

# Northeastern University Curry Student Center Operations Policies

*Policies and procedures articulated in this handbook were current as of Fall 2006, and are subject to change. Compiled by the Curry Student Center, 328 Curry Student Center, Northeastern University, Boston, MA 02115, 617-373-2663.*

*Some material in this handbook is adapted from the Colorado State University Student Center Policies, the Northeastern University Student Organization Handbook, and the Northeastern University Student Handbook.*

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## Northeastern University Curry Student Center Policies

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### **The Curry Student Center Mission Statement**

The John A. and Marcia E. Curry Student Center is the crossroads for community life at Northeastern University, serving all members of the University in a celebration of diversity and student life. The Student Center is more than a building, it is also an organization and a program. It contributes cultural, social and recreational programs and services that are integral parts of the University's mission. The Student Center serves as a laboratory for citizenship, training students in social responsibility and for leadership in a global society. It encourages self-directed activity and the free exchange of ideas. The Center provides and promotes maximum opportunity for self-realization and growth in individual social competency and group effectiveness. Its goal is the development of the whole person. As the "living room" of the University, the Curry Student Center is a unifying force in campus life, cultivating enduring regard for and loyalty to Northeastern University.

(Adopted April 1991 by the Student Center Committee and the Curry Student Center Staff)

**Student Center Governing Board Mission Statement**

The Student Center Governing Board will serve as an advisory board to the Director of the Student Center regarding the needs and concerns of the students with respect to policies and operations of the Student Center and University policy as it impacts the Student Center.

The Student Center Governing Board is chaired by the Student Government Association's Vice President for Student Services and has four working subcommittees. The subcommittees collectively make decisions regarding student group office allocations, special requests for space in the Student Center, retail spacing decisions, policy changes, complaints and grievances, and any other policy and procedural issues in the Student Center.

(Updated 8/04)

**Access to CSC Beyond Normal Hours**

Northeastern community members are asked to follow the normal hours of operation of the Curry Student Center. To schedule an event that requires the building to be open beyond these hours of operation, requests must be submitted in writing to the scheduling desk, 325 CSC.

The only exception to this general policy is for specific members associated with the WRBB Radio Station and Northeastern News. These pre-approved individuals are allowed in the Student Center beyond normal building hours if they are assigned an on-air shift, and/or are involved in publishing the newspaper on production night. A list of names should be on file with Public Safety to allow these members to access the building.

(updated 8/04)

### **Affirmative Action Policy**

Northeastern University is committed to providing equal opportunity to its students and employees, and to eliminate discrimination when it occurs.

Northeastern University does not discriminate on the basis of race, color, religion, religious creed, genetics, sex, sexual orientation, age, national origin, ancestry, veteran status or disability status. Moreover, the University will not ignore any form of discrimination or harassment, including sexual harassment. Nor will Northeastern condone any form of retaliatory activity against any person who brings a complaint of discrimination or harassment, or who cooperates in a complaint investigation.

Handbooks containing the University's nondiscrimination policies and its grievance procedures are available in the Office of Affirmative Action and Diversity, 424 Columbus Place.

If you have questions about the University's nondiscrimination policies, please contact:

Donnie Perkins, Dean and Director  
Office of Affirmative Action and Diversity  
424 Columbus Place  
Northeastern University  
Boston, MA 02115  
(617) 373-2133  
(617) 373-5814 TTY  
(617) 373-4146 Fax  
E-mail: [d.perkins@neu.edu](mailto:d.perkins@neu.edu)

(Updated 8/04)

**afterHOURS Admission Policy**

afterHOURS offers a variety of services and programs to the Northeastern University Community. To facilitate a safe and successful environment, NU members and their guests are required to comply with University policies, licensing rules, and government regulations. The following admission policy must be adhered to at all times.

1. Access to after HOURS during regular hours of operation is with a valid Northeastern University ID card. Each holder of a valid ID (student, staff, or faculty) will be allowed to sign in a maximum of one guest upon entry unless otherwise noted. Guests must also produce a valid photo ID card and be signed in by their NU sponsor at initial entry. (note: University College students must present photo ID in addition to Northeastern ID.)
2. Smoking is not permitted in the venue, in stairwells, outside the entrance, steps or stoops, or any corridor access to the venue.
3. No loitering or assembling in stairwells, stairs, entrance lobby or access paths to the venue.
4. NU sponsors or guests who violate the Code of Student Conduct, any policy of the Curry Student Center, or who fail to follow the directives or advice of afterHOURS staff will be asked to leave the venue. Individuals may also be reported to the Office of Student Conduct and Conflict Resolution, Campus Police and/or any other supervisory or governing authority.
5. Access to afterHOURS by D.J./bands or any performance group is restricted to those individuals listed on the contact/agreement or a limited guest list pre-approved by the manager. Performance group members/guests must produce a photo ID card to gain entry.
6. Smoke/fog machines/open flames/additional lighting other than what is already installed in the venue, or any equipment that generates heat is not permitted in afterHOURS without the approval of the University Fire Marshal. All props, decorations, etc. must be approved by the manager on duty.

(updated 9/06)

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### Alcohol/ Drugs

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in or on any Northeastern property. Any University employee or student determined to have violated this policy may be subject to disciplinary action up to and including dismissal. The use of alcohol while on Northeastern property is prohibited except where specifically authorized by the University. No employee may report to work while under the influence of alcohol or illegal drugs. Violation of these regulations may be reason to require evaluation/treatment for substance abuse in coordination with the Center for Counseling and Student Development and/or for disciplinary action up to and including dismissal.

Northeastern University works to provide a drug-free workplace for all University employees and students. The Center for Counseling and Student Development provides resources for treatment and referral for students and employees with substance abuse problems. Educational programs for students, employees, and managers are presented through Human Resources Management, the Office of Residential Life, and the Center for Counseling and Student Development and cover the dangers of alcohol and drug abuse, the availability of assistance for counseling and rehabilitation, and penalties for violating University policies.

