This document provides the requirements for scheduling an appearance with Eubie, the University of Baltimore Bee mascot and the mascot handler, the Bee Keeper.

**Requestor Requirements**

- The requestor must understand and agree that the University of Baltimore Bee (“Eubie”) is an extension of the University, and as such must conform to standards that represent the University positively. Eubie is overseen by the Center for Student Involvement; this office will determine whether a proposed use of the mascot is safe, appropriate, and conforms to UB’s standards.
- The maximum appearance time is 1 ½ hr. If the temperatures is above 80 degrees, Eubie will appear in 20 minutes intervals and then be given 10 minute breaks. The person appearing as Eubie has the right to take breaks throughout the performance as needed.
- The requestor must respect the mascot costume and its appearance at all times. Eubie must be kept in their original “clothing”, but accessories may be added with prior permission from the Center for Student Involvement. If there are on-site questions or ideas about the mascot’s appearance, the requestor must defer to the judgment of the Bee Keeper.
- No person, other than the individual selected by the Center for Student Involvement, is allowed to wear the costume without prior permission. If permission is given, the requestor will be responsible for all damages and cleaning of the costume.
- Eubie’s costume is property of the Center for Student Involvement and is not to be rented or loaned out to any group, including the general public.
- If the mascot’s appearance takes place off-campus:
  - The requestor must provide a private location for Eubie and the Bee Keeper to change clothes and to secure and personal belongings or equipment.
  - The mascot costume must be stored in a secure location for the duration of the scheduled appearance.
  - The requestor must provide a parking spot located on or near the event site, or provided motorized transportation for Eubie and the Bee Keeper if they are required to be more than easy walking distance away from the event.
  - The transportation must be able to accommodate the storage gear for the mascot’s costume, and must be easily located by Eubie and/or the Bee Keeper
- The requestor must provide access to drinking water for both Eubie and the Bee Keeper.
- The requestor must understand that the University is providing a handler, the Bee Keeper, as an official escort for Eubie. Therefore this individual must be with Eubie at all times. The handler should be treated with the same respect and accommodations as Eubie. Any issue pertaining to the Bee Keepers ability to keep a watchful eye on the mascot will be decided by themselves, working in conjunction with the person wearing the costume.

**Costs/Payments**

The following prices included a 45 minute appearance of Eubie and the Bee Keeper.

- Registered UB Student Organization: $25
- UB Departments & Organizations: $50
- External Organizations: $100
- Travel Expenses: As determined; $.55/mile
• For External Organizations, all fees must be paid at least 24 hours prior to the scheduled appearance. If paying my check, the check must be cleared before the appearance. If the fee is not paid within this time frame, the appearance may be canceled with notice.
• For internal organizations, all fees must be paid or an Interdepartmental Billing (IDB) form must be complete and submitted prior to the scheduled appearance.
• The requestor is responsible for all transportation costs for Eubie and the Bee Keeper to off-campus events. Transportation to off-campus events may require an additional fee, depending on the travel time and distance. The additional cost will be determined before the reservation is confirmed.
• If the event is off-campus and there is any charge for parking (meter, garage etc.), the requestor must pay for this in advance.

Scheduling, Notifications, Cancellations

• Appearances are to be requested a minimum of two weeks in advance of the actual date of the appearance. Later requests may be considered at the discretion of the Center for Student Involvement.
• The requestor is required to honestly answer any questions that the Center for Student Involvement should have in reference to the event and Eubie’s role. Refusing to answer their questions or providing misleading/falsifying information will result in the cancellation of Eubie’s appearance.
• Prior approval by the Center for Student Involvement is needed for appearances at events which include alcohol. Their requests are granted on a very limited basis.
• Once your request has been submitted, you will be notified by email the status of your request.
• All cancelations must be made at least 24 hours in advance in order to receive full refund.
• The Center for Student Involvement reserves the right to refuse any appearance for any reason.
• The Center for Student Involvement reserves the right to cancel an appearance due to illness, personal emergency, academic obligations, etc.
• Due to multiple requests, the Center for Student Involvement cannot guarantee that each request will be met.
• Due to academic and time restrictions, appearances that fall during busy academic times, holidays, fall break, spring break or summer breaks may be made on a limited basis

Photography

• Photography at this event may only take candid, individual, or group photos of Eubie
• Photographers may not take photos of Eubie and the Bee Keeper, or produce graphic designs portraying the mascot, to sell, reproduce, or use for promotional purposes without the expressed written permission from the University Of Baltimore Office Of University Relations.
• Eubie’s appearance does not constitute the promotion of any products, services, and/or person by the University of Baltimore