
***POLICIES,
PROCEDURES
AND
GUIDELINES***

for

Student Organizations/Departments/
Community Patrons

THE UNIVERSITY OF SOUTHERN MISSISSIPPI
DIVISION OF STUDENT AFFAIRS
OFFICE OF STUDENT ACTIVITIES



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI.

University Policies

SIGN POLICY	5
SOLICITATION POLICY	9
FREE SPEECH, DEMONSTRATION AND PROTEST	10

Department of Union and Programs

Union Complex Policies (The Hub, R.C. Cook Union and Thad Cochran Center)

HELPFUL HINTS FROM THE DEPARTMENT	11
THE UNION COMPLEX	12
GENERAL POLICIES	12
EVENT SERVICES PROCEDURES	13
OUTSIDE A-FRAMES	14
LOCKER ROOM (GAMEROOM) AND R.C.'S LOUNGE	14
R.C. COOK UNION BREEZEWAY SIGN POLICY	15
DANFORTH CHAPEL POLICIES	16

Office of Student Activities

GUIDE TO CHARTERING NEW STUDENT ORGANIZATIONS	17
CODE OF ETHICS FOR STUDENT ORGANIZATIONS	19
STUDENT ACTIVITIES POLICIES, PROCEDURES AND GUIDELINES	20
PRIVILEGES, OBLIGATIONS AND DUE PROCESS OF ALL CHARTERED ORGANIZATIONS	24
ON-CAMPUS EVENT FORMS	26
SPECIAL EVENT FORM GUIDELINES	27
PRE-EVENT REQUIREMENTS	28
DAY-OF-EVENT REQUIREMENTS	29
POLICE OFFICER PROCEDURES	29
TICKET REQUIREMENTS	31
CONFERENCES AND CONVENTIONS	31
RELIEF DAYS/"DEAD DAYS" POLICY	31
CAR BASHING POLICY	32
DATE AUCTION POLICY	33
FUND RAISING POLICY	33
BLOOD DRIVE POLICY	34
CENTENNIAL LAWN POLICY	34

Dean of Students/Greek Life

STUDENT RIGHTS AND RESPONSIBILITIES	35
THE CREED AT SOUTHERN MISS	36
CODE OF STUDENT CONDUCT	37
PROHIBITED CONDUCT	42
THE DISTRICT POLICY	44
SANCTION PROCESS FOR ALCOHOL VIOLATIONS	46
FRATERNITY/SORORITY ALCOHOL POLICY	47
INSTITUTIONAL POLICY ON HAZING	48
DISCIPLINARY PROCEDURES FOR PROHIBITED CONDUCT	49
HEARING BEFORE THE STUDENT JUDICIAL COUNCIL	50
UNIVERSITY COUNSELING CENTER	52

University Police Department

PERSONAL SAFETY	53
POSSESSION OF FIREARMS	53
EMERGENCY NOTIFICATION SYSTEM	54
EAGLE ALERT	54
SEXUAL ASSAULT POLICY	55
MISSING PERSONS POLICY	56

Eagle Dining and Barnes and Noble

ADVERTISEMENT POLICY	57
UNIVERSITY SNACK POLICY	57
CHARITABLE CONTRACTUAL SERVICE AGREEMENT	60
SOUTHERN MISS CATERING BOOKING POLICIES AND GUIDELINES	60
POWER HOUSE	61
POWER HOUSE COURTYARD	62
T-SHIRT POLICY	63

Recreational Sports

RECREATIONAL SPORTS POLICY	64
RESERVATIONS	64
EVENT RULES	64
POLICE REQUIREMENTS FOR RECREATIONAL SPORTS EVENTS	65

University Facilities and Reservations

CAMPUS ROOM RESERVATIONS	66
BENNETT AUDITORIUM	70
NITCHAMPBURG	71
POST OFFICE PROCEDURES	73

UNIVERSITY POLICIES

Sign Policy

University of Southern Mississippi, July 2011

<http://www.usm.edu/union/>

Students, student organizations, faculty, staff and departments commonly post signs in designated locations as a means of informing the university community of events which they are sponsoring. The university allows this practice within regulations designed to reasonably govern the time, place and manner for the protection of the students, university property and the appearance of the campus. All signs must include the name of the sponsoring student organization, department or person. Official signage of The University of Southern Mississippi, building designations, regulatory and traffic control, directional signage, etc., is not governed by this policy. The locations listed below are the only locations where signs may be posted.

A. CONTENT

1. Signs that are deemed to be outside the scope of First Amendment protection may be removed. That includes signs such as obscenity and speech inciting individuals to unlawful activities. State and federal constitutional decisions will be used as guidelines for determination of what speech is protected by the First Amendment.
2. Student organizations and departments may not display signs, printed advertisement materials or wearables on campus that advertise alcoholic beverage companies or alcohol consumption.

B. ADMINISTRATION AND ENFORCEMENT OF POLICY

1. Responsibility for assigning building and property liaisons lies with the vice president for Administrative Affairs. Building liaisons may make the decision as to the removal of inside signs and signs posted outside the building's surrounding areas. If in doubt whether an outside sign should be removed, the following should be contacted:
 - Director of Physical Plant – individual safety or property damage
 - Office of the Dean of Students – contentWhen there is a doubt that a sign should be removed because of the content, the decision will be made by a committee consisting of two faculty members who have an awareness of First Amendment law appointed by the dean of students and a student appointed by the president of the Student Government Association.
2. People who feel that a sign has been erroneously removed should immediately contact the dean of students. Since time is often an important consideration in these questions, the party involved may request the Student Judicial Board to meet as quickly as possible to determine whether the sign has been improperly removed.
3. While all student organizations, students and departments are subject to the rules and regulations contained within this policy, departments have the discretion of posting signs at their facilities for special events. Student organizations that violate this policy are subject to discipline by the Student Activities Committee. First offense will warrant

a letter of warning, while the second offense will result in the president of the student organization being called before the Student Activities Committee. The committee has the right to impose penalties including, but not limited to, fines as well as activity restriction. The Student Activities Committee retains the right to recommend that an organization's official recognition be withdrawn if serious or continual violation of the policy occurs. Violations by students will be referred to the Student Judicial Board and by departments to the appropriate vice president.

4. During SGA elections, half of the designated spaces will be allocated to the election commissioner for candidate distribution. Please refer to the SGA Constitution for the sign posting dates.

C. TIME, PLACE AND MANNER REGULATIONS FOR OUTSIDE SIGNS

FREESTANDING SIGNS

1. Signs may be posted in designated areas below; however, no reservation needs to be made to reserve space.
2. Only university-approved student organization and departments may display freestanding signs on campus. The department or student organization name must be printed on the sign.
3. Signs are allowed to remain for a maximum of five days and then must be removed by the sponsoring organization.

Freestanding Sign Locations

- Entrance off W. Fourth Street (across from Ferlise Center)
- Shoemaker Square – east, west and north end
- Library and Union plazas
- Freshman Quad (two spaces)
- Fraternity Row (entrance from Montague Street)
- Joseph Greene Hall (southwest corner of building on lawn)
- Pine Haven playground
- Liberal Arts Café lawn (corner of Montague and Coliseum on grassy area)

1. INSIDE SIGNS

- a. Handbills (posters, bulletins, flyers and notices) shall be posted on inside bulletin boards and designated areas in university buildings.
- b. Each building manager, acting in accordance with these guidelines, may publish written regulations concerning the placing of signs on interior bulletin boards or designated areas of their building. Only when available space on these surfaces becomes a problem may a building manager limit the size of the signs. Members of the university community should have priority in the allocation of space.
- c. Student organizations are responsible for the nature and content of the handbills and inside signs being posted. The Office of Student Activities and the Department of Union and Programs reserve the right to take down any inappropriate signs.
- d. Organizations shall not improperly distribute handbills and inside signs. There are to be no materials in excess on the ground inside or outside of a building on campus. The Office of Student Activities reserves the right to take

disciplinary action against any student organization that does not follow this policy.

2. **SUSPENDED BANNERS**

- a. Banners will be hung no higher than six feet in the following locations:
 - Entrance off W. Fourth Street by the residence hall
 - Entrance off W. Fourth Street in front of the Payne Center
 - Other areas approved by the Union and Programs director
- b. Banners should not obstruct the sidewalk or interfere with traffic.
- c. Banners may remain posted for a maximum of five days, at which time the space may be renewed if available. All signs should be removed after the event occurs by the sponsoring organization.

3. **CHALKING**

- a. Water-soluble chalk only is allowed in designated areas. Markers, spray chalk, paints or oil-based products are prohibited.
- b. Chalking may occur only on horizontal, designated spaces. No chalking is allowed on brick areas, buildings, trash receptacles, steps, fountains, benches, tables, light posts, columns and any other vertical areas.
- c. The use of chalk on sidewalk and pavement areas is allowed for events only in designated areas:
 - Union Plaza
 - W. 31st Street
 - Freshman Quad area
- d. The Freshman Quad area requires approval through Residence Life.
- e. Organizations using these designated areas are then responsible for the cost of having Physical Plant clean the chalked area if it has not been cleaned by the organization within 24 hours after the event.

4. **M.M. ROBERTS STADIUM**

Generally, signs and banners are permitted at athletic events. The Athletics department recognizes that banners/signs can positively contribute to an event but must adhere to the following conditions.

Banners and signs:

- a. May not be attached to posts, standards or sticks
- b. May not obstruct sight lines of others in attendance
- c. May not block or detract from sponsor signage
- d. Must be in good taste and show good sportsmanship
- e. May not contain objectionable language or innuendo
- f. Should be positive in nature and relate to the event
- g. May not have the potential to incite others
- h. May not detract from the event
- i. Must be used in a safe manner
- j. May not be placed on railings or game goals

These standards are at the complete discretion of athletic event management personnel and/or law enforcement. The Department of Athletics reserves the rights to disallow signs and banners at any event without notice.

5. **RESIDENCE HALLS**

- a. All signs belonging to anyone other than Residence Life staff, the Residence Hall organizations or Hall Councils therein, must have their signage pre-approved by the Residence Hall Association before having it placed within the residence halls.
- b. Anything posted must be sponsored by a registered student organization of the university.
- c. Inside signage locations, excluding glass and painted surfaces, will be determined by the Residence Hall staff.
 - The minimum size of all inside signs is 8.5 x 11 inches.
 - Tattered and torn signs that have become “roughed” to the extent that they are no longer legible will be removed by the Residence Hall staff.
 - Signs will be posted by the Residence Hall staff and will be removed within 24 hours of the advertised event.
 - Students and student organizations may register up to two inside signage requests per week per hall.
 - Once the signage is approved by the Residence Hall Association, the organization may begin printing the signage and may return it to the RHA Center to be dispersed to the Residence Hall Staff for posting.
- d. Student organizations may not place signage on the outside of residence halls for any reason.
- e. Student organizations that place signage inside the residence halls without prior consent from the Residence Hall Association will be subject to suspension of posting signage in the future, which will be determined by the Residence Hall Association.
- f. Departments of the university should contact the Student Housing Administration clerk in the Department of Residence Life in an effort to post signage inside the residence halls.

Solicitation Policy

University of Southern Mississippi, July 2011

<http://www.usm.edu/union/>

- A. Solicitation shall be defined as any advertisement or promotional effort through any means of communication or sale of tickets, products, services and giveaways.
- B. Any student, faculty/staff member or non-university affiliate promoting a business or selling items is required to obtain a solicitation permit. This includes, but is not limited to, businesses, as well as nonprofit and religious organizations. An application for this permit should be submitted two working days in advance of the visit date. A copy of your picture identification is required with application. The solicitor must also provide a detailed description of items being sold, advertised or passed out. Items should be submitted to the Event Services office located on the second floor of the Thad Cochran Center, or mailed to 118 College Drive #5067, Hattiesburg, MS 39406-0001. This permit should remain with the solicitor at all times.
- C. The cost for the permit in regard to any type of sale shall be 15 percent of the revenue collected per day or a minimum of \$75. In addition, there will be seven percent sales tax if the solicitor does not pay his or her own tax. Please return to the office by 4 p.m. at the conclusion of your permit to pay all outstanding fees for your event.
- D. Printed advertisement, materials or wearables shall not contain obscene material as defined by community standards; advertise the sale or use of alcohol, tobacco or illegal drugs; or contain libelous information. The university assumes no responsibility for the content, quality or delivery of any product. The university only acknowledges and records that this solicitor will be on campus during the requested dates.
- E. Solicitation is not allowed during Dead Days, which begins nine days prior to graduation, nor during home football game weekends.
- F. Storage is available upon arrival if permit is for consecutive days. Rental fees vary based on size of space requested. The Union will not be responsible for goods stored in this space. For information or to reserve storage space, please refer to the Caging Policy posted under the policies section of the Union and Programs website, www.usm.edu/union/policies.php, or contact Event Services at 601.266.4399.
- G. If reservations for sales are not cancelled within 24 hours of the date reserved, or if monies owed are not paid on the reservation date, a \$75 fee will be assessed before any future reservations are allowed. Three no-shows in an academic year will result in revoked privileges for a solicitation permit.
- H. Door-to-door or pedestrian solicitation is not allowed anywhere on campus. Solicitation will be allowed in the Thad Cochran Center, R.C. Cook Union, Shoemaker Square, the Library Plazas and other areas designated by the director of the Union and Programs.
- I. Solicitors' displays may not extend more than three feet onto plaza areas. Solicitors must remain in assigned areas and not approach the public. No amplified sound will be allowed. Vehicles are not permitted on plaza area.
- J. Solicitors cannot ask for or receive advance deposits on any product that is to be mailed to the purchaser.