To comply with federal law, the University requires that employees directly engaged in performance of a grant or contract must notify their employers of any criminal drugs statute conviction for a violation occurring in the workplace no later than five days after the conviction. The University must notify any federal contacting agency within ten days of having received notice that an employee engaged in the performance of such contract has had a criminal drug statute conviction for a violation occurring in the workplace. The University will take appropriate action up to and including dismissal and/or require participation in an approved abuse assistance or rehabilitation program.

(from the 2006-2007 NU Student Handbook)

**Animals/Pets**

Animals and pets are prohibited in all University buildings out of consideration and for the safety of the Northeastern community and to maintain a clean and healthy environment. Exceptions are made for guide dogs and other guide animals for those with disabilities.

(updated 8/04)

### Art Gallery

Reservations for the Art Gallery are made through the Scheduling Desk, 325 CSC. Reservations are tentative until the individuals in charge of the event speak with the Gallery Coordinator, who will phone the contact person named on the tentative reservation to complete the details of the event.

1. Art exhibits must contribute to the educational mission of Northeastern University and the Curry Student Center. In addition, displays must conform to the code of student conduct and avoid demeaning, sexist and discriminatory portrayals of individuals or groups.
2. Exhibitors may present literature which directly relates to the artwork being displayed, but may not distribute literature which addresses topics outside the scope of the display (i.e., recruitment material, political pamphlets, etc.) and follow standard publicity guidelines of Northeastern University.
3. The individual or group which is sponsoring an exhibit is responsible for gathering displays, advertisement and promotion, staffing the exhibit, and any opening ceremonies it intends to have. The Gallery Coordinator will assure the gallery is locked and alarmed when the exhibit is closed, aid in set-up of the room and the exhibit, and general advising to the sponsoring organization or individual.
4. The Gallery Coordinator reserves the right to reschedule events around calendar celebrations or other special circumstances (i.e., Black History Month, Wellness Week, etc.).
5. The sponsor may elect to have the gallery open on a standard schedule, i.e., 10 am. – 6 pm. or any combination of hours while classes are in session or arrange to staff the exhibit. When a staffing structure is so desired the sponsor must submit a staffing schedule with the names and telephone numbers of each staff. When such arrangements are made the staff opening the gallery must check in at the Information Center, identify themselves before gaining access. (The Building Manager on duty will only allow access to the gallery if the individual name appears on the staff list.) The staff closing the gallery must use the campus phone located near the gallery to call ext. 4335 and request that the gallery be closed. The staff on duty must remain in the area until the gallery is secured and alarmed.
6. The sponsor is responsible for any and all charges related to the gallery activities.
7. The Curry Student Center and/or Northeastern University is not responsible for any charge, related to gallery activities including lost, stolen or damaged art works or artifacts.
8. Individuals/sponsors may elect to insure exhibit items. If such request is desired the sponsor must inform the Gallery Coordinator for further instructions.
9. The sponsor is responsible to periodically check on the gallery to make sure that exhibit items are intact and report any theft or damage to the gallery coordinator.

10. The individual/sponsor is responsible to establish an inventory, recording any serial or skew numbers description and cost of articles exhibited and verify such with a Building Manager or Gallery Coordinator once the exhibit is set up and ready for viewing.
11. Once the gallery is closed after a day's exhibit, there will be no access to the exhibit unless prior arrangements were made with the Gallery Coordinator.
12. The Curry Student Center/Northeastern University reserves the right to request removal or remove any exhibit or portion thereof that is deemed to be offensive or violate the spirit of building community at Northeastern. Such decision shall be reviewed by the Student Center Governing Board and the Director of the Curry Student Center if applicable.

(updated 8/04)

**Bicycles/Skateboards/Rollerblades**

Wherever possible, students should use the bike racks available at various locations on campus. Bicycles should not be chained to fences, doors, trees, or other objects, and under no circumstances may bicycles be brought into any University building. The Fire Code dictates that all entrances, exits, corridors, and stairwells must be free and clear at all times. Bicycles found in violation of this code will be removed from the area.

With the exception of Public Safety officers, for the safety of Northeastern community members, please refrain from skateboarding, bicycling and rollerblading in the Curry Student Center.

(from the 2006-2007 NU Student Handbook)

### **Building Services**

Building Services (sometimes referred to as House and Grounds) staff are responsible for all setup of facilities as necessary. Organizations may not set up rooms for their own events, nor may rooms be rearranged by the users. If you rearrange the setup of a room, you will be charged a resetting fee. This is a necessary rule to reduce the damage to furniture, to be in compliance with labor contract regulations, and to accommodate as many events as possible in each room. Anytime one of your programs requires the services of Building Services beyond the normal scope of their responsibilities, your organization will be responsible for the associated charges. Arrangements for Building Services personnel will only be made by the Scheduling Desk. Sponsors should not contact Building Services directly as doing so will only duplicate your request and cause undue confusion.

