit <https://law.catalog.cuny.edu/section-vii-student-conduct/bulletin-boards>.

Student Group E-mail Announcements

E-mails can be sent on your group's behalf from studentgroupannouncements@mail.law.cuny.edu for posting to all members of the community. Groups seeking to share information through this account MUST include the following within their request at minimum one week prior to the requested send date:

- Proposed audience (e.g., all students, faculty, staff, all evening students)
- Subject, body, and any applicable attachments. Please note that attachments should be limited as they cannot be sent over 5MB file size
- Images and other attachments should have alternate text or be OCR readable
- Proposed send date(s). Requested send dates will be accommodated if feasible but cannot be guaranteed

For approved messages, there is a two-message limit; no more than one reminder email will be sent following the initial email. If requesting a reminder email, please include that in the original request.

Email requests for research surveys or donations/fundraising campaigns may require the approval of other Departments.

All approved emails will have the following disclaimer at the end of each message.

Please be advised that email communications from the Student Group Announcements email address is intended to be utilized by registered CUNY School of Law student organizations to provide information about events that may be of interest to individuals within the CUNY Law community. This may include events not sponsored by or affiliated with CUNY or CUNY Law in any way. Any information transmitted or communicated via this email account do not reflect the views, opinions, or positions of CUNY, the CUNY School of Law, or any of its affiliated entities.

Once an event is confirmed, booked, and posted by Student Activities to the Law School's online Events Calendar, the following processes can occur upon request:

[Online Events Calendar](#)

The posting, made by Student Activities staff, is generated from information in your Event Request Form submission. Once complete, the event post will provide a live URL at law.cuny.edu/events which you can share as part of the promotion of your event.

Electronic Boards

All events posted to the Online Events Calendar automatically appear in the code-generated feed of upcoming events on the electronic boards around the Law School.

Note: Dedicated, full-screen digital flyers are reserved for institutional, departmental, program and initiative-specific announcements and events.

Weekly Upcoming Events Emails

Once your event has been published to the [Online Events Calendar](#), it will automatically appear in the code-generated Upcoming Events email sent on Monday mornings to students, faculty, staff and subscribing alumni and supporters.

Student Groups are able to promote approved events in other ways outside of the above automatic processes. These include but are not limited to a student group's social media account, Student Group Announcement Emails via all student list serves, and Law School Bulletin Boards.

[Photography & Videography](#)

[Multimedia Release Forms](#)

CUNY School of Law requires all event participants to [sign a media release form](#) for any recordings or photographs taken, granting permission for their use for promotional, educational, or archival purposes.

Photography

[Event photography can be requested through Communications](#); requests for photography are not guaranteed and are subject to staff availability and resources.

Requests must be made at least one week in advance to align with staff schedules. To initiate the request, [complete the online form](#) and indicate the desired specific timeframe and/or shortlist for the photography.

Please note that the staff photographer is not available to attend hours of events on end, particularly after 5 PM or on weekends.

Press & Media

Press releases and news media invitations are managed by Communications and typically applicable only to institutional events. If you're interested in more information, please discuss with Student Activities staff who can coordinate conversations with Communications.

External media, including photographers, will be asked to register in advance via email to communications@law.cuny.edu, use designated areas for coverage and interviews, and respect any restrictions on recording sensitive discussions or non-consenting participants. Attendees wishing to record events for personal use must obtain permission from event organizers, respect privacy, and refrain from using recordings for commercial purposes without explicit authorization.

More information about media relations and presence on campus can be found at: law.cuny.edu/communications-and-marketing/what-we-do/news-media-relations/

AV/IT POLICY FOR CUNY SCHOOL OF LAW EVENTS

We offer livestreaming and recording services for your events, subject to availability and staffing. To ensure we can meet your needs:

- Indicate specific AV needs on your Event Request Form
- Submit and confirm your request at least two weeks in advance
- The Events Department will coordinate with the AV Department on your behalf

Please note:

- Our Zoom webinar account can host up to 1000 participants (available on a first-come, first-served basis)

- All individuals appearing in recordings [must sign media release/consent forms](#), including for Zoom recordings
- *Requests made less than two weeks before the event are not guaranteed and depend on staff availability*

For events outside normal business hours, including those co-sponsored with external partners:

- Additional labor costs for AV/IT services may apply
- Refer to our rate schedule for details

We're here to help make your event a success. If you have any questions about AV services or need assistance with your request, please don't hesitate to contact the Events Department.

FOOD AND CATERING

Food & catering requests should be made 10 business days in advance of your event in consultation with Student Activities. If you plan on serving food, it should be indicated on the initial Event Request Form. Please see a list of vendors as provided below.

We recommend that you abide by these cost limits:

- \$8 per person for breakfast or snack
- \$15 per person for lunch or dinner
- You must submit a sign-in sheet with the names of all guests for reconciliation (i.e., matching the number of guests to the amount of food ordered).

Student groups are responsible for securing their own supplies such as plates, cups, napkins, utensils and beverages if not supplied by the vendor.

Independent Food Purchases

If you wish to purchase the food on your own, you must consult with Student Activities first to confirm funding availability and request a tax-exempt form from Student Activities. As CUNY Law School is a tax-exempt organization, students/faculty/staff will not be reimbursed for taxes they pay on a food order in their reimbursement request. Please note, you cannot be reimbursed for funds spent if you did not receive prior approval.

If a vendor doesn't provide delivery, it will be the responsibility of the Student Group to pick up their own food. The school will not cover transportation including taxi, Uber, Lyft or provide a school vehicle.

Approved Food Vendors

Please coordinate with the Student Activities, and do not order via their webpage. This list is subject to change.

Lucky Pizza

Continental Breakfast, Coffee Set-ups, Cookie Platters, Pizza & Salads. Italian food, Burritos etc.

Café 51 Bakery

Cakes, Lunches w/ good vegetarian options & salads
\$16.95 box lunches sandwich, salad, cookie & drink

Raj's Indian Kitchen

[Raj Indian Kitchen](#)

The Buffs (Thai food)

Menu upon request

3 Greeks

[3 Greeks Catering](#)

City Catering

Platters for cocktail hours. Puerto Rican food specialties.
Menu upon request

Pumpnickel

Continental Breakfast, Coffee Breaks, Cookie Platters, Basic Lunch Platters – NOT OPEN ON WEEKENDS

The Inkan – Peruvian (Rotisserie Chicken)

<http://www.theinkancuisine.com/>

718-433-4171

CHECKLIST FOR EVENT ORGANIZERS

As the Event Organizer, we recommend following guidelines for a successful event.

- [Complete and submit the Student Group Event Request Form.](#)
- Request the following (as desired)
 - Photography (*pending staff availability*)
 - AV/IT Requests
 - Develop a budget for facility costs, catering, speaker fees, transportation, printing, and other items.
- Review event logistics.
 - Secure appropriate insurance and licenses (e.g., Certificate of Insurance; beer/wine license).
 - Develop a marketing plan for your event (if needed)
 - Coordinate logistics with outside speakers including travel, lodging, AV needs, etc.
 - Prepare facility needs (furniture layout, etc.) and Catering requests one-week before your event.
 - Create an event agenda or “Run of Show”
 - Manage event registration and create attendance lists.
 - Determine and secure all needed signage.
 - Provide attendance lists to security at least two days prior to your event.
 - Recruit volunteers to assist with greeting, registration, ushering, clean up.

As the event organizer, you are responsible for the set-up and break-down of the event in coordination with the Events Department.