- K. Solicitors shall not be permitted to post printed advertisements on campus except on inside bulletin boards or reception areas if approval is granted by the building managers.
- L. Credit card promotions will be denied with the exception of programs affiliated with the recognized university card sponsored by the Alumni Association.
- M. Solicitors are subject to the rules and regulations of the university and the laws of the state of Mississippi. A permit may be suspended or canceled by the Union and Programs director for just cause. Noncompliance with any of the provisions of these guidelines shall constitute a violation. Appropriate legal action may be taken against individuals and non-university affiliates refusing to comply with regulations.

Free Speech, Demonstration and Protest

University of Southern Mississippi, July 2011

<http://www.usm.edu/union/>

- A. The University of Southern Mississippi will provide a speaker's corner on Weathersby Lawn. Individuals or organizations may utilize the speaker's corner for speech purposes on a first-come, first-served basis and without making reservations. However, no amplification equipment may be used and no structure(s) may be erected. The free expression of views and opinions either by individuals or by groups must not violate any rights of others, disrupt the normal function of the university, or violate any of the provisions specified in the University Code of Student Conduct.
- B. Any speaker may be denied or asked to leave if the proposed speech would constitute an immediate and serious danger to the institution's orderly operation by the speaker's incitement of such actions by:
 - 1. The willful damage or destruction or seizure and subversion of the institution's buildings or other property;
 - 2. The forcible disruption or impairment or interference with the institution's regularly scheduled classes or other educational functions;
 - 3. The physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members or students;
 - 4. Other campus disorder of a violent nature; or
 - 5. Lewd, malicious, offensive or inappropriate behavior or language.
- C. Demonstrations or protests by spectators are not permitted during athletic events. This pertains to the area inside the ticketed gates. Demonstrations or protests (if permitted by University Police) may not obstruct vehicular or pedestrian traffic adjacent to athletic venues, or inhibit ingress or egress of spectators. All demonstrations or protests must be registered with University Police.
- D. Demonstrations or protests sponsored by a student organization must be registered with the Office of Student Activities.

Helpful Hints from the Department of Union and Programs

2011-12

- A. Complete the appropriate Student Activities request form for events:
www.usm.edu/union/studentactivities.php.
- B. Submit the event form online by 4 p.m. on Monday for events the following Monday-Friday, unless that Monday is a holiday in which the forms are due on the preceding Friday (www.usm.edu/union/studentactivities.php).
- C. If police officers are required for the event, they must be paid for in cash, cashier's check or money order at UPD. The cost is \$32 hour with a three-hour minimum total \$96. The assistant director for Student Activities will determine the number of police officers required for an event.
- D. Reserve Shoemaker Square, Library Plaza, Lake Byron, Weathersby Lawn, Kennard-Washington Lawn, Union Lobby, Union Conference, Thad Cochran Center, Trent Lott Center and Student Activities Hub rooms through Event Services at www.usm.edu/union/reservations.php.
- E. Reserve space in Payne Center, Intramural Field and Pride Field through Payne Center Reservations (601.266.5405).
- F. Reserve classroom/lecture hall space throughout campus by completing the event form titled, "Meeting (Outside Union Complex)" at www.usm.edu/student-activities.
- G. Reserve Bennett Auditorium at <http://www.usm.edu/arts-letters> under Auditoria Reservations. * You will also need to complete the "event form" as well:
www.usm.edu/union/studentactivities.php.
- H. Amplified sound is allowed outside on campus during the following hours:
Beginning and ending times for outside amplified sound events:
 - 1. Monday – Thursday 5:15-6:15 p.m.
 - 2. Friday 4-10 p.m.
 - 3. Saturday 10 a.m. - 10 p.m.
 - 4. Sunday 1-10 p.m.
- I. The sign policy is strictly enforced throughout campus –read the policy before making and/or copying any signs.
- J. Update your Organization Information Form (OIF) immediately after each change in information for the president and/or adviser. The OIF is available at www.usm.edu/union/studentactivities.php.

For all other questions, please contact the Student Activities staff listed below:

Emily Holmes, Emily.holmes@usm.edu, Assistant Director

Melissa Carpenter, melissa.carpenter@usm.edu, Secretary

The Office of Student Activities, Student Activities Hub, Union 110

Box #5048, Phone: 601.266.4403, Website: www.usm.edu/union/studentactivities.php

*Throughout the year, policies and procedures may change.

Please visit www.usm.edu/union/studentactivities.php for the most current version of the policies.

DEPARTMENT OF UNION AND PROGRAMS

www.usm.edu/union/

The Union Complex

Department of Union and Programs, July 2011

The University of Southern Mississippi's Union Complex may be reserved by student organizations, university departments and community patrons through the Event Services office by going to our website, www.usm.edu/union/reservations.php.

Persons who use these facilities are expected to abide by the Union Complex Policies and other university regulations. The Union and Programs department reserves the right to add or change these policies. Please refer to our website for complete information on the Union Complex facilities including policies, procedures, fees and services at <http://www.usm.edu/union/>.

GENERAL POLICIES

Department of Union and Programs, July 2011

- A. All space in these facilities will be under the supervision of the director.
- B. Classes, lectures, laboratories, tests or any type of class for credit or non-credit will not be scheduled in these facilities unless approved by the director.
- C. Rearrangement, removal or the addition of furnishings or equipment to these facilities will require the approval of the director.
- D. Paints and markers are not allowed in the Union Complex, except for those provided by the Union Administrative Office (dry erase markers) and the Student Activities Office (poster paint), which is only allowed in the designated area.
- E. No organization or student will remain in the Union Complex facilities after it is officially closed without the permission of the director.
- F. Southern Miss Catering will handle all food requests for the university. **NO OUTSIDE CATERERS WILL BE ALLOWED.** For on-campus student organizations, please refer to the ***Snack Policy*** for more information.
- G. For information regarding the display of signs, banners and posters in the Union Complex, please refer to the "Sign Policy" in this document.
- H. No card playing, gambling or profanity is allowed in the Union Complex or surrounding areas.

Event Services Guidelines

Office of Event Services, August 2011

- A. Reservations of the rooms and the lobby will be done on a first-come, first-served basis, with preference given in the following order: student organizations, university departments and offices, non-university-related groups.
- B. While reservations should be made at least 48 hours in advance, the earliest possible dates to make reservations are as follows:
APRIL 1 – Student organizations may reserve space for the following academic year.
MAY 1 – Faculty, staff and administration may reserve space for the following academic year.
JUNE 1 – Non-university-related groups may reserve space for the following academic year.
- C. Block reservations may be made, but Event Services reserves the right to make changes. Block booking for departmental use may not exceed five consecutive days, excluding conferences or other events that require rental fees. After five days, fees will be implemented.
- D. Departments sponsoring corporate meetings will pay external fees unless the sponsoring department directly benefits from the program, at which they will pay department fees.
- E. All requests must be submitted through “Virtual EMS,” the Union Complex department’s event management software. Visit our website at www.usm.edu/union/reservations.php. A confirmation of your booking will be sent to you via e-mail within two business days. Other spaces that may be reserved through this office are listed on our website.
- F. For all fees, please refer to our website, www.usm.edu/union/reservations.php. Additional fees will be charged for use of the building after regular operating hours, which may be found on our website. Certain events may require police officers at the expense of the organization.
- G. Any audiovisual (AV) equipment needs must be discussed with the assistant director for Event Services 72 hours in advance. Any needs that cannot be met by the Event Services office must be requested by e-mailing equipment.services@usm.edu 48 hours in advance.
- H. Tape will not be allowed on any walls, floors or carpet in the Union Complex. Please consult the assistant director for Event Services for other options. Also, consult the assistant director for Event Services regarding the use of candles and decorations.
- I. For information or to reserve space on the Thad Cochran Center Eagle Vision technology screen, please refer to the Eagle Vision policy posted under the policies section of our website, <http://www.usm.edu/union/policies.php>, or contact our Technical Services manager at 601.266.4719.
- J. For information on storage, please refer to our Caging Contract posted under the policies section of our website, <http://www.usm.edu/union/policies.php>.
- K. If disability accommodations or auxiliary aids are needed, please contact Event Services at 601.266.4399 at least one week prior to the event.
- L. Insurance coverage is required for some events.

- M. Customers are required to cover expenses if there is damage to the facility, furniture or equipment and/or excessive cleanup following an event.

If you have any questions or problems, please contact Event Services at 601.266.4399, or stop by the Event Services desk located on the second floor of the Thad Cochran Center.

Outside A- Frames Reservations

Department of Union and Programs, July 2011

- A. A-frames will be posted at areas listed below and are reserved through Event Services: <http://www.usm.edu/union/event-services>.
- B. Each applying party will be allowed to use one side of the A-frame and may reserve up to two sides at a time.
- C. Signs are allowed to remain for a maximum of one week starting on Monday through the following Monday. Renewal of space may occur at the conclusion of the five-day period if available.
- D. Signs are due by noon on Monday to the Student Activities Hub. The Office of Student Activities is responsible for hanging and removing all signs each week.

A-frame Locations:

Shoemaker Square (1)
Freshmen Quad

Weathersby walkway
Union Plaza

Locker Room (Game Room) and R.C.'s Lounge Policies

Department of Union and Programs, July 2011

<http://www.usm.edu/union/event-services>

- A. Reservations and Fees:
 - 1. The Locker Room and R.C.'s Lounge can be reserved for private parties for a charge of \$50 per hour, \$100 for up to three hours and \$25 per each additional hour for university-related groups. For non-university groups, the cost is \$100 per hour or \$200 for up to three hours.
 - 2. All reservations must be made 48 hours in advance and paid in advance.
 - 3. Video games and billiards are all coin-operated.
- B. Rules:
 - 1. You must have a valid Southern Miss student, staff or faculty identification card to enter the game room or be accompanied by someone with such a card. No children under the age of 10 are allowed in the game room unless under the supervision of a registered camp.
 - 2. No profanity or gambling allowed.

R.C. Cook Union Breezeway Sign Policy

Department of Union and Programs, July 2007

<http://www.usm.edu/union/>

Students, student organizations, faculty, staff and departments are allowed to hang signs for advertisement of on-campus events along the rails of the breezeway and the northeast balcony of the R.C. Cook University Union. All signs must bear the name of the sponsoring organization, department or person. Signs must be registered with the Information Desk clerk prior to being hung. After a sign is registered, the Information Desk clerk will place an approval sticker on the banner. The sponsor of the sign is responsible for hanging the sign properly, according to the guidelines herein as well as those concerning content set forth by the "Policies, Procedures and Guidelines Manual" available on the Student Activities website. Spots will be available on a first-come, first-served basis.

Sign Types

1. Permanent sign – one that will be hung for an extended period of time (one month up to one semester). These signs must be of vinyl material and may not be larger than four feet in width and six feet in length. Nylon rope must be used to secure these signs to the railing. No form of electricity or electric equipment may be used on these signs.
2. Temporary sign – one that will be hung no earlier than seven days before the event. These signs may be of vinyl material and may not be larger than three feet in width and five feet in length. They must be hung using the sign hangers on the rails. Temporary signs must be removed no later than 24 hours after the event. No form of electricity or electric equipment may be used on these signs.
3. Posters may be hung no earlier than seven days before the event. These signs must be made of a standard size (3'W X 4'L) poster board. No tape may be used to hang posters. They must be hung using the sign hangers on the rails. Posters may be hung with the four-foot side running horizontally. Posters must be removed no later than 24 hours after the event. No form of electricity may be used on these signs. Posters may be hung only in Section D.

Danforth Chapel Policies Department of Union and Programs, July 2007

<http://www.usm.edu/union/>

- A. Danforth Chapel and Chapel Place may only be used for religious purposes.
- B. The chapel is open from 8 a.m. – 5 p.m., Monday – Friday. Additional hours are available by reservation only (601.266.4399).
- C. A fee of \$100 per semester will be charged for all on-campus organizations and departments. This will allow the user unlimited reservations during the semester.
- D. A fee of \$150 will be charged for all non-university reservations, as well as all weddings.
- E. Payment should be made to Event Services within 24 hours of the reservation, or the reservation will be cancelled.
- F. A key will be issued at the Event Services office between 8 a.m. and 4:30 p.m., Monday-Friday, for all weekend and after-hours reservations. A \$25 key deposit will be charged at the time the key is issued. The key should be returned within 24 hours, or the deposit will be forfeited.
- G. Any candle wax damages will result in a cleaning fee assessed according to the damage.
- H. Each person/organization using the chapel is responsible for decorating and cleanup of the facility. You are also responsible for selection of photographer, florist, music and securing a minister to perform the service.
- I. Persons using the chapel should inspect it one day before usage. To inspect the chapel prior to your event, contact the associate director or assistant director for Event Services at 601.266.4399. This will avoid a possible conflict with religious organizations that use the chapel on a daily basis.
- J. In case of emergency, contact campus security at 601.266.4986. You should also contact campus security if a problem occurs with electricity, heating/cooling, etc.