(from the Student Organization Handbook)

### Curry Student Center Facilities

Facility	Capacity	Set-up	Set-up Descriptions with Capacities
The McLeod Suites 318,320, 322	150 (50 in each room) 18 (6 in each) 45	Lecture style  Round Tables U-Shape	(Multi set-up capability) suites have the ability to divide into three separate rooms with their own entrances, NuNet Access, public address system, audio loop. The 322 section is equipped with a retractable screen and dry erase board. Coat racks built-in, room can be used as a single facility or any combination thereof.
330 CSC	12	Fixed Set-up/ Board Room	CSC private meeting room used by staff, white board. This room is not booked for anyone else.
333 CSC Senate Chambers	50	Fixed Set-up with tables and chairs	Fixed tables bolted to the floor, built-in dry erase board, equipped with projection screen, DVD, CD and tape player, VCR and video projector, RGB interface for both MAC and IBM, audio loop capability, NuNet Access, food table, built-in coat racks.
334 CSC	10	Fixed Set-up/ Board Room	Food table, equipped with a built-in dry erase board and bulletin board, NuNet access.
335 CSC	12	Fixed Set-up/ Board Room	Food table, equipped with a built-in dry erase board and bulletin board, NuNet access.
336 CSC	18	Fixed Set-up/ Board Room	Food table, equipped with a built-in dry erase board and bulletin board, NuNet access.
340 CSC	18 Outside	Fixed Set-up	A speakers table for two can be set-up, equipped with an audio loop, a built-in dry erase board and bulletin board, and 8-foot food table.
	12 inside	U-Shape	
342 CSC	36	Lecture Style	A head table with two chairs in the front, USE FOR LARGER MEETINGS ONLY, equipped with an audio loop, built-in dry erase board and bulletin board, connects with 344, NuNet access, and screen.
	18 Outside 12 Inside	U-shape	
	4 rounds=32 people	Rounds of 8	
344 CSC	36	Lecture Style	A head table with two chairs in the front, USE FOR LARGER MEETINGS ONLY, equipped with an audio loop, built-in dry erase board and bulletin board, connects with 342 and 346, NuNet access, and screen.
	21 Outside 12 Inside	U-shape	
	32	Rounds of 8	
346 CSC	60	Lecture Style	SHOULD NOT BE ASSIGNED FOR SMALLER MEETINGS. Audio loop, built-in dry erase board and bulletin board, connects to 344 and 348, largest of the meeting rooms, NuNet access and existing food table.
	18 Outside 12 Inside	U-shape	
	32	Rounds of 8	
348 CSC	40	Lecture Style	Head table with two chairs in the front of the room equipped with an audio look, dry erase board, bulletin board, NuNet access, connects with 346.
	18 Outside 12 Inside	U-shape	
	32	Rounds of 8	
433 CSC	32	U-shape fixed Set-up	Glass walls
	18 Outside 12 Inside		
435 CSC	30 18 outside 12 inside	Fixed U-shape	Head table with two chairs in the front of the room equipped with an audio loop, dry erase board, bulletin board, NuNet access, connecting door to 433 with glass walls.
440 CSC	48 30 outside 18 inside	Fixed U-shape	Seats 45 around a U-shape configuration of tables with 5 additional chairs at the front bringing the capacity to 50, extra tables against back wall, equipped with built-in dry erase board a bulletin board, NuNet access.
442 CSC	50	Lecture	Connects to 444, has movable wall and audio loop, existing food table and white board.
	4 rounds=32 seats	Rounds of 8	
	18 outside 12 inside	u-shape	

444 CSC	100	Lecture	Connects to 444 and 448, has movable wall and audio loop. Existing food table and white board.
	9 rounds=72 seats	Rounds of 8	
	21 outside 12 inside	u-shape	
448 CSC	40	Lecture	Connects to 444, has movable wall and audio loop. Existing food table and white board.
	4 rounds =32 seats	Rounds of 8	
	18 outside 12 inside	U-shape	
442-444-448 CSC	175	Lecture Rounds of 8	All connected
Ballroom	Up to 300	Lecture style	Capacity varies depending on setup style. Ballroom can be set up with portable staging and is equipped with a public address system, permanent audio loop, and a large movie screen. Direct access to the freight elevator, grand piano staging can be added, LCD sound hook-up.
	200 275	Rounds of 8 Reception	
West Addition	Up to 200  Up to 400	Reception or Banquet Style Existing café setup	Existing set-up must be used, stage can be added. Intersession breaks. Primarily used for banquets exceeding capacity of the Ballroom. West Addition will seat up to 300 for a banquet and 400 for a reception. Set-up charges involved with the set-up of the facility. Events which require a controlled admission. Cannot interfere with the normal operations of the food court area. Area is equipped with public address system and audio requires approval from SCGB.
Indoor Quad			Needs approval from SCGB for the entire quad.

### **Card Playing and Gambling**

The University does not permit card playing of any kind in classrooms unless it is a regularly scheduled activity of an organization recognized officially by the Office of Student Activities. Social card games are permitted in residence halls and in the Curry Student Center.

(from the 2006-2007 NU Student Handbook)

### **Decorating the Student Center for Events**

All arrangements for decorations, exhibits, and displays must be made at least one week prior to the event through the Student Center Scheduling Desk, room 325.

Decorations may not obstruct doors, hallways, staircases and fire exits. The use of adhesive material that may damage surfaces in the Student Center is prohibited (duct tape, tacks, nails, paint, etc.).

Rooms must be returned to their original condition after the event.

(updated 8/04)

### **Decorating the Ballroom**

Since the Ballroom's renovation in Summer 2004, Curry Student Center is determined to keep this premier facility in ideal condition. In doing so, the following guidelines have been established.

1. All set-up requests and decorations should be discussed in advance with the Scheduling Desk and Building Services.
2. Please refrain from using any adhesive tape, pushpins, or other damaging materials on the walls of the Ballroom. Please ask for portable bulletin boards, pipe and drape or easels that you may require.
3. Curry Student Center assumes no responsibility for any items left in the Ballroom after your event. Please be sure that you have collected all items.
4. Please ensure that after your event, the Ballroom is returned to its original condition. Please discard all trash in waste bins and flatten any cardboard boxes. If the Ballroom is not returned to its original condition, the organization may be charged a fee and use of the Ballroom may be restricted for future events by that group.

(updated 8/04)

### Dining Services

Northeastern University Dining Services (Chartwells), can provide you with a full range of food and beverages from coffee service to a full-course catered and decorated event to a simple pick-up food service in which you do most of the work. Before making any food arrangements with Dining Services you must reserve a room through the Scheduling Desk in 325 CSC.