OFFICE OF STUDENT ACTIVITIES

www.usm.edu/union/studentactivities.php

The Office of Student Activities at The University of Southern Mississippi aspires to provide superior customer service and valuable resources by fostering community, educating servant leaders, and giving guidance to student organizations that will initiate and maintain effective student leadership as well as life-changing experiences in the university community and the world.

Guide to Chartering New Student Organizations

Office of Student Activities, January 2008

www.usm.edu/union/studentactivities.php

The principle vehicles for student activities at The University of Southern Mississippi are student organizations. Student organizations at The University of Southern Mississippi are chartered by the university and, when chartered, become officially recognized organizations that may avail themselves of all privileges relating thereto. An officially chartered student organization will not use its official status for any purpose other than its own organization; this shall include, but is not be limited to, financial gain for individuals, sponsoring activities for an unchartered group, and reserving facilities and conducting business for an unchartered group.

Student organizations are characterized by a written constitution and bylaws, officers, an adviser, and a program of projects and activities through which they attempt to carry out their objectives. The following chartering policies apply to all student organizations except social fraternities and sororities that are current or past members of the Inter Fraternity Council, College Panhellenic Council or the National Pan Hellenic Council, which are chartered through a process originating in the Greek Life office.

REQUIREMENTS

- A. A group of 10 or more full-time students wishing to form an organization and seek official status from the university by obtaining a charter may do so, provided the following requirements are met:
 1. The group does not duplicate an existing organization.
 2. The purpose is to ensure continuity and stability of the organization.
 3. The group does not organize under the sponsorship of an existing organization.
 4. If nonstudents are affiliated with the organization in a capacity other than an advisory role, they may only be associate members. Associate members may not hold office or vote.
 5. If any person is paid for instruction through a student organization, a budget must be approved by a majority vote of the members, by the Student/Faculty Committee on Student Organizations and by the Recreational Sports department for sports

- clubs. Any payment for ongoing instruction must be provided through Recreational Sports or the Office of Professional Development and Educational Outreach, whichever is appropriate.
6. A formal constitution is submitted outlining the purpose of the group seeking the charter and framework of the organization.
- B. The application for chartering a new student organization is completed and filed with the director of the Union and Programs together with proper supporting documents.
1. Completed application for chartering a new student organization:
www.usm.edu/union/studentactivities.php
 2. **Items to be uploaded with the application:**
 - a. Upload a copy of the proposed constitution to the online Chartering a New Student Organization application.
 - b. In the event the group seeks to affiliate with a state, regional or national organization, a copy of that constitution must also be uploaded to the application.
 - c. Letter of support from the adviser of the proposed student organization
 - d. A letter from the department with which the proposed organization will affiliate (If no affiliation is planned, no letter is required.)
 3. Student Organization Committee Form (Organization Information Card) at
www.usm.edu/union/studentactivities.php
 4. Health and Human Services form, which states the proposed organization, does not have any statement in its charter, bylaws or other regulations that restrict membership on the basis of sex, race, religion, color or national origin unless allowed to do so under federal exemption. This form will be printed from the Student Activities website and will be signed and turned in at the Student/Faculty Committee on Student Organizations regarding the proposed organization meeting.
 5. The organization has an adviser who is a member of the full-time faculty or staff.
 6. The organizational president and adviser meet with the Student/Faculty Committee on Student Organizations regarding the proposed organization.

ORGANIZATIONAL MEETINGS

Three meetings may be held prior to the official chartering of a student organization. Business during these meetings should be limited to constitution drafting and forming the structure of the organization. A member of the Student Activities staff will meet with the group for aid and counseling in the forming of the new organization.

CONSTITUTION

Once a constitution has been approved by the Student/Faculty Committee on Student Organizations, said constitution is filed and becomes the official reference copy. No changes will be recognized without committee approval, and in the event of any controversy within the group, the official office copy will be used to determine points in question.

ORGANIZATION STEPS

- A. The director of Union and Programs will present the request to the Student/Faculty Committee on Student Organizations at its next meeting; he or she will request the

- president and adviser of the proposed group to be present to answer any questions that might arise.
- B. The recommendation of the committee is forwarded to the associate vice president for Student Affairs for final action.
 - C. The director of Union and Programs will advise the president and adviser of the proposed organization of final action.
 - D. The organizational president is responsible for meeting with the assistant director for Student Activities to review campus policies and procedures.

Code of Ethics for Student Organizations

Office of Student Activities, January 2008

www.usm.edu/union/studentactivities.php

Relationship of Student Organizations to the University: Recognition of, or registration of, an organization does not mean that the university supports or adheres to the views held or position taken by registered or recognized student groups. Responsibility for any action that violates federal, state or local laws or university regulations is assumed by the individual group and its adviser, officers and members.

Introduction of Code of Ethics: The extension of privileges by the university as detailed in this document requires all student organizations to be registered and to conduct their organizations and activities as responsible bodies in their relationships with their members, other students, the community and the university. Organizations and their members are subject to being governed and sanctioned by the same rules and regulations established for individual students. This Code of Ethics has been established for all registered and recognized student organizations. Each registered student organization must adopt and abide by this Code of Ethics.

Specific Standards

- A. **Scholarship:** In accordance with the academic mission of the university, a portion of an organization's activities should reflect a conscious effort to enrich each member's academic development.
- B. **Character Development:** The moral conduct and personal behavior of each member affect the organization's image. This makes it important for the individual to act at all times with self-respect and integrity.
- C. **Community Relations:** All organization members will conduct themselves in a supportive positive relationship with the community, as their actions reflect upon the university as a whole.
- D. **Financial Management:** All funds shall be used in a judicious manner. Members shall not incur debts (either individually or in the name of the organization) that result in organizational disability. All financial debts must be paid to maintain active status.
- E. **Wellness:** Members shall take basic precautionary measures to ensure individual and group safety. An appropriate program would encompass a concern for mental, emotional and physical well-being.

- F. **Leadership Development:** The continuing existence of the organization requires a regular succession of effective leaders. An appropriate program would provide for the development of the members' leadership skills for future positions in leadership roles.
- G. **Legal Responsibility:** Each organization's members have a responsibility to know and uphold all federal, state and local laws and university policies. Students should be knowledgeable of and comply with the expectations set forth for individual students and for organizations as stated in the Code of Ethics for Student Organizations.
- H. **Multicultural Sensitivity:** Both the university community and the larger society are diverse with persons from different ethnic and cultural backgrounds. Organizations must recognize and respect the cultural heritage of others. Compliance with The University of Southern Mississippi Equal Educational Opportunity Policy is required. Guidance regarding the interpretation of this policy is always available from the university's affirmative action officers.

Student Activities Policies, Procedures and Guidelines

Office of Student Activities, January 2008

www.usm.edu/union/studentactivities.php

The Office of Student Activities strives to educate and advise all students of the policies, procedures and guidelines for student activities. For organizations to gain activity request approval during the 2011-12 academic year, the following must be completed:

- A. One member of each organization must attend a Policy Review session. Times and dates of the Policy Review session will be emailed to the organization's president listed on the "Organization Information Card," kept on file at the Student Activities office and posted on the Student Activities website under Student Activities Hub Helpers.
- B. Each organization must update the "Organization Information Card," also found at the Student Activities website under Student Activities Hub Helpers. It is the organization's responsibility to keep all officer contact information current and complete.

A copy of the Policies, Procedures and Guidelines manual can be found online at the Student Activities website: www.usm.edu/union/studentactivities.php.

TIME, PLACE AND MANNER (including amplified sound events)

The University of Southern Mississippi prohibits the disruption or disturbance of the campus community by the operation of sound devices. It shall be a violation of the University Noise Policy for any person to play, use or operate any device for reproducing or amplifying sound on university property if the sound generated is audible at a distance of 50 feet from the device producing the sound.

The purpose and intent of this policy is to prohibit within the campus community the making of any and all unnecessary or boisterous noise that unreasonably annoys, disturbs or disrupts the comfort, work, quiet or general welfare of our campus community. This policy shall not apply to any regularly scheduled and approved university event.

- A. Solicitors are subject to the rules and regulations of the university and the laws of the state of Mississippi. A permit may be suspended or canceled by the Union and Programs director for just cause.
- B. Noncompliance with any of the provisions of these guidelines shall constitute a violation.
- C. Appropriate legal action may be taken against individuals and non-university affiliates refusing to comply with regulations.

TIME

- A. Beginning and ending times for activities and their duration will be under the general supervision of the assistant director for Student Activities. Organizations should specify their desired time and sound requirements when seeking activity approval*. The consideration for approval of “special events” and the use of amplified sound (radio, loudspeaker or any device used to increase audible volume level) will be for events scheduled and approved during times allowed by the Office of Student Activities.

*Note: See Special Events section for guidelines and procedures, page 17.

Beginning and ending times for outside non-amplified sound events:

- 1. Monday – Thursday 8 a.m. - 10 p.m.
- 2. Friday 8 a.m. - 10 p.m.
- 3. Saturday 10 a.m. - 10 p.m.
- 4. Sunday 1 - 10 p.m.

Beginning and ending times for outside amplified sound events:

- 1. Monday – Thursday 5:15-6:15 p.m.
- 2. Friday 4-10 p.m.
- 3. Saturday 10 a.m. - 10 p.m.
- 4. Sunday 1-10 p.m.

Beginning and ending times for indoor events:

- 1. Sunday – Thursday 8 a.m. - midnight
- 2. Friday – Saturday 8 a.m. - 1 a.m.

Beginning and ending times for noon day, amplified sound, indoor events:

- 1. Monday – Friday 11:30 a.m. - 1 p.m.

- B. University-sanctioned and philanthropic events that occur outside the designated hours for activities must request approval from the Student Activities Committee. Once your organization submits the “event form” found at (www.usm.edu/union/studentactivities.php), a staff member from the Office of Student activities will schedule the meeting time with the person who completed the event form. All SAC meetings are held on Tuesdays starting at 9:30 a.m. Two members from your organization will be required to attend.

PLACE

A. Inside

On-campus facilities are reserved with the area or department of the university having jurisdiction over said facility. Policies governing the facilities will differ from place to place, and care should be taken to become aware of this. Attendance at events should not exceed the maximum capacity in order to meet all safety and fire regulations.

Bennett Auditorium	-1,000
Fraternity Houses	
Alpha Phi Alpha	- 65
Alpha Tau Omega	- 425
Delta Tau Delta	- 166
Kappa Alpha Order	- 20
Phi Kappa Tau	- 248
Pi Kappa Alpha	- 484
Pi Kappa Phi	- 40
Sigma Alpha Epsilon	- 425
Sigma Chi	- 184
Sigma Nu	- 80
Sigma Phi Epsilon	- 228
Natatorium	- 330
Seymour's	- 680
Thad Cochran Center Ballroom	-1,000
Union Lobby	- 600

B. Outside

Outside areas on campus are reserved through the Union Event Services office. Areas of this nature should be discussed with the assistant director for Student Activities well in advance of publicity and invitations concerning the proposed event. Outdoor spaces available for event reservations include, but are not limited to, Shoemaker Square, Weathersby Lawn, Kennard-Washington Lawn, Lake Byron and the Union Plaza. **Not all outdoor space is available for event reservation.** Outdoor spaces not available for event reservation include, but are not limited to, West Memorial, the front porches of the Hub and the Lucas Administration building, the area surrounding the Lucas Administration building, unloading zones, service zones and handicapped parking spaces. In the interest of public safety, health and welfare of students, the assistant director for Student Activities reserves the right to schedule these outdoor facilities and recommend alternate areas. No vehicles are allowed on the brick areas of Shoemaker Square and West Memorial except at designated times per university officials. Coke wagons and vehicles that are used for loading and unloading Coke wagons are all prohibited. Only pedestrian traffic is allowed.

MANNER

The Office of Student Activities aspires to provide superior customer service and valuable resources by fostering community spirit, educating servant-leaders and giving guidance to student organizations that will initiate and maintain effective student leadership as well as life-changing experiences at the university. The policies mentioned below are in place to ensure the safety of our students as well as our community. The responsibility of interpretation and enforcement of university regulations rests with the president and adviser of the organization sponsoring the event. Organizations' officers assume full responsibility for the conduct of their members, guests and entertainers.

- A. All on-campus student activities, except regularly scheduled meetings, must be approved by the assistant director for Student Activities or his or her designated representative. The assistant director for Student Activities or his or her designated representative reserves the right to approve or not approve any activity. When the activity is not approved, the sponsoring organization may make an appeal to the director of Union and Programs to request a hearing before the Student Activities Committee. This may be done by making a request in writing within 24 hours after the original approval is denied.
- B. All organizations seeking approval deemed “special in nature” must submit the Activities Request form labeled “Event Form” one month prior to the event and attend a **pre-event planning meeting** with all departments involved. A representative of the Office of Student Activities will contact the organization to schedule the pre-event meeting.
- C. Any activity involving food must adhere to the University Snack Policy located within this handbook.
- D. The Office of Student Activities holds the officers of organizations responsible for the planning, scheduling and overall conduct of the activities of their organizations. The president of the organization has primary responsibility in seeing that these activities are in accord with university regulations.
- E. The university prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on The University of Southern Mississippi property or as part of any of its activities. For more information on the alcohol policy, please refer to the Student Code of Conduct.
- F. Only approved student organizations or university departments may sponsor activities. If an individual student wishes to hold an event on campus, they must complete the Department or Student Organization Sponsorship form.
- G. Activity Request forms are to be submitted online at www.usm.edu/union/studentactivities.php by 4 p.m. Monday for activities occurring the following Monday through Friday. An activity form must be completed with the electronic signature of two approved members.
- H. Parades, marches or runs are allowed on campus only with approval from the assistant director for Student Activities or his or her designated representative and the chief of operations of University Police.
- I. Two working days preceding the week during which final exams begin will be “Dead Week.” No campus activities will be scheduled unless authorized by the assistant director for Student Activities or his or her designated representative.

- J. Events cannot be advertised until the officers have been paid, the event has been approved, and the location has been secured. Then, all advertising material and media has to have the sponsoring student organization displayed within the material. Posters, signs or circulars may only be placed in locations designated in the Sign Policy.

Privileges, Obligations and Due Process of all Chartered Organizations

Office of Student Activities, January 2008

www.usm.edu/union/studentactivities.php

Upon official recognition by The University of Southern Mississippi, there are certain privileges afforded a new student organization and certain obligations the new organization is expected to discharge. These privileges and obligations are as follows:

- A. Upon official recognition by the university, an organization becomes eligible to participate in university-approved student activities, to sponsor activities that may be included on the master calendar, to reserve university facilities and to rent a university post office box.
- B. Each organization's officers are required to register their organization (with a minimum of 10 full-time students and an on-campus adviser) with the Office of Student Activities annually by completing a Student Organization Commitment Card (Organization Information Card). Otherwise, the organization will become inactive and will lose its privileges mentioned above. Immediately following each election, lists of new officers or adviser(s) with addresses should be submitted to the Office of Student Activities.
- C. Each organization commits itself to sponsor only such projects as will benefit both the group and the university and to uphold the university regulations, including the Student Code of Conduct, Code of Ethics for Student Organizations, the Student Activities Policy, city ordinances, and all state and federal laws.
- D. If any person is paid for instruction through a student organization, a budget must be approved by a majority vote of the members, by the Student/Faculty Committee on Student Organizations, and the Recreational Sports department for sports clubs. Any payment for ongoing instruction must be provided through Recreational Sports or Continuing Education Office of Professional Development and Educational Outreach, whichever is appropriate.

RECALL

The approval of a student organization at The University of Southern Mississippi is made on the basis that the organization will conform to the Privileges and Obligations of Chartered Organizations as stated above. Failure on the part of the organization to conform to the above-mentioned obligations, to conditions of approval, and any breach of Student Activities or university policy may subject the organization to recall by the Student/Faculty Committee on Student Organizations or the Fraternity/Sorority Committee. Recall may result in the president and adviser of the organization having to appear before the appropriate committee to answer any charges that have been brought against the organization.

DUE PROCESS

In the event that student organizations violate the Student Activities policies, the Privileges and Obligations of Chartered Organizations, the Code of Ethics for Student Organizations or other university regulations, certain disciplinary procedures will be instituted against the organization initiated by the assistant director for Student Activities or the appropriate administrator in the following manner:

- A. The president and adviser of the organization will be advised by the assistant director for Student Activities of the charges against the organization. The president and adviser will be further advised of the action the assistant director for Student Activities is taking against the organization. The assistant director for Student Activities may impose disciplinary measures on the organization or may refer the charges to the appropriate body.
- B. In the event of disciplinary action imposed by the assistant director for Student Activities, the president and adviser of that organization will have 72 hours from the time of written or e-mailed notification during which time they may (a) accept the assistant director for Student Activities' penalty and waive their rights to a formal hearing on the matter by the president's and adviser's signing a statement of acceptance that will be filed in the Office of Student Activities; or (b) not accept the assistant director for Student Activities' penalty and request a hearing. In the event of a hearing, it will be held at a time and in a place so designated by the assistant director for Student Activities. The hearing will be held before the appropriate body such as the Student Activities Committee or IFC Judicial Board.
- C. Any student organization referred to a governing body has the right to due process.
- D. In all judicial decisions, either party shall have, and will be notified of, the right to appeal the decision of the judicial body entering judgment. If the decision is appealed, no action shall be taken except those measures necessary to ensure the safety of the university community, to protect university property, and to ensure an academic atmosphere until the appellate process has been exhausted.
- E. The request for appeal shall be filed within 72 hours of the written or e-mailed notification of the decision. The request shall be filed with the assistant director for Student Activities.
- F. Decisions involving social fraternities and sororities may be appealed to the Fraternity/Sorority Committee. Decisions involving other student organizations may be appealed to the Student Activities Committee. Decisions rendered by these committees will be final.
- G. In any hearing resulting from a violation by a student organization in which it is determined that the violation was caused by the action of individuals rather than official action of the organization, the council hearing the matter reserves the right to refer those individuals to the Dean of Students office, which may refer them to the Student Judicial Council. Officers acting in their capacity as representatives for the organization may be dealt with as individuals and official representatives of the organization.

RESPONSIBILITY

The responsibility of interpretation and enforcement of university regulations rests with the president and adviser of the organization sponsoring the event. Organizations' officers assume full responsibility for the conduct of their members, guests and entertainers.

CANCELLATION OF EVENTS

- A. The Office of the Dean of Students, responsible for the overall safety of the university community, may exercise the authority to cancel an event when conditions arise that may not be in the best interest of the university. Cancellation notification will be through the Office of Student Activities. The sponsoring organization and the Event Services office shall be notified immediately upon the decision to cancel.
- B. In the course of an approved activity/event, the University Police Department or an acting university official can discontinue a sanctioned activity/event.

On-Campus Event Request Forms

Office of Student Activities, July 2011

www.usm.edu/union/studentactivities.php

- A. Event Request Form- your event is anything other than a meeting, such as a retreat, pageant/fashion show, Friday Night at the Fountain, has a D.J., multiple UPD officers required, ticketed event, off-campus guest, Bennett Auditorium, or other event of the same nature
- B. Greek Life Request form- your event is held by a registered Greek organization on campus (This includes Greek organizations tabling/sales as well.)
- C. Meeting (Outside TCC/Union)- your event is a meeting not held in the Thad Cochran Center, the Union, Student Activities Hub, Bennett Auditorium or MPAC
- D. Tabling/Sales - your event is a bake sale, money drop, information table, promotion about an upcoming event or other event of the same nature

All event forms can be found at www.usm.edu/union/studentactivities.php under Event Request forms.

Special Event Guidelines

Office of Student Activities, July 2011

www.usm.edu/union/studentactivities.php

A special event is classified as any approved event other than meetings, tabling, bake sales or retreats/training. Events are deemed “special in nature” by the assistant director for Student Activities. This can include events for the student population, invited attendees from off campus, community services projects, or other events held on campus at facilities that require reservations and special department requirements. The Office of Student Activities will assist you with setting up the required pre-event meeting found in the special events requirements listed below.

While most student activities will operate under the previously mentioned Student Activities policies, some events will require additional guidelines and police officers to ensure the safety of all participants and to allow for a successful event. These additional guidelines will be based on the following: facility capacity, past history of event, crowd size, clientele from on or off campus, type of event, tickets sold or money collected at the event, and nature of event (social or educational).

Consequently, before planning any major event, it is necessary to consult with the assistant director for Student Activities, who will determine if these guidelines are required of an activity. If special event guidelines and others deemed necessary by governing bodies are required, the organization must attend a Student Activities Committee meeting at least four weeks in advance to discuss event procedures, police procedures, event checklist and event evaluation forms.

Pre-Event Requirements for Special Events

Office of Student Activities, July 2011

www.usm.edu/union/studentactivities.php

- A. Correct paperwork must be submitted online to the Office of Student Activities, such as event request forms. When reserving officers, it is the organization's responsibility to have them there 30 minutes prior to the doors opening.
- B. The host organization must attend a pre-event planning meeting a **month** before the event, with a representative from the Office of Student Activities and all departments involved, to discuss the planning of the event. It is the responsibility of the organization to schedule and have proper officers attend the meeting. One week before the event, the organization is responsible for scheduling another meeting with the Office of Student Activities to confirm all event details. Their adviser should be present at one of these meetings.
- C. Provide each participant the rules and regulations for participating in the event at The University of Southern Mississippi.
- D. Provide a complete schedule for the event to the assistant director for Student Activities and the facility manager at least 48 hours before the event.
- E. It shall be the responsibility of the sponsoring group to reserve and check out a "Special Event Kit," which includes the following:
 1. Metal detector
 2. Facility regulation sheets (to be read aloud at the beginning of program in certain facilities)
 3. Handheld counters/electronic I.D. card swipe
 4. Signs that indicate the following, if applicable: Greek member entrance door, metal detector in use, must have ticket to enter, no re-entry, sold out and use other door

Please note: Special Event Kit should be checked out by an officer of the organization holding the event. This person will be required to sign a contract indicating that the Special Event kit will be returned to the Office of Student Activities within 24 hours of the event and that they are responsible for replacing damaged or missing items. If kit is not returned in its entirety, the organization responsible will be placed on activity suspension until the kit is returned or paid for in full.

Day-Of-Event Requirements for Special Events

Office of Student Activities, January 2008

www.usm.edu/union/studentactivities.php

- A. The sponsoring group is to designate a representative to meet with police, a building manager and a Student Affairs professional 30 minutes prior to opening the doors for the event. At this time, the police officer and sponsoring group will review responsibilities of both parties and jointly sign a contract. Also, a facility walk-through should be conducted with the facility manager, university police officer and organization representative at this time to protect an organization from any prior damage in the facility.
- B. Three lines may be required at the entrance to allow for easier access into the event. The sponsoring group must contact the Department of Parking Management to make arrangements for delivery of stanchions.
- C. Front entrances should be staffed by the host organization at all times. These individuals will have the responsibility of operating the counters, collecting tickets and checking the guest lists if applicable.
- D. Members of the host organization should be clearly identified throughout the event (e.g., badges, name tags, passes)
- E. No excessive profanity, vulgarity or nudity will be allowed.
- F. No organizations on probation or suspension will be allowed to perform. This also applies to professional guest artists.
- G. If Student Affairs personnel or facility management believes a performance exhibits poor taste and no regard for established university rules and regulations, the event will be stopped.
- H. Failure to comply with this policy, the special event policy or other required procedures may result in disciplinary action or organizational activity probation.

University Police Officer Procedures for Special Events

Office of Student Activities and University Police Department, July 2011

www.usm.edu/union/studentactivities.php

Student organizations required to secure police officers for a function will adhere to the following guidelines:

- A. The requesting organization shall submit an Event Request form online no later than Monday at 4 p.m. for activities occurring the following Monday through Friday.
www.usm.edu/union/studentactivities.php
- B. The assistant director for Student Activities will complete the necessary information on the Officer Request form and e-mail it to the student organization and UPD with the necessary payment information completed.
- C. The student organization will then have until 4 p.m. No later than two weeks from the date of their event to make payment to University Police in the form of cash, cashier's check or money order. No chapter or personal checks will be accepted. Those

requesting student organizations funded by the university may use an Interdepartmental Invoice.

- D. The University Police Department will e-mail the Student Activities office with the approval and confirmation that all fees were paid and officers are available. A printed copy of the UPD form and the e-mail approval will be kept on file at the Student Activities office.
- E. Should an activity exceed the original time indicated on the Officer Request form, the student organization will have three days to pay University Police for the overage. No activities requiring police officers will be approved until the balance is paid.
- F. Refunds for no officer must be picked up within three business days following the activity, or money will be forfeited.
- G. The University Police Department requires 24-hour notification for canceling an event.
- H. The University Police Department event packet must be completed for any approved on-campus event requiring UPD. UPD packets can be picked up at the Student Activities Hub.