Listing of menus and catering services are available in the Catering Office. For information regarding booking and billing of catered affairs, call 617-373-2479. You must have a room reservation before making arrangements for food or beverages. If you have an unusual request or special recipes, Dining Services is ready and willing to assist you. **No external or non-University vendor may cater or serve food at an on-campus event without prior approval from the University Business Office.** If you wish to use an outside vendor for an event off-campus contact Director of Food Services, at 617-373-2340.

A student organization may provide its own food for a meeting or an event only if a) the food is provided “pot luck” style, b) is provided as “take-out” food, meaning the food is fully prepared and ready to serve, or c) the number of people attending the event or meeting is 50 persons or fewer. The use of hot plates, burners, candles, or sterno is prohibited for fire safety reasons. Also, proper handling of such food is critical. For more specific guidelines, student organizations should consult with their program advisor in 228 CSC.

(from the Student Organization Handbook)

### **Display Cases Reservation Policy**

1. Twelve (12) locked display cases (4 flat cases and 8 3-D display cases) are located in the Ell Concourse and are available for use by NU sponsored student organizations for the purpose of promoting an event or profiling their organization.
2. Display cases may be reserved for a 2 week period from Friday at 2pm ending Friday at 12 noon. All materials must be removed by 2pm on the last day of the reservation, to make way for the next scheduled group. Note: if a reserved display case goes unused for several days, Scheduling has the right to release the display case for another student group's use.
3. A reservation request should be made at least one month in advance to ensure the availability of space by completing and submitting the appropriate form to the Scheduling Desk, 325 CSC.
4. To set up your display, go to the Scheduling Desk, 325 CSC, where the Building Manager will be contacted to open your display case. When you finish putting up your display, return to the Scheduling Desk so that we can have your display case locked and secured. Follow the same procedure to gain access to remove your display.
5. Materials not removed from the display case by the 2pm deadline may be removed by Student Center staff. Scheduling/Operations is not responsible for materials. Materials not picked up within 7 working days may be discarded.
6. All displays must be in English. Only the organization name or event title may be in a foreign language.
7. Display Case content must conform to the Code of Student Conduct and should avoid comment that may be considered offensive or discriminatory.
8. University Departments wishing to promote services or an event designed for the general benefit of NU students may use a display case, space permitting.

(updated 8/04)

## **Emergency/Fire Alarm Procedures**

### **Northeastern University Community:**

It is required by the University Fire Safety Office that when the fire alarm sounds, you must immediately exit the building.

### **Staff and Student Employees:**

#### **Weekdays 7:30am-4:30pm:**

There are staff members and student employees on each floor in the Student Center who should try to assist with the evacuation procedures as described below while safely exiting the building themselves.

#### **Building Manager on Duty:**

If the situation is safe, make a sweep including the Ballroom, Indoor Quad and WRBB informing everyone that they must exit the building. After completing a sweep of the first floor proceed to the Robinson Lot entrance. Post yourself at the ground floor loading dock entrance and await instructions. Do not allow anyone into the building until you receive the “all clear” from another staff member or safety personnel to do so.

#### **Information Center Staff:**

Lock up the Info Booth office and any valuables. Take the radio and, if it is safe, make a sweep of the cafeteria and afterHOURS informing everyone to exit the building. Post yourself at the Bullfinch sliding doors and await instructions. Do not allow anyone into the building until you receive the “all clear” from another staff member or safety personnel to do so.

#### **Scheduling Staff- Room 325 CSC:**

Lock up your computer and the Scheduling Office. Take the radio and, if it is safe, make a sweep of the third floor corridor and 340's wing heading toward the southeast exit, stair #2 (facing Robinson building) informing everyone that they must exit the building. After completing the sweep of the third floor, proceed to the exit door (stair #2) located outside afterHOURS entrance. Post yourself at that exit door and await instructions by radio. Do not allow anyone into the building until you receive the “all clear” from another staff member or safety personnel to do so.

#### **Game Room Staff:**

Clear the Game Room immediately and secure it. Lock up the computer, cash drawer and any other valuables. Take the radio, and, if it is safe, proceed to the southwest exit near 240CSC. Post yourself (stair #3) at the exit door near the Snell Library and await instructions. Do not allow anyone into the building until you received the “all clear” from another staff member or safety personnel to do so.

#### **Student Activities Staff- Room 228 CSC:**

Clear the office immediately and secure it. If it is safe, make a sweep of the second floor informing everyone that they must exit the building. After completing the sweep of the second floor, proceed to the Indoor Quad and post yourself at the bottom of the Library Courtyard entrance. Do not allow anyone into the building until you are given the “all clear” by another staff member or safety personnel to do so.

**Business Office Staff- Room 226 CSC:**

Sweep Terrace, lock the safe, alarm and secure office. If it is safe, exit the second floor via stairway #4 to double doors at end of concourse to Ell Building and direct people from entering the Concourse to building. Wait in the area until you receive the “all clear” by another staff member or safety personnel to do so.

(Updated 8/04)

### **Fundraising and Vendors**

Sales, vending and some forms of solicitation are special privileges granted to recognized student organizations as methods of organization fund-raising and dispensing information about their organizations. This privilege comes with specific responsibilities and procedures detailed below.

#### **Bake Sales**

Any recognized student organizations may sponsor bake sales or similar sales where the items are produced or supplied by club members (rather than a vendor). See the Student Center Scheduling Desk to reserve space and equipment.

Note: Policy currently under revision

(updated 9/06)

**Guests in the Student Center**

Activities sponsored by student organizations should be designed for the benefit and enjoyment of the NU community. Although guests of NU students are typically welcome, attendance by non-students may be limited so that NU students are not restricted in their use of the building or involvement in the event. Individuals without a valid NU ID are restricted from using the facilities or services in the Curry Student Center unless they are here to use the services of individual businesses such as Supercuts or the Food Court, or attend an approved event. Students who present their valid NU student ID are permitted to bring one guest with them to events. In some situations, current students from other New England colleges may also be admitted to an event. These students must present their own valid college ID to gain admission.