MINIMUM POLICE OFFICERS FOR AN EVENT

- A. The assistant director for Student Activities reserves the right to require a minimum of one bonded police officer at any campus activity sponsored by an officially chartered organization. All police officers will be requested through the Office of Student Activities by filling out the Event form.
- B. The assistant director for Student Activities in conjunction with the facility managers will determine the number of police officers necessary for each event. The number of officers required for each event will fall within the following range.

	SOUTHERN MISS STUDENTS/FACULTY/STAFF ONLY	SOUTHERN MISS STUDENTS/FACULTY/STAFF AND VISITORS
0 - 400	2	2 - 4
401 - 800	2 - 4	4 - 6
801 - 1,000	2 - 8	6 - 8
1,000+	Determined by nature of event	Determined by nature of event

Ticket Requirements for Special Events

Office of Student Activities, July 2011

www.usm.edu/union/studentactivities.php

The Office of Student Activities will now print tickets for events held on campus. Organizations requesting tickets must complete the Event or Greek Life Request form at least one month in advance of their event. Tickets are \$5 for every 100 printed. The assistant director for Student Activities will work with the organization to determine the amount of tickets needed and coordinate payment and pick-up information.

If the event is deemed too large or special in nature, the organization should go through the Southern Miss Ticket Office to secure tickets. Contact information: Phone – 1.800.844.TICK (8425) or 601.266.5418; E-mail - ticket.office@usm.edu. The assistant director for Student Activities will work with the organization to determine the best ticket option.

Conferences and Conventions

Office of Student Activities, January 2008

www.usm.edu/union/studentactivities.php

In the event that a registered student organization desires to host a conference or convention on campus whereby persons outside of the Southern Miss community are in attendance, they must meet with the assistant director for Event Services and assistant director for Student Activities at least 12 weeks prior to the planned conference dates. All policy will be derived from current Student Activities policy and, depending on the nature of the conference or convention, might incur additional guidelines and fees which will be applied at the discretion of the assistant director for Event Services and assistant director for Student Activities.

Relief Days/"Dead Days" Policy

Office of Student Activities, January 2008

www.usm.edu/union/studentactivities.php

- A. No test shall be given Thursday or Friday before final exams, "test" being defined as in-class examination of cumulative information presented from memory. This is not to be confused with an out-of-class assignment that could possibly be finished and turned in before the date it is due, a date which may fall during the week before finals. Exceptions may be allowed for laboratory, performance/activity, and those regularly scheduled Thursday or Friday classes which meet one time per week. Faculty should note exceptions on the course syllabus, which is distributed to students at the beginning of the semester.
- B. All pre-planned social activities that are held by any university-affiliated groups are forbidden Thursday, Friday and the weekend before exams.
- C. All regularly scheduled classes will be held as usual.
- D. This policy is directed toward undergraduate classes on the Hattiesburg campus.

Car Bashing Policy

Office of Student Activities, January 2008

www.usm.edu/union/studentactivities.php

- A. Complete an Event Request form online through the Student Activities office at www.usm.edu/union/studentactivities.php. Car-bashing events may only occur in the space designated.
- B. Pay the \$150 cash deposit to the Student Activities office. This deposit is refundable, in full, if all guidelines are followed and the space is as the student organization found it prior to the event. If the Office of Student Activities does not find the space in satisfactory condition, the deposit will be used to pay Physical Plant to clean the space. In addition, all fees assessed for cleaning the space that exceed \$150 will be the responsibility of the sponsoring student organization.
- C. Coordinate the delivery and removal of the vehicle with the Office of Student Activities. The sponsoring organization may place the vehicle in the designated space 24 hours prior to the event. The sponsoring organization has 24 hours to remove the vehicle and all debris after the event. If the vehicle and all debris are not removed within 24 hours of the event, the sponsoring organization will lose the \$150 deposit.
- D. **General guidelines for the activity:**
 1. Any vehicle used must be stripped of all glass, all fluids, engine and transmission.
 2. The area around the vehicle must be sufficiently cordoned off to prevent debris from striking spectators.
 3. The entire area under and surrounding the vehicle must be covered by a tarp.
 4. Any graffiti on the vehicle must adhere to the community standards outlined in the university sign policy.
 5. All participants must wear goggles and gloves at all times.
 6. At no time may participants stand on top of any part of the vehicle.
 7. Participants must sign a waiver, provided by the sponsoring student organization, before participating in the activity.
 8. The sponsoring student organization is responsible for ensuring that all guidelines are followed.
 9. If any guidelines are not followed at any time, the event will be shut down immediately.

Date Auction Events Guidelines

Office of Student Activities, January 2008

www.usm.edu/union/studentactivities.php

- A. The event must be registered through the Office of Student Activities at www.usm.edu/union/studentactivities.php.
- B. All participants in the event must do so willingly, without coercion.
- C. Inappropriate conduct and gestures will not be allowed during the event.
- D. Participants will not be allowed, at any time during the event, to “strip down” to undergarments of any kind.
- E. Participants may withdraw from the date auction at any time during the event.
- F. If any guidelines are not followed at any time, the event will be shut down immediately.
- G. Participants are not required to attend a date with the highest bidder. If the event participant does not attend the date, the bidder may receive all money he or she paid during the date auction.
- H. The sponsoring campus organization will provide a gift certificate(s) for the event participant and bidder to use on the “date.” This date may only occur in public during the hours of 8 a.m. and 10 p.m., and it may not take place during class time of either party. The gift certificate is only valid within two weeks of the event.
- I. The date will end at the conclusion of the use of the gift certificate provided.
- J. The sponsoring campus organization is responsible for ensuring that all guidelines are followed. If any guidelines are not followed at any time, the event will be shut down immediately.
- K. All participants must sign a waiver, provided by the sponsoring student organization, prior to the event, showing that they understand the above policy.

Fund-raising Policies

Office of Student Activities, January 2008

www.usm.edu/union/studentactivities.php

- A. Raffles, lotteries and similar activities must abide by the city and state laws regulating such activities.
- B. The assistant director for Student Activities may request a financial statement of the fund-raising project from the sponsoring organization after the event is completed.
- C. Fund-raising events that are in competition with other university fund raising will not be allowed without approval from the assistant director for Student Activities.

Blood Drive Policy

Office of Student Activities, July 2011

www.usm.edu/union/studentactivities.php

- A. Due to the nature of the event, only one (1) blood drive will be allowed in the Union Complex each semester.
- B. The blood drive must be approved by the Office of Community Service learning.
- C. Any student organizations wishing to sponsor a blood drive shall be given the opportunity to co-sponsor the drive with the Office of Community Service Learning and will be included in the planning, advertising and execution of the event.
- D. Any student organization wishing to hold a blood drive should contact the Office of Student Activities.

CENTENNIAL LAWN

Office of Student Activities, July 2011

www.usm.edu/union/studentactivities.php

- A. The use of the Centennial Lawn is limited to official university functions (functions and programs sponsored by university departments).
- B. In the event that a student organization would like to inquire about reserving the Centennial Lawn, they should contact the assistant director for Student Activities.

OFFICE OF THE DEAN OF STUDENTS

<http://www.usm.edu/dos/>

Student Rights and Responsibilities

Office of the Dean of Students

<http://www.usm.edu/dos/>

The University of Southern Mississippi is committed to the highest possible quality of instruction, research, service programs and support operations. Southern Miss seeks to develop its students, faculty and staff to their fullest potential.

Students at the University of Southern Mississippi have every right to

- A. be treated with respect and dignity regardless of sex, race, age, ethnicity, sexual orientation or religious background;
- B. learn, live, work and study in a bias-free environment void of harassing behavior;
- C. be accepted and judged as individuals independent of ancestry, social background, physical characteristics or personal beliefs; and
- D. to conduct his/her academic and social life without fear of disruption.

Students at the University of Southern Mississippi are responsible for

- A. adhering to all regulations and policies outlined by The University of Southern Mississippi;
- B. conducting themselves in a manner that does not interfere with the life and work of the university;
- C. obeying the laws of the city and state; and
- D. reporting any misconduct that may affect the academic integrity of the university as a whole.

The University of Southern Mississippi supports and respects the rights of all students, faculty and staff and, therefore, believes it is the job of the university to create an environment conducive to that philosophy. However, the university may discipline a student considered a danger to self, the university or its guests. Any conduct that damages or destroys university property, obstructs university activities, or otherwise prohibits the normal routine of university operations is considered misconduct.

The Creed at Southern Miss

Office of the Dean of Students

<http://www.usm.edu/dos/>

I belong to a community of scholars at The University of Southern Mississippi.

I will ***demonstrate integrity and determination*** in all academic pursuits.

I will ***appreciate the value of differences*** among people, customs and view points and oppose hatred, bigotry and bias toward others.

I will ***exhibit behavior*** and ***choose language*** that demonstrates respect for fellow members of the Southern Miss community.

I will ***respect others*** by honoring their rights, privacy and belongings.

I will ***value human dignity*** in my academic, social and employment settings.

I commit to exhibiting civil behavior, demonstrating responsible citizenry, and doing my part to achieve a positive and secure living and learning environment for all.

Code of Student Conduct and Disciplinary Conduct

Office of the Dean of Students

<http://www.usm.edu/dos/>

Under the laws of the state of Mississippi, the Board of Trustees of State Institutions of Higher Learning shall have general supervision of the affairs of The University of Southern Mississippi. This board has delegated the power and authority to the president of the university to maintain standards of academic achievement and student conduct. The Division of Student Affairs has the basic responsibility to administer those regulations governing conduct at the university.

Students who register at the university agree to conform to its regulations and policies. Students are defined as all persons enrolled at the university, both full time and part time or a person seeking admission or accepted to the university for admission. A student is subject to the laws of the community and state, and enrollment as a student in no way relieves him or her of this responsibility. The fact that civil authorities have imposed punishment will not prevent the university from protecting its own educational purposes and community by taking suitable action against the student under university regulations.

The University of Southern Mississippi recognizes that students are adults with full federal rights and responsibilities who are expected to take personal responsibility for their conduct. The university will not police students' private lives on or off campus nor violate their privacy rights in any way. These regulations derive their authority both from the students (as an article of the SGA Constitution) and the administration of the university (as the Code of Student Conduct.)

Section 1. The Judicial Authority

- A. In all organizational and individual discipline cases, the judicial authority of the SGA shall be vested in the dean of students, the Student Judicial Council, the University Appeals Committee, the university president and the Board of Trustees of State Institutions of Higher Learning.
- B. In all cases solely concerning violations and interpretation of the SGA code and constitution, the SGA judicial authority shall be vested in the necessary lower courts and one Student Supreme Court.

Section 2. The Student Judicial Council

- A. The Student Judicial Council shall consist of nine student members who shall serve staggered terms. Five members shall be appointed for two-year terms, and four members shall be appointed for one-year terms. These students must remain in good academic standing as designated in the most recent university catalog and, at the time of appointment, have one semester of prior residency at Southern Miss. These students shall be representative of the Southern Miss student body. The chair of the Student Judicial Council shall be the attorney general of the SGA, and he or she may have no vote in its judicial proceedings.

- B. These students shall be appointed by the SGA president with the advice and consent of the student senate and shall be subject to final approval by the university president. All vacancies shall be filled under the above provisions for the remainder of a vacant term.
- C. The Student Judicial Council shall have original jurisdiction in all cases concerning violations of university regulations, whether by an individual or an approved student organization. However, accused students may choose to have their cases heard by the dean of students.

Section 3. The University Appeals Committee

- A. The University Appeals Committee shall consist of four members of the faculty or staff appointed annually by the university president and four students appointed by the SGA president, with the advice of the student senate and subject to final approval by the university president. The term of all student appointments shall be until resignation, graduation or other departure from the university. In addition to the eight members, there shall be a chair appointed by the university president.
- B. The University Appeals Committee shall have appellate jurisdiction on all cases originating in the Student Judicial Council and the Office of the Dean of Students.

Section 4. The Student Supreme Court and its Lower Courts

- A. Original jurisdiction in cases resulting from violations of the SGA Code shall be vested in judicial bodies as created in the judicial title of the SGA Code.
- B. The Student Supreme Court shall consist of four associate justices and one chief justice, appointed by the SGA president with the advice and consent of the senate whose term of service shall continue until resignation, graduation, other departure from the university or removal by impeachment.
- C. The Student Supreme Court shall have appellate jurisdiction in all cases concerning violations of the SGA Code. It shall have original jurisdiction in all cases of constitutional interpretation and impeachment.
- D. The Student Supreme Court and its lower courts shall have the following powers:
 1. To issue injunctions and writs in accordance with the SGA constitution in SGA matters
 2. To issue subpoenas for SGA public records, films or other information
 3. To issue summonses to call witnesses in cases concerning the SGA constitution, code and procedures

Section 5. Disciplinary Proceedings

- A. The dean of students shall give, in writing, the options available to the accused student or organization for adjudication along with the hearing procedures.
- B. The dean of students shall have the power to take any reasonable action to ensure the safety of the university community and university property and to preserve an academic atmosphere prior to full judicial hearing. These actions are subject to approval by the vice president for Student Affairs or his or her designated representative.
- C. The dean of students shall assist the SGA attorney general with the presentation of the case.
- D. The Office of the Dean of Students or judicial body may postpone disciplinary proceedings. Any rescheduling of disciplinary proceeding must meet the requirements set for in Section 7A of the Code of Student Conduct.

Section 6. A majority of the membership of each judicial body must be present to hear a case, unless a lesser number is approved by both parties to the case.

Section 7. In all judicial proceedings, the accused shall have the right to the following:

- A. To written notification of the charges of sufficient particularity to prepare a defense, to a summary of written evidence that is to be presented, to the names of adverse witnesses, to the date of the alleged violation, and to the time and place of the hearing, at least 72 hours prior notice to the hearing
- B. To be assisted by any adviser he or she chooses at his or her own expense; the adviser may be a parent or attorney who will be allowed to make closing remarks during the hearing but may not participate otherwise
- C. To present information and to have an opportunity for reasonable testimony or discussion
- D. To call witnesses
- E. To a speedy and closed hearing unless all parties concerned agree upon an open hearing

Section 8. Each judicial body shall have the following powers and duties:

- A. To issue requests for witnesses to appear on behalf of either party
- B. To issue requests for relevant university documents on behalf of either party
- C. To authorize depositions in lieu of oral testimony when deemed necessary
- D. To adjudicate violations of the SGA Code, constitution or university regulations within their respective jurisdictions
- E. To keep an adequate record, as determined by the dean of students, of the proceedings and to make this record available to the accused after the hearing upon request

Section 9. Rules of Evidence

- A. All decisions of responsibility or non-responsibility shall be decided on the basis of the preponderance of evidence.
- B. Information can be considered by a disciplinary body only if it is introduced before that body in the presence of the accused. If the accused is unavailable for a hearing, then every effort must be undertaken to inform the accused of the existence of the information, and the accused must be given every opportunity to respond before that body reaches a decision.
- C. Each judicial body shall have the opportunity to adopt its own rules of information in addition to those specified in the SGA Code and constitution.
- D. A victim of a campus violation may submit a victim impact statement. A victim impact statement is a written statement that describes the harm or loss suffered by the victim of a violation. The Dean of Students office or judicial body considers the statement when the accused student is sanctioned. The victim impact statement is intended to give victims of an offense a voice in the judicial process; it allows victims to explain to the judicial body and the accused, in their words, how the violation has affected them. A copy of the victim impact statement is provided to the accused student. The statement will be part of the information considered in the judicial process. A victim may be questioned by the accused student about the statement.

Section 10. Appeals

- A. In all judicial decisions, either party shall have and be notified of the right to appeal the decision of the judicial body entering judgment. If the decision is appealed, no action shall be taken except those measures necessary to ensure the safety of the university

community, to protect university property, and to ensure an academic atmosphere until the appellate process has been exhausted.

- B. The request for appeal shall be filed within 72 hours of the written notification of the decision. The request shall be filed with the Office of the Dean of Students.
- C. Student Judicial Council decisions and those made by the dean of students may be appealed to the University Appeals Committee, and the University Appeals Committee's decisions may be appealed to the university president who may, in turn, appoint a hearing officer. Decisions of the university president may be appealed to the Board of Trustees of the State Institutions of Higher Learning. In cases of expulsion, the Board of Trustees hears appeals of the university president's decision.

Section 11. Interim Suspension

- A. When the president of the university or a designated administrator determines that the presence of a student would reasonably constitute clear and present danger to the university community or property, he or she may take swift and immediate action to suspend such a student from university enrollment on an interim basis.
- B. In such cases, the student will be afforded a preliminary hearing with the administrator designated in part A, unless this action is not possible due to circumstances at the time or to inaccessibility.
- C. Whenever suspension occurs under the provisions of this section, the student shall be accorded review by the student judicial system at the earliest possible date following the suspension.
- D. If, at any time of review, the judicial authority determines that the suspension of the student is inappropriate, it may recommend to the president that the student be reinstated to university enrollment and be allowed to complete any academic work missed as a result of this suspension.

Disciplinary Sanctions of Code of Student Conduct

If the dean of students or the Student Judicial Council, as the case may be, finds that the student has violated the Code of Student Conduct, then that forum will include in its official decision a prescribed punishment which may take any of the following forms:

- A. **Private Reprimand:** The student may be merely reprimanded in writing and warned and admonished to refrain from future misconduct.
- B. **Restitution:** The dean of students and Student Judicial Council both have authority to order that the student, as a condition of his or her continued presence in the university community, render monetary restitution for the damages or injuries caused by his or her misconduct.
- C. **Probation:** The student may be placed on probation, with or without non-punitive sanctions, which may include counseling, appropriate community service or exclusion from residence halls, in which case no further sanctions will be assigned unless the student is subsequently responsible for further misconduct during the probationary period. The time frame and the conditions of a probationary sanction can be set at the discretion of the forum. Probation implies that a further code violation during the probationary period will be dealt with more severely than if it stood alone.
- D. **Campus/Community Service:** The student may be assigned to a community service site located on or off campus, with his or her acceptance. A predetermined number of hours must be completed by a given date.

- E. **Suspension:** The student may be suspended from the university for the remainder of any ongoing semester; for a longer, but definitely stated, period of time; for a future semester or semesters; or indefinitely, with a date set forth in writing at which time the student will be given the privilege of applying for readmission, with such application to be reviewed and acted upon by the Student Judicial Council or dean of students, depending on which forum heard the original complaint.
- F. **Expulsion:** A student may be immediately and permanently separated from the university.
- G. **Interim Suspension:** When the president of the university or a designated administrator determines that the presence of a student would reasonably constitute a clear and present danger to the university community or property, he or she may take swift and immediate action to suspend such a student from university enrollment on an interim basis. Whenever suspension occurs under this provision, the student shall be accorded review by the student judicial system at the earliest possible date following the suspension. If, at any time of review, the judicial authority determines that the suspension of the student is inappropriate, it may recommend to the president that the student be reinstated to university enrollment and be allowed to complete any academic work missed as a result of this suspension.

Prohibited Conduct

Office of the Dean of Students, 2008

<http://www.usm.edu/dos/>

In order to protect the university's educational purposes and the university community, a student may be formally referred to the Office of the Dean of Students whenever it is brought to the attention of the dean of students that there is reasonable basis to believe that the student's conduct has resulted in at least one of the following:

- A. **Evidence of Felony:** Significant evidence exists that the student has committed a felony of such a nature that the student's continued presence at the university is potentially dangerous to the health or security of other university students and their belongings, faculty, staff or visitors, even though the civil authorities have not yet brought formal charges.
- B. **Felony Charges:** The student has been formally charged by civil authorities with the type of felony described in code A.
- C. **Felony Conviction:** The student is convicted of the type of felony described in code A.
- D. **Disruption of University-Sanctioned Events and Activities:** Obstruction or disruption of teaching, research, administration, disciplinary procedure or any other activity or of other authorized activities on university-controlled property
- E. **Parking and Traffic Violations:** Obstruction of the free flow of traffic, both pedestrian and vehicular, on university-controlled property
- F. **Physical Assault, Abuse or Detention:** Acts of violence of any kind on university property at a university-sponsored or supervised function
- G. **Threats of Violence:** Against another person
- H. **Harassment:** Stalking of any kind if such conduct reasonably causes another person to fear that his/her safety or privacy is endangered
- I. **Reckless Conduct:** Conduct that unreasonably creates a substantial risk that the student or other persons may be injured or that property belonging to another person or the university may be damaged
- J. **Vandalism:** Malicious destruction, damage or misuse of public or private property, including library materials
- K. **Theft and Embezzlement:** Any unauthorized taking (whether temporary or permanent) of property belonging to another person or entity
- L. **Burglary:** Unauthorized entry into or use of university facilities, including buildings, grounds, automobiles or any property belonging to another person or entity
- M. **Disorderly Conduct:** Breach of the peace, or inciting others to breach the peace
- N. **Residence Hall Violations:** Violation of rules governing university-controlled residence facilities, including visitation violations
- O. **Academic Dishonesty:** Academic cheating or plagiarism
- P. **Deception:** Furnishing of false information to the university with the intention of deceiving the university and its officials

- Q. **Forgery and Misrepresentation:** Alteration or misuse of university documents, records or identification cards
- R. **Bad Checks and Debts:** Intentionally issuing a bad check to the university or one of its departments or ignoring and failing to comply with legally binding financial obligations to the university
- S. **Obscenity:** Lewd, indecent or obscene conduct, including expression of profanity, which exceeds the normal standards of decency prevailing in the general Hattiesburg community at large
- T. **Firearms Violations:** Possession on campus of firearms, pellet guns, BB guns, other projectiles, explosives, fireworks, dangerous weapons or dangerous chemicals, including possession of validly licensed hunting weapons
- U. **Drug Violations:** Illegal manufacture, possession, sales, distribution or use of narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens or any other illegal drugs, substances or drug paraphernalia
- V. **Gambling:** Violation of the state of Mississippi's gambling laws
- W. **Alcohol:** Sale, consumption or evidence of consumption of alcoholic beverages on campus in violation of local, state or federal law
- X. **Lack of Appropriate Cooperation with University Administration or Law Enforcement:** Failure to comply with the directions or instructions of university officials or any law enforcement officer acting in his/her official capacity, including failure to present a valid ID upon request
- Y. **Violation of Other Published Regulations and Policies:** Violation of any other university regulation or policy that is established and publicly disseminated to the university community at least once a year, including such regulations and policies in the Student Handbook, the Faculty Handbook, the Safety Compliance Document and the Substance Abuse Policy for Students and Employees
- Z. **Student Organization Violations:** Any breach of Student Activities policies or university regulations of the chartered organizations will be subject to university organization sanctions.

The District Policy

Dean of Students, July 2011

<http://www.usm.edu/dos/>

The University of Southern Mississippi celebrates 100 years of excellence, and for that century there has been The District. The historical District of Southern Miss has acted as a gathering place since the founding of the university. The District is the icon of Southern Miss heritage, traditions and memories. It is the home of our pride and the heartbeat of our cherished history.

The District has been touched by time and in ways that are unexplainable. It is where one can go to truly feel the spirit of the university. To participate in The District is to gain one's ownership of Southern Miss. It is the builder of loyalty and admiration.

The District represents an opportunity to take a walk in the Rose Garden, see the Dome at night, view the black-eyed Susans in the spring, admire the Eagle Walk in the fall, and hear voices cheering "Southern Miss to the Top!"

The importance of The District cannot be overstated. Current students, alumni and guests to the university have the responsibility to respect it, as have the hundreds of thousands who preceded them. No matter the year or what the next century might bring, there will always be one constant — The District at Southern Miss!

Three primary areas comprise The District:

1. The District "core" south of the Ogletree House
2. The District lawns adjacent to the Ogletree House and the Honor House
3. The District lawns east and north of Lake Byron

THE DISTRICT TAILGATING CODE OF CONDUCT

- A. The District maintains a student- and alumni-centered focus with the basic understanding that all participants will respect the area and their fellow Golden Eagles while visiting.
- B. Tailgating in The District is allocated on a first-come, first-served basis.
- C. Automobiles are prohibited from the grassy and tree-lined areas. Limited drop-off access is available at the west end of The District for quick delivery of tailgating essentials. However, at appropriate times, all vehicular traffic to The District will be prohibited to protect the safety of those gathered.
- D. All tents in The District should register with the safety and security booth identifying the name of the organization or individual sponsoring the tent. Due to the proximity of those assembled, 12' x 12' or smaller is an appropriate size for each tent.
- E. Lawn furniture only may be used. Residential furniture is not appropriate.
- F. Small, portable, single-unit grills are permitted. Open fires are prohibited. Professional, industrial and catering-style cookers are prohibited.
- G. Glass containers are prohibited.
- H. No animals are allowed in The District.

- I. The university alcohol policy remains in effect.
- J. For the respect and regard of all tailgating, amplified sound at an audible/volume detracting from others' experiences is prohibited at each respective tailgating area.
- K. The District will provide either a band or DJ for entertainment.
- L. Place all trash in its proper place.
- M. The university is not responsible for lost, stolen or misplaced items.
- N. The District opens at noon the day before a home game.

- O. Tailgating in The District will end by midnight on any given evening or as deemed necessary by university officials.
- P. All tailgating materials should be removed from The District within 24 hours after kickoff. A minimum of \$100 will be charged for material pickup.

The University Code of Conduct remains in effect at all times. Violations of The District policies will be managed by the Dean of Students office and the University Police Department.

Questions regarding The District should be directed to the Southern Miss Dean of Students office at 601.266.6028.

Sanction Process for Alcohol Violations

Office of the Dean of Students, 2009

<http://www.usm.edu/dos/>

PURPOSE

It is the goal of The University of Southern Mississippi to provide a positive environment that is conducive to the developmental and educational experience. The university understands the potential for the misuse and abuse of alcohol. The university expects that students, faculty, staff and visitors to its campus will act responsibly and follow the university's policy on alcohol.