(updated 9/06)

### **Hazing (Chapter 269 of the Massachusetts General Laws)**

Section 17. “Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

“The term ‘hazing’ as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to weather; forced consumption of any food, liquor, beverage, drug, or other substance; or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.”

Section 18. “Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.”

Section 19. “Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name and facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with the section’s requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

“Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to

each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

“Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.”

(from the 2006-2007 NU Student Handbook)

**High School Students**

In accordance with Northeastern University's urban mission, local high school students are allowed in the Curry Student Center to eat and to attend scheduled events. Loitering and causing disturbances, however, will not be tolerated and high school students will be asked to leave by the Building Manager on duty, Student Center administration or Public Safety. Any students in the building must be able to produce valid ID upon request.

(updated 8/04)

### **Lockers for Student Organizations**

Active student organizations need to store important items. It may be necessary to store files, books, ritual equipment, manuals, records and other items in a safe and accessible place. Storage lockers are available free of charge and are located throughout the Student Center. The lockers are 2'x3'x2'. Simply exchange your NU ID for the locker key at the Student Center Information Center. The key must be returned after each use. To obtain a locker, contact the Student Center Operations Office at 325 CSC. Note: lockers are in high demand and cannot be guaranteed to every group.

(from the Student Organization Handbook)

**Long Distance Phone Use for Organizations**

With the exception of a few major organizations, organizations cannot access long distance from their office phone. A phone is available to make business-related long distance calls or to fax documents in the Student Activities Office, 228 CSC.

(updated 8/04)

### **Lost and Found**

Lost and Found is located in 22 Ell Hall. If you have lost an item, it may have been turned into this office. You can also call Lost and Found at 617-373-2757. The office is opened from 7am-5pm Monday through Friday.

(updated 8/04)

**Open Flame/Fire**

Open Flame and/or any source of fire is restricted in the Curry Student Center for the safety of the Northeastern community. Exceptions require the permission of the University Fire Safety Unit located in Public Safety, Columbus Place.

(updated 8/04)

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### **Peaceful Assembly/Demonstrations**

The University supports as fundamental to the democratic process the rights of all members of the University community to express their views and to protest actions or opinions with which there is disagreement. A university is where individuals express diverse ideas and viewpoints in an atmosphere free of any physical force. The University insists that all demonstrations be peaceful and orderly and abide by University regulations.

- Demonstrators must not block corridors or entrances or use loud noise to disrupt a conference, meeting, or assembly.
- Demonstrations may not be conducted in faculty or administrative offices, classrooms, libraries or study areas.
- Moving picket lines in University corridors are prohibited. (Protests may be registered by individuals or groups standing in a single line against a corridor wall, but corridors must be kept open at all times for the free passage of other members of the community.)

Students, faculty, or other members of the University community who violate these regulations will be subject to disciplinary action; violators also jeopardize their right to remain in the University community.

(from the 2006-2007 NU Student Handbook)

### Planning an Event (for External Groups, Student Organizations and University Departments)

If you are an **EXTERNAL GROUP** wishing to use space in Curry Student Center, please contact **Conference and Events Planning** at 617-373-5849. The **Conference and Events office** will approve requests after consultation with the individuals responsible. The appropriate fees will be collected for outside events. For more information please check the **Office of Conference and Event Planning** website at: <http://www.conf.neu.edu/>

**Student Organizations and University Departments:** An event is any program or function planned, sponsored or co-sponsored, in the name of, under the auspices of, or for the sake of the organization or university department. Although not all acts of individual group members can or should be attributable to the group, any group or gathering of its members acting in concert may be considered an organization or department event.

An organization, a department, its leaders, and its members can be held responsible for violations of University policy or procedures, and/or city, state or federal laws. In determining whether a group may be held collectively responsible for the individual actions of its members, all of the factors and circumstances surrounding the specific incident will be considered. Organization will be held responsible for the acts of their members when those acts grow out of or are in any way related to the group.

The Scheduling Desk for the Student Center is located on the third floor of the Student Center. All reservations are on a first-come, first-serve basis, with priority given to student organizations. Due to the high number of requests for meeting and event space within the Student Center and elsewhere on campus, the reservations procedure is as follows:

The steps for reserving a room or facility are as follows for a **student organization**:

1. Pick up and complete an Event Planning Checklist from the Student Activities Office (228 CSC). This checklist serves as a worksheet, indicating important steps and timelines. You should complete the form with as much detail as possible prior to making any formal arrangements.
2. Check availability of rooms and reserve your space with the Scheduling Desk (325 CSC) or 617-373-2632.
3. Discuss event plans with your organization advisor and your program advisor in the Student Activities Office. Review all procedures for contracts, payment procedures, publicity as recommended in the Student Activities Handbook.
4. Confirm room set-up and facility needs with the Scheduling Desk (325 CSC).
5. If plans change and you decide to cancel your event, notify the Scheduling Desk, program advisor, and your organization advisor ASAP.

If you are a **university department**:

1. Check availability of rooms and reserve your space with the Scheduling Desk (325 CSC) or 617-373-2632. If you are sponsoring an outside or external affiliated organization/group, please check the following web site for more information. <http://www.northeastern.edu/toolkit/contacts/policies.html>
2. Confirm room set-up and facility needs with the Scheduling Desk (325 CSC).
3. If plans change and you decide to cancel your event, notify the Scheduling Desk ASAP.