POLICY

The University of Southern Mississippi prohibits the unlawful possession, consumption and distribution of alcoholic beverages by students, employees and visitors on its campus. Any possession or consumption of alcoholic beverages of any kind in plain view shall be considered in violation of campus policy. Further, consumption or possession by underage individuals shall be in violation of applicable state law and university policy. In accordance with residence life and housing policy, alcohol is not permitted inside student housing. Alcohol consumption may lead to behaviors that are considered a nuisance or present a threat to others. Such behavior is subject to the enforcement of applicable state law and university policy.

PROCEDURE

A student who is found responsible for an alcohol policy violation, and who has not been found responsible for a previous alcohol-related violation, may face the following sanctions:

- A. **First Offense** – The student will receive a campus citation issued by the University Police Department. The ticket must be paid within the semester in which it was issued, or it will be assessed to the student's account. The student will also be required to complete a Web-based alcohol education program and/or complete a community service assignment. Finally, the Dean of Students office reserves the right to notify the parents of students under the age of 21 who violate alcohol and other drug provisions of the Student Code of Conduct or who, in our professional judgment, are considered to be danger to themselves or others. Upon receipt of an alcohol or other drug violation by a student under the age of 21, the dean of students will staff the case and make a decision regarding parental notification based on the particular circumstances of the offense and the student's history. Parents will be notified by letter or phone, depending on the circumstances of the case.
- B. **Second Offense** - The student will be issued a campus citation and will also complete an alcohol assessment at the University Counseling Center (at the expense of the student). The goal of the program is to identify the possibility of an alcohol and substance problem. The student will be placed on disciplinary probation for a minimum of two semesters and may be assigned a community service project. The student may also face a monetary fine in the amount of \$500, which will be used for campus alcohol education. The student will also go before the Student Judicial Board and, if adjudicated as "responsible," could face the following:
 1. possible suspension from the university

2. prohibited participation in campus activities, student government and the representation of the university or its organizations in any capacity
- C. **Additional Offenses** – The student will receive a state citation. The student may be suspended or required to seek mandatory counseling services that may or may not duplicate those required for earlier violations. The student may also be required to register for the alcohol education program. Parental involvement in the form a parent-student meeting with the Dean of Students office may also be required.

Fraternity/Sorority Alcohol Policy

Greek Life Office, July 2009

<http://southernmissgreeks.com/home>

The Office of Greek Life at The University of Southern Mississippi prohibits the unlawful possession, consumption and distribution of alcoholic beverages by students, employees and alumni in fraternity houses and The Village. Any possession or consumption of alcoholic beverages of any kind in plain view shall be considered in violation of campus policy. Furthermore, any preponderance of evidence or presence of community alcohol including, but not limited to, drinking games and rapid consumption techniques and devices (e.g., flip cup, beer pong, quarters, funnels, power hour, whoop juice, card games, shots, etc.) violate this policy as well as the University Alcohol Policy. All individual student violations of the University Alcohol Policy will be handled in the Dean of Students office and follow their sanction process for alcohol violations, while fraternities and sororities found in violation of community alcohol will be subject to the following:

All fraternities and sororities found in violation of community alcohol will receive the following **minimum** sanctions:

First offense--required alcohol/drug education program and community service for entire chapter, including associate members, and probation for the remainder of the current semester and the following fall or spring semester. Probation extends through any intervening terms or institutional breaks.

Second offense while on probation--suspension of organization's social activities to take place immediately and to remain in effect for a least one complete fall or spring semester following the suspension's effective date, including any intervening terms or institutional breaks

The minimum sanctions are not appealable. Prior issues or citations concerning alcohol will be considered in making additional sanctions.

Institutional Policy on Hazing

Greek Life Office, July 2009

<http://southernmissgreeks.com/home>

The University of Southern Mississippi is a state institution of higher education devoted to excellence in teaching, research and service to the people of the state. A part of that mission is fulfilled by the university's commitment to the development of students through academic and extracurricular activities. In keeping with its commitment to a positive academic environment, The University of Southern Mississippi has unconditionally opposed any situation created intentionally or unintentionally to produce mental, physical, psychological or emotional discomfort, embarrassment, harassment or ridicule.

The University of Southern Mississippi interprets hazing in a manner consistent with the Association of Fraternity Insurance Purchasing Group (FIPG) in its statement of hazing and pre-initiation activities. The University of Southern Mississippi follows all state and federal guidelines concerning hazing and any other behavior that could be interpreted as such. In essence, hazing shall include any or all of the following:

- A. Any willful act or practice by a member or new member directed against a member or new member that, with or without intent,
 1. is likely, with reasonable possibility, to cause bodily harm or danger, offensive physical punishment or disturbing pain;
 2. is likely to (a) compromise the dignity of a member or new member, (b) cause embarrassment or shame to a member or new member in public, (c) cause a member or new member to be an object of malicious amusement or ridicule, (d) cause psychological harm or substantial emotional strain; or
 3. will, unreasonably or unusually impair a member's or new member's academic efforts.
- B. Any requirement that compels a member or new member to participate in any activity that is illegal, which is known by the compelling person or group to be contrary to the moral or religious beliefs of a member or new member, or that is contrary to any rules or regulations of this university, constitutes hazing. Hazing by individuals or organizations is strictly prohibited at The University of Southern Mississippi. Individuals and organizations both must be responsible for ensuring that all activities exclude any form of hazing. While chapter members may not be present at a new-member activity, it is still the chapter's responsibility to ensure the activity does not include hazing. It is important that chapters realize they are responsible for the new-member activities and are held accountable for hazing violations if they occur. In conjunction with the statement made by the Association of Fraternity Advisers, the following is a list of some fraternity activities considered to be hazing by The University of Southern Mississippi. These are only examples of some hazing activities and are not the only activities considered to be hazing. The University of Southern Mississippi follows all state and federal guidelines concerning hazing and any other behavior that could be interpreted as such.
- C. Any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment or ridicule

constitutes hazing. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution, or applicable state law.

Disciplinary Procedures for Prohibited Conduct

Office of the Dean of Students, 2009

<http://www.usm.edu/dos/>

- A. **Dean of Students.** All questions or allegations of student misconduct shall be referred to the dean of students. The aims of the student judicial process are:
1. to make students better aware of their behavior(s)
 2. to understand the impacts and effects of their behavior on others
 3. to make students aware of how their behavior(s) may impact their status
 4. to better acquaint students with problem-solving skills and critical-thinking strategies
 5. to foster a climate for self-introspection and self-image building
- B. **Written Notification to Student.** The dean of students will then investigate any such allegations, and if the dean, in his or her discretion, finds significant basis for the allegation, then the dean will deliver to the student a written notification that disciplinary proceedings are being initiated. This written notification will specify the alleged misconduct with sufficient particularity to enable the student to fully respond to the allegations and defend himself or herself. This written notification will also direct the student to attend a pre-hearing conference at a time and place specified by the dean of students. A copy of this code will be provided to the student at this time as well.
- C. **Pre-Hearing Conference.** At the scheduled pre-hearing conference, the dean of students or his or her designee will inform the student of his or her right to choose the forum before which he or she can defend the allegation: (1) in a hearing before the dean of students or his or her designee, or (2) in a hearing before the Student Judicial Council. This same option applies to students who admit to prohibited conduct and who merely want to choose the forum in which their punishment will be decided. Any official in the Dean of Students office who may ultimately conduct such a hearing will not conduct the pre-hearing conference. The student will have 24 hours to inform the dean of students of the forum he or she chooses. At this pre-hearing conference, the student will also be informed of his or her right to appeal the ultimate ruling of the dean of students or Student Judicial Council.
- D. **Appeals.** All disciplinary actions can be appealed by either party. If a disciplinary decision is appealed, no action will be taken except those measures necessary to ensure the safety of the university community and property and to promote an

academic environment until the appellate process has been exhausted. The party desiring to appeal a decision of the dean of students or Student Judicial Council must submit a written notice of appeal to the dean of students within 72 hours of the decision and provide one of the following:

1. evidence that there was an error in process or procedure
2. evidence of additional or missing information
3. evidence of bias behavior on behalf of the Student Judicial Board or the Judicial Appeals Board
4. evidence that the judicial decision is arbitrary or unreasonable

Such appeals will be heard by the University Appeals Committee, whose decisions can likewise be appealed to the university president, who may elect to hear the appeal or designate another university official to do so (such as the vice president for Student Affairs, in which case, the findings and decisions of the designee will have to be accepted and ratified by the university president in writing). In cases of expulsion, decisions of the university president may be appealed to the Board of Trustees of State Institutions of Higher Learning. Any academic credit earned during the appeals process will be void if the original decision of suspension or expulsion is upheld by the University Appeals Committee.

Procedures for Hearings before the Student Judicial Council or Dean of Students

Office of the Dean of Students, 2009

<http://www.usm.edu/dos/>

Accused students who choose to have their cases presented before the Student Judicial Council in lieu of disposition by the dean of students will be entitled to a hearing before the council, pursuant to the following procedures and guidelines:

- A. After the accused student has informed the dean of students of his or her desire for a Student Judicial Council hearing, the dean of students will notify the members of the council and schedule a hearing to be held no fewer than five calendar days nor more than 15 calendar days after the accused student has requested the hearing. In cases where a suspension or expulsion is possible, the Dean of Students office may require a mandatory administrative hearing. The dean of students will inform the accused student of the time and place of this hearing at least 72 hours before the hearing is scheduled to begin. At this time, the dean of students will also give the accused student a copy of this article of the Code of Student Conduct.
- B. All hearings will be conducted in private, and all records or transcripts of the hearing will remain the private property of the university, not subject to access by the general public, unless the accused student and a simple majority of the membership of the Student Judicial Council agree in writing to the public dissemination of specified records or summaries of the proceedings or to the opening of the hearing itself.
- C. The dean of students or another staff member employed within the Division of Student Affairs will serve as sergeant at arms of the Student Judicial Council, and in that

capacity during the hearing, he or she will enforce proper decorum and adherence to the procedures and rules set forth in this article.

- D. The accused student has the right to be assisted at the hearing by an adviser he or she may choose at his or her own expense. This adviser may be an attorney. However, the accused student is responsible for presenting his or her own case and, therefore, advisers are not permitted to speak to the council or to address any witness or other person participating at the hearing. The accused student must speak for himself or herself throughout the hearing, and thus the adviser's role during the hearing shall be limited to private consultations with the accused student.
- E. The admittance of any person to a private hearing other than council members, the dean of students (or his or her designee), the accused student, and his or her adviser will be allowed only upon the consent of the accused student and a simple majority of the council members present.
- F. Written statements, documents, exhibits and pertinent records may also be presented at the hearing by either side and may be accepted for the consideration of the council at the discretion of the council chairperson. Both the accused and the SGA attorney general, or other university official presenting the charges, are entitled to present live witnesses at the hearing. Any such witness is subject to follow-up questioning by any member(s) of the council.
- G. Neither the federal rules of evidence, the Mississippi rules of evidence, common-law principles of evidence nor any other formal law of evidence apply in council proceedings. The acceptance of live testimony and any tangible proof will be at the discretion of the council.
- H. The Office of the Dean of Students will prepare and preserve a verbatim record of all hearings held before the council in the form of a complete tape recording or a transcript prepared by a court reporter. The choice of the form of record will be left to the discretion of the dean of students. Records shall be kept by the Office of the Dean of Students or its successor office for a period of at least seven years. The University Appeals Committee, for good cause, may void student disciplinary files. Requests for expungement should be in the form of a written request to the Dean of Students office and be accompanied by three notarized recommendation letters. Requests for expungement will not be considered for those students who have not graduated or have not been enrolled for at least one calendar year. Records of suspension or expulsion will be kept permanently in the Office of the Dean of Students.

University Counseling Center

Office of the Dean of Students, 2009

<http://www.usm.edu/dos/>

The university provides assistance to all students, faculty and staff through the services of the University Counseling Center. The counseling center makes available individual counseling, group counseling, assessment and referral services. The counseling center hours are 8 a.m. to 5 p.m., Monday through Friday. Students can be seen on a walk-in basis. For more information, call 601.266.4829.

The University Counseling Center focuses on primary and secondary alcohol and drug abuse prevention. These efforts are to prevent the initial development of problems or serve as early intervention to the development of dependency. Social and psychological assessments are available by the staff of the counseling center. Students may seek services on an individual basis or by referral from the Dean of Students office.

Anyone who prefers to seek assistance off campus is urged to contact Pine Belt programs for chemical dependency at 601.264.2111 or the Life Focus Center of Forrest General Hospital at 601.288.4900. Alcoholics Anonymous, Narcotics Anonymous and Adult Children of Alcoholics groups meet in the Hattiesburg community. For further information about any of these services, contact the University Counseling Center, Kennard-Washington Hall, room 200 at 601.266.4829.