(updated 9/06)

### **Public Access**

Access by the general public (i.e. non-NU community members) to attend programs or functions is limited to those events approved for such attendance. The facilities of the University were designed for the use of members of this academic community. When appropriate, access may be permitted for events and program when it is apparent that the students, faculty, staff, and alumni of the University and their guests will not fill the facility reserved for such use. In such cases, special provisions must be made to ensure that members of this academic community have priority to attend and are not precluded from attendance by the general public.

Certain facilities, such as residence halls, classrooms, and laboratories, are designed for and are to be used by residence hall residents only, or in the case of classrooms and laboratories, by members of this academic community. In all cases, the essential educational purpose of the University cannot be interrupted or disturbed by the access of the general public. Officials of the University may restrict or prevent access by the public if such access disturbs or has the potential to disturb classes or other functions of Northeastern University.

Occasionally, access to an area such as the Krentzman Quad will be granted to distribute free literature or provide a public forum for speakers. Such use requires the prior approval of the director of student activities and will be granted only during the Wednesday and Thursday activity periods. The use of facilities such as residence halls or cafeterias for distribution of literature or for speakers is prohibited.

(from the 2006-2007 NU Student Handbook)

### **Public Safety and Security**

Through your Program Advisor and the Event Planning process, the department of Public Safety will be informed of events being planned by student organizations. Student Activities or Public Safety may assign police officers to work at your event/program depending on the nature of the event/activity. The following is a sample of activities where officers may be assigned:

- Cash is being collected
- A crowd of more than 200 people is expected
- Event features a visitor/speaker/performer that is a public figure, political candidate or controversial in nature.
- Event will take place in a public forum, i.e. rally or adjacent to public pathways/roadways.
- Event is open to non-NU students or guests.
- Events where alcohol will be served.

(from the Student Organization Handbook)

### Promotional Signs and Banners

Posters and flyers are the most common method used to publicize events and meetings. Both can be easily designed on a computer such as those in the Student Activities Resource Room. Photocopying and printing is economical at Reprographics.

Virtually all of the University's copying and printing is handled through NU Reprographics. You must go to the Student Activities Business Office (226 CSC) to pick up the Reprographics form before you take your project to Reprographics. This vendor can photocopy, print, bind, do graphic design, typeset, high speed and color copies, fax, and more.

Photocopies, color copies, and faxes are also provided by Mailboxes, Etc. located in the Student Center. If you wish to use Mailboxes, Etc. or a photocopying service outside the university, you should first obtain a purchase order from the Student Activities Business Office.

**Banners** may be used by Northeastern University recognized student organizations to advertise programs, events, or for general promotion of the organization. Space is limited and is available on a first-come, first serve basis. Banners may be displayed outdoors facing the Snell Library Courtyard or indoors facing the Indoor Quad. Banners must be submitted to the Student Center Scheduling Desk (325 CSC) along with a complete banner request form. Operations staff will hang up and take down the banner for you. Banner size may not exceed 3' high x 10' wide and must appear neat and professional. Some materials are available from the Student Activities Resource Room (230 CSC) or you can order them tailor made from the University Sign Shop or from other banner making companies. See the Student Activities Office for referrals.

Student groups have banners that advertise their group or an upcoming event they are hosting. Banners are displayed on the 2<sup>nd</sup> and 3<sup>rd</sup> floor railings inside the student center and on the railing of the roof terrace outside. Students are only allowed to have 1 banner hanging at the same time. Students can pay the sign shop to make banners for their group.

We do not take banner request forms unless the group has the banner with them. The graduate assistant is responsible for all the banners. The building managers will hang the banners up and take them down when a student group needs them. We do not input any information on banners into the EMS system.

The **electronic bulletin board** can be used to display a colorful and attractive Power Point slide to advertise your event/program. Slides must be created and provided by the sponsoring group or department. Bring a disk with your prepared slide to the Information Center during business hours.

#### Posting Locations

The Curry Student Center has 13 locations for flyers or posters. Bring your flyers or posters to the Information Center where they will be approved, stamped and hung by the staff. All publicity **MUST** be submitted to the Information Center at least 3 days prior to your advertising deadline. Publicity will be hung on or before your deadline. Posters may be displayed for up to two weeks. Unapproved and out-of-date posters and flyers are removed daily.

(from the Student Organization Handbook)

### **Raffles and Lotteries**

Technically, a raffle is defined as a lottery in which a person buys a chance to win a prize. Student organizations are not permitted to hold raffles and lotteries due to the significant restrictions and strict governance of such activity by the Commonwealth of Massachusetts. However, door prizes or raffles in which there is no exchange of money are permitted. The circumstances must be such that everyone has an equal chance of winning, and the chance is open to all attending the event. As such, raffles and door prizes are not viable sources of fundraising.

### Reservation Priorities and Categories

Recognized student organizations have first priority reserving the Student Center, over and above faculty and staff events, university or alumni-sponsored events, and lastly, non-university groups. (Non-university groups must contact Conference and Events Office for additional information or see <http://www.conf.neu.edu/>)

While normal use of Student Center facilities is free to student organizations, charges are assessed for special arrangements or assistance, including ID checkers, security, setup beyond custodial staff normal hours, extra equipment rental, technical assistance, and overtime. See the Student Center Reservation Manual, available at the Scheduling Desk, for more details.

Reservations fall into two categories: simple and complex. A simple reservation requires little more than the room as it is, without any special setup. These reservations must be made at least one day in advance. A complex reservation involves one or more of the following and requires between seven and thirty days advance notice, depending on the complexity of the event:

- Food is to be served
- Extra equipment or special set up is required
- Attendance is expected to be over 90 people
- A large facility such as the Ballroom, the West Addition, the McLeod suite, or 4<sup>th</sup> floor suites is requested.
- A charge for admission (or donation) will be collected
- Event is open to other colleges, non-NU groups, or to the public
- A contract is required
- Overtime or other charges will be involved
- Alcohol will be served or sold.

(updated 9/06)

### Room/Table Reservation Policy

1. **Who may reserve space in the Student Center:** Recognized student organizations and university departments may reserve space in the Student Center. University departments must provide a department head signature and budget contact for major events. Non-university groups must contact Conference and Events Office for additional information or see <http://www.conf.neu.edu>.
2. **Office Hours:** Scheduling Office hours are 8:00am to 8:00pm Monday-Thursday and 8:30am to 4:30pm on Friday.
3. **Requesting Processing:** Requests for space is considered on a first come, first served basis. You can check room availability by calling 617-373-2632, visit the Scheduling and Operation Office, Room 325 CSC or preview confirmed events on the web at [www.nuevents.neu.edu](http://www.nuevents.neu.edu). Requests must be submitted by completing a Curry Student Center room reservation form, via e-mail to [CSC.reservations@neu.edu](mailto:CSC.reservations@neu.edu), or visiting room 325 CSC. All requests will be date stamped and processed by the Scheduling Desk manager or Scheduling coordinator. Please make sure that you receive a written confirmation before you proceed with planning for your event. Room preference will be taken into account, however, rooms will be scheduled based on priority, the needs of the event, and the most efficient use of space. Response to room requests will be made within 48 hours of the request. (Responses may take longer at the start of an academic term or requests made more than a month in advance of the event date).
4. **A REQUEST DOES NOT GUARANTEE A SPACE. PLEASE, DO NOT ADVERTISE OR SEND OUT INVITATIONS TO YOUR EVENT UNTIL YOU RECEIVE A COMPUTER GENERATED FORM WITH THE WORD “CONFIRMED” or “TENTATIVE CONFIRMED” IN THE UPPER LEFT CORNER.**
5. **Request Priority.** The Student Center, while available for use by the entire NU community, is primarily a facility dedicated to serving the needs of student organizations. Student organizations are given priority for space during Activities Periods and from 5pm to 10pm, Monday through Thursday. In addition, the needs of student organizations will always be of primary importance in the scheduling of space.
6. **Student Organization Meetings:** Student Organizations may reserve space for their weekly meeting for the Fall, Spring or Summer term all at one time. Space will be reserved for every week except during finals and intercession weeks. There is no guarantee that the room reserved will be the same or that there will be a room available every week requested. Please check your confirmation closely.
7. **Weekly Meeting Times:** Due to the demand for meeting space, weekly meeting times for Monday through Thursday evenings must fit into one of three time blocks: **6pm to 7:30pm, 7:30pm to 9:00pm or 9pm to 11pm.** Organizations may only reserve one meeting space per night on those days of the week. Special events or one time programs or meetings may be exempt from this policy if space is available.
8. **Event advising for Student Organizations:** Use the event checklist to verify if your event is qualified for event advising. Some reservation/events will require the completion of Event advising with the Student Activities staff.
9. **Cancellation:** To cancel an event or meeting, please provide as much advance notice as possible. Contact the Scheduling Office, no later than 12 noon, the day prior to the event or if your event is on a weekend, no later than 12 noon on Friday.
10. **No Shows\*:** All ‘No Shows’ will be recorded. After three ‘No Shows’, your organization will receive a warning letter. A fourth No Show will result in the withdrawal of reservation

- privileges for the remainder of the quarter. No shows for space that involves a custom set up may result in a charge for the cost of set up.
11. **Deadlines:** All information requested on the tentative reservation must be confirmed with the Scheduling Office, no later than nine (9) business days prior to the date of the event. The deadline date indicated on the tentative reservation is the latest date an event planning consultation with the Scheduling Office may begin. Incomplete requests, after the deadline date, may be canceled without notice. Changes or additions, requested within three (3) business days of the event can not be guaranteed.
  12. **Set Up Charges:** May be applied due to the timing and scope of the set up. University departments will be billed for custom set ups or set up changes that effect the use of a facility by student organizations. Scheduling staff will make suggestions that will keep costs to a minimum. Student organizations will not be charged for standard set ups, except in the event of set ups that require special equipment. Any event that has participants other than Northeastern students may be charged for set up. Sponsors will be billed separately if the set up requires equipment that is not in the University inventory.
  13. **Room condition:** All room setups must be arranged through the Scheduling Office. Furniture may only be moved by the Building Services staff. There will be a \$35 charge to any group that moves furniture. All rooms must be left in the same condition they are found. Please dispose of all trash, straighten chairs, close windows, erase whiteboards and take all your belongings with you before you leave the room. There will be a \$35 charge to any group that leaves a room requiring cleaning and resetting.
  14. **Food/Beverages:** Please inform the Scheduling Office if you wish to serve any food or beverages at your event.

#### Table Requests

1. Any recognized NU student organization may reserve a table location and tables for bake sales, information purposes, ticket sales, etc. Fundraising efforts must be reviewed in advance with a program advisor. Vendor sales are not allowed. An organization may reserve only one table location per day unless it is part of a more complex program having approval of the Assistant Director of Operations, 325 Curry Student Center. Tables must be supervised at all times by an NU student member of the sponsoring organization. The Student Government Association grants approval for all fundraising initiated by organizations outside the University that request contributions from students.
2. University Departments may reserve a table location if such a reservation does not displace the need of any student organization. The table should be used to collect or disseminate information related to functions of the department (i.e. Campus Safety Day, or Deaf Awareness Week). It is the department head's responsibility to make sure that programs and events follow all university policies and guidelines.
3. Your organization or department is responsible for picking up and returning tables. Tables are available from the Building Services Office, 22 Ell located across from the Information Center on the ground floor of the Student Center. Your approved reservation confirmation and a valid NU ID must be shown to the Building Services staff to sign out tables. Tables must be returned immediately after your event. NOTE: There will be a \$20 charge for each table not returned to Building Services and a \$100 charge for each table that turns up missing or is returned damaged. Your organization or department account will be billed for any charges.
4. Tables may not block walkways. You are responsible for keeping your table and surrounding area neat and clean, including picking up empty boxes and removing all advertising at the end of your event.