UNIVERSITY POLICE DEPARTMENT

<http://www.usm.edu/police>

Personal Safety

University Police Department, July 2009

<http://www.usm.edu/police/>

The University Police Department (UPD) exists to protect life and property, to prevent crime, and to be of general service to the university community.

The UPD is available around the clock to meet the many diverse needs of faculty, staff and students. Patrol and dispatch services are provided 24 hours a day with access to local emergency services. All UPD officers are certified by the Mississippi Board on Law Enforcement Officer's Standards and Training and have full arrest power. The UPD works in conjunction with other local, municipal, county, state and federal law enforcement agencies in the exercise of its responsibilities.

In addition to its sworn police officers, the UPD also employs a large contingent of non-sworn security officers who provide services to the university community. Their duties include patrolling the academic buildings and grounds after normal working hours and monitoring and controlling access to residence halls from midnight to 7 a.m., seven days a week.

Possession of Firearms

University Police Department, July 2009

<http://www.usm.edu/police/>

The presence of weapons on college campuses is becoming a growing problem across the country. We are committed to preventing this as a problem at Southern Miss. To ensure a safe and peaceful campus for all faculty, staff, visitors and students, firearms are prohibited. Guns are not allowed in automobiles, residence halls or on one's person. Possession of firearms on state property is against the state law and is a felony. Any person found with a firearm will be arrested and charged with a felony violation. In addition, students who are proven to be in possession of a firearm on campus face suspension from the university. For more information, contact the Dean of Students office at 601.266.6028.

Emergency Notification

University Policy Department, July 2011

<http://www.usm.edu/police/>

It is the policy of the university to notify the campus community in a timely manner of any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees. Campus Police or first-responders can identify certain threats that allow for the immediate activation of the notification system. However, other threats that would allow for the activation need to be assessed, and consultation with other experts may be required.

The timely warning of an emergency event will be issued without delay utilizing Eagle Alert and take into account the safety of the campus community. The only exception is if doing so would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

When an emergency situation arises, the Emergency Operations director or his designee will determine the nature and severity of the situation, and if appropriate, will declare an immediate campus threat and authorize activation of the Emergency Notification System. Once immediate notification has been made, more detailed follow-up information will be released on the university website, www.usm.edu or e-mail.

Eagle Alert

University Police Department, July 2011

<http://www.usm.edu/police/>

The University of Southern Mississippi has implemented Eagle Alert, a mass notification system comprising e-mail, voice and text-messaging that is designed to send emergency messages to the university's employees and students in a matter of minutes. It will be used in conjunction with existing university avenues of emergency communication, including outdoor warning sirens, public address systems, news alerts and the university's website, www.usm.edu. Southern Miss students and employees have the option to participate by providing a primary mobile phone number for text-messaging and up to three other phone numbers for voice messages.

The Eagle Alert system is provided through SchoolCast™, a product of High Ground Solutions of Birmingham, Ala. Students or employees with a valid university ID and SOAR password may sign up online at www.usm.edu/eaglealert. Eagle Alert is a secure system and will not send advertising or spam to personal phones. Messages will be sent through the system only in an emergency and for periodic testing. For assistance with technical issues, contact the iTech Help Desk at 601.266.4357. For other questions related to the Eagle Alert system, contact the University Police Department at 601.266.4986.

Sexual Assault Policy

University Police Department, July 2011

<http://www.usm.edu/police/>

The university provides educational programs on a year-round basis to promote awareness of rape, acquaintance rape and other sex offenses. These programs are conducted by the University Police Department, Department of Residence Life, the Office of Greek Life, the University Counseling Center and University Health Services in residence halls and with student and employee organizations.

Southern Miss strongly encourages prompt reporting of sex offenses to the proper authorities. Victims should seek medical attention immediately and notify either the UPD or other law enforcement agencies. The UPD is available 24 hours a day to assist victims in obtaining medical attention and in reporting offenses.

The UPD, University Legal Services and the University Counseling Center are also available to assist victims and answer questions about the criminal justice process. Students and employees of the university who engage in sexual misconduct may be disciplined or discharged, notwithstanding the judicial remedies offered by criminal authorities.

Campus disciplinary action is possible only when the complainant is willing to make a written statement describing the specific incident. The accuser and the accused are entitled to the same opportunities to have others present during university disciplinary proceedings, and both will be notified of the outcome of such proceedings.

When the university determines that the presence of a student or employee would reasonably constitute a clear and present danger to the university community, the university may take immediate action to suspend the student or employee on an interim basis, pending the final outcome of disciplinary or legal proceedings.

When requested by a victim, the university will assist in changing academic and living arrangements whenever possible.

Missing Persons Policy

University Police Department, July 2011

<http://www.usm.edu/police/>

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the University Police Department at 601.266.4986. University Police will generate a missing person report and initiate an investigation.

After investigation of the missing person report, University Police will notify the student's emergency contact, or confidentially identified individual, immediately after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, University Police will notify the student's parents or legal guardian immediately after University Police has determined the student is missing. The University Police Department will inform local and surrounding law enforcement agencies immediately of any student determined to be missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Southern Miss in the event the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Residence Life website. This confidential contact information will be accessible only to authorize campus officials and law enforcement, and it will not be disclosed outside of a missing person investigation.

EAGLE DINING AND BARNES AND NOBLE
http://www.usm.edu/procurement/contract_home.html

Advertisement Policy

Eagle Dining, January 2008

http://www.usm.edu/procurement/contract_policies.html#DINE

For permission and guidelines, announcements of events or distribution of advertising in the six university restaurants, call 601.266.5376 or go by the Eagle Dining office on the ground floor in the Thad Cochran Center.

Approximately 455 tables are located in the following areas for table tent advertising:

Hillcrest	40
Seymour's	60
Starbucks	20
The Agora	25
Fresh Food Company	250
Power House Restaurant	60

We request that all materials be printed on white paper. White paper may be recycled; colored paper cannot.

University Snack Policy

Eagle Dining, January 2008

http://www.usm.edu/procurement/contract_policies.html#DINE

Recognizing the need for campus organizations to raise money for their respective groups and charities, benefit from the goodwill donations of off-campus food vendors, and host small gatherings in the most inexpensive manner possible, the university has worked closely with Eagle Dining to provide parameters governing the preparation, distribution and sale of non-Eagle Dining food products on campus. The following policies were developed to meet these needs while at the same time:

- A. Protect the health and safety of the campus community and public
- B. Minimize university and student organization liability
- C. Ensure the university and student organizations are operating in accordance with the law, and in agreement with third-party contracts

The University Snack policy includes the entire campus. Southern Miss Catering will handle all the food service needs for the Southern Miss campus with the following exceptions:

MEETINGS:

All registered student organizations and departments are allowed to bring in snack food and beverages not totaling more than \$100 to organizational and departmental meetings.

Transactions will be reviewed by Procurement and Contract Services.

A. Approved snacks are limited to the following:

- ~ -pretzels
- ~ -chips
- ~ -salsa and dips
- ~ -crackers
- ~ -candy
- ~ -popcorn
- ~ -nuts
- ~ -cookies, brownies and cakes
- ~ -whole fruit
- ~ -sodas
- ~ -snow cones
- ~ -vegetable and fruit platters
- ~ -pizza*
- ~ -bottled water
- ~ -iced tea, punch and lemonade
- ~ -sandwiches*
- ~ -juice
- ~ -pre-made hot beverages
- ~ -baked goods (cakes, donuts, breads, Rice Krispies treats)

**Delivery by vendor to organization/department meeting required*

1. All incidental items (paper plates, tableware, napkins and cups) may be provided by the student organization or department, or Southern Miss Catering can provide these items for a charge, if requested in advance.
2. The use of appliances that require an electrical supply (coffeepots, crock pots) is not permitted.
3. No food preparation is allowed in meeting rooms on campus.
4. Student organizations and departments that plan to bring food into any facility are responsible for all cleanup of their event. If extra trash bags are needed, they may be obtained from the facility services staff.
5. Rooms must be left in the condition they were found. All trash must be placed in the trash bags obtained from the facility services.

B. Location Limitations

No food products can be distributed in any form near a food service operation, food kiosk, or directly adjacent to a facility containing a food service operation or food kiosk. The following are included:

1. Thad Cochran Center and surrounding space
2. R.C. Cook Union and surrounding space
3. In front of Power House Restaurant or adjacent courtyard
4. The International Building – patio and sidewalk entrance
5. Space immediately around A Stone’s Throw

6. Space immediately around Joseph Greene Hall

C. Small Bake Sale

Snack Policy food products (listed above) may be sold on campus by student organizations (not departments) under the following circumstances:

1. The products sold fall under the University Snack Policy list of products with the following exceptions. Pizza, sandwiches and drinks may not be sold.
2. The products must be individually wrapped for sale. No portioning at the point of sale is allowed (Example: You may sell pre-wrapped brownies and pre-wrapped whole pies, but you cannot serve a slice of pie from a whole pie or serve an unwrapped cookie from a basket or tray).

D. Resale of a Donated Product for Charitable Purposes

Non-snack plan food products may be sold on campus by student organizations and departments provided all the following conditions are met:

1. One hundred percent of the total proceeds will be remitted to a charity, a University Foundation account, or the organization's national office (for charitable purposes only). The food is provided by a licensed food service professional, licensed to provide and serve the food in the manner it is served (Example: If the food is prepared on site, the vendor must have a license to cater).
2. If the product is delivered fully prepared, then it must be sold or discarded within two hours of delivery.
3. The donating vendor signs the charitable sales contractual service agreement stating they will not receive the following benefits: payment, distribution of marketing material and advertisements. However, the organization may have the donating vendor listed on their programs, bulletins or T-shirts. Events under this category will also require the organization to state charitable intentions as well as provide charity contact information on the charitable contractual service agreement.

Section 4 pertains to all student organizations with the exception of those who receive university funding (i.e. the Student Government Association, Southern Miss Activities Council, Southerner Yearbook and Residence Hall Association). Section 4 does not apply to departments.

E. Giving Away of a Donated Product

Donated food products are allowed from off-campus vendors under the following circumstances:

1. The product is not resold by the receiving organization, and guests are not required to make a purchase in order to receive the benefits of the product.
2. The food product is donated by a licensed food service professional.
3. The donating vendor signs the charitable sales contractual service agreement stating they will not receive the following benefits: payment, distribution of marketing material and advertisements. However, the organization may have the donating vendor listed on their programs, bulletins or T-shirts.
4. The product is delivered fully prepared and completely distributed to guests within two hours of delivery.

F. Resale of Purchased Product of Charitable Purposes

All other university events (events not falling under one of the above categories or events not meeting the stated criteria) where food is served or sold will either be executed by Eagle Dining/Southern Miss Catering or will be executed under the direct supervision and with approval of Eagle Dining. For a minimal management fee, Eagle Dining will supervise the planning, production and execution of all events in this category. This will ensure food is purchased, handled and served in a manner consistent with state regulations, and help guarantee the food consumers will receive are safe and wholesome products. Management fees will vary based on the complexity of the event and the amount of time Eagle Dining management is required to spend on the event.

Organizations that fail to follow the above guidelines or abuse the Snack Policy can have their privileges revoked by the university. Departments that fail to follow the above guidelines or abuse the Snack Policy shall submit a memo outlining why it was necessary to circumvent policy through their respective vice president for signature approval. After signature approval, memo shall be sent to Procurement and Contract Services.

Charitable Contractual Service Agreement

[http://www.usm.edu/procurement/cs Charitable Agreement.pdf](http://www.usm.edu/procurement/cs%20Charitable%20Agreement.pdf)

Southern Miss Catering Booking Policies and Guidelines

Southern Miss Catering Office, January 2008

<http://www.campUSDish.com/en-US/CSS/UnivSouthernMS>

As the university's caterer, we are responsible for ensuring that all functions at The University of Southern Mississippi are done in a manner that reflects positively on Southern Miss. These guidelines will help you in planning your event and give us the information we need to ensure the best service possible.

- A. All bookings are handled by the sales office of Southern Miss Catering.
- B. The confirmation letter must be returned by the date stated, or service will not be rendered.
- C. When planning events in any location other than the Fresh Food Company, you must book use of the location before calling Southern Miss Catering. Should a meal be served, a proper service area must be arranged for by the customer.
- D. A copy of the written invitation, program or schedule of events is to be sent to the sales office of Southern Miss Catering prior to the event.
- E. Changes to or cancellation of events will only be received from the person who has booked the party.
- F. Cancellation notification is required three working days before the event. Should a cancellation occur after the cancellation deadline, the customer will be responsible for the incurred cost or 45 percent of the total bill, whichever is greater.
- G. To ensure proper quantities and service, Southern Miss Catering requires a guaranteed guest number by noon three working days prior to the event (for Monday functions,

counts must be in by noon on Wednesday prior).

- H. Events may be booked online at www.southernmisscatering.com.
- I. Southern Miss Catering will prepare for the guaranteed guest number given. Food and beverages prepared for the function are the property of Southern Miss Catering and