5. All activity must occur within the reserved table space as shown on your reservation. No solicitation is permitted outside the assigned space.
6. Any money collected must be deposited daily into your student organization account, at the Student Activities Business Office, room 226 CSC. Please see the Business Manager if your organization does not presently have an account.

(Updated 9/06)

### **Sales and Solicitations**

Northeastern University is not a marketplace. Sales of material or solicitations, such as newspapers and other printed matter, insurance, foodstuffs, and all other articles are prohibited without the express written permission of designated officials of the University. Solicitations of any kind are also prohibited without the express written permission of designated officials. Exceptions to this policy are made for recognized student organizations and residence hall residents. Residence hall residents should request permission to sell within their housing unit from the director of residential life; recognized student organizations should request permission for sales from the director of student activities; all others should apply to the business manager of the University. Such permission, when granted, is for designated areas within the University and is subject to the restrictions imposed by the approving officials. General solicitation, especially in such areas as classrooms, lounges, and cafeterias, is not permitted.

(from the 2006-2007 NU Student Handbook)

### **Shoes and Shirts**

Due to the proximity of food and food services, shoes and shirts are required at all times in the Curry Student Center.

(updated 8/04)

### **Smoking**

All University administrative and classroom buildings are smoke-free and tobacco-free. The policy relates to all campuses. The only University facilities not covered by this policy are residence halls and apartment buildings.

The sale of cigarettes and other tobacco products is prohibited on campus.

Smoking cessation information and programs are available. For further information, contact the Office of Human Resources Management or Lane Health Center.

(from the 2006-2007 NU Student Handbook)

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### **Unlawful Behavior**

The University seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, the intellectual development of students, and the general good of society. In those instances where violations of the behavioral expectations occur, Northeastern University has developed policies and procedures to protect the rights of members of the University community, individually and collectively.

The Code of Conduct applies to all registered undergraduate and graduate, full and part time students as well as continuing education students enrolled at Northeastern University. Student behavior occurring off campus that is in violation of the Code, local, state, or federal laws and could adversely affect the educational mission of the University or its relationship with the surrounding community may subject students to discipline pursuant to the Code of Student Conduct. Violations of the Code of Conduct are handled through the Office of Student Conduct and Conflict resolution.

Any behavior exhibited in the Curry Student Center that violates Massachusetts law or U.S. Federal law will not be tolerated and will result in prosecution.

(from the 2006-2007 NU Student Handbook)

### Weapons

The use or possession on campus of firearms, explosive agents of any kind, as well as chemicals, mace, and tear gas, is specifically forbidden by the Code of Student Conduct. Violation of this University policy is cause for disciplinary action up to and including expulsion. In addition, it is worth noting the Massachusetts law states:

“Whoever, not being a law enforcement officer and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any college or university without the written authorization of the board or officer in charge of said college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. For the purpose of this paragraph, ‘firearm’ shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, or pellet can be discharged by whatever means.”

Massachusetts general law prohibits the possession of nunchaku or karate sticks; switchblades; knives; starter’s pistols; ammunition; leather armbands or other clothing that has metallic spikes, points, or studs; or other dangerous weapons or articles. A student who possesses any articles for sporting purposes (for example, bow and arrows) should check with the University Police Department of Residential Life to determine whether such articles are among those prohibited by statute or University regulation. Northeastern University also prohibits the possession of knives other than food utensils.

(from the 2006-2007 NU Student Handbook)

### **Work-Study Program Three Strikes Policy**

The following policy describes the method work site supervisors will use to handle disciplinary problems with Curry Student Center work-study employees.

The following policy violations will constitute **one (1) strike** for an employee:

1. Failure to sign in upon arrival to work.
2. Failure to sign out upon leaving work.
3. Signing in and out for a shift at the same time.
4. Arriving late for a scheduled shift without calling your supervisor or the Building Manager on duty.
5. Frequent lateness.
6. Failure to notify the Building Manager on duty when you arrive and/or leave work on a weekend, evening or holiday shift.
7. Failure to follow a Student Center or work site policy while on or off duty.

If you violate any of the policies above, you will be given a verbal warning in a meeting with your Work Site Supervisor. The warning will be documented in your file and one strike will be entered on your record maintained in room 327CSC.

The following policy violations will constitute **two (2) strikes** for an employee:

1. Any repeat violation of a policy for which you have received a previous strike during the past academic year.
2. Signing in for hours you did not work or signing out later than you worked.
3. Insubordination-Failure to follow the directions of your Work Site Supervisor, a Building Manager on duty or Curry Student Center professional staff member.
4. Missing a shift without calling your Work Site Supervisor or Building Manager on duty prior to the absence.

If you violate any of the above, you will be given a written warning in a meeting with your Work Site Supervisor. The warning will state that any further policy violation will result in dismissal. The warning will be documented in your file and two strikes will be entered on your record.

The following policy violations will result in **three (3) strikes and dismissal** from employment at the Student Center:

1. Any repeat violation of a policy for which you have received two strikes previously during the past academic year.
2. Fighting.
3. Theft or aiding a theft.
4. Two absences without calling your Work Site Supervisor or Building Manager on duty.

Should you receive three strikes, you will be given a written dismissal letter from your Work Site Supervisor and will have an exit meeting with the Assistant Director, Student Center Operations at which time he will decide whether to refer you to Financial Aid for another position on campus or recommend your termination from the program. The letter will be placed in your file and will include the conditions of re-employment at the Student Center.

If you are dismissed you may seek a meeting with the Assistant Director and your Work Site Supervisor to appeal the decision. Written notification of the decision will be provide to you and placed in your file.

(updated 8/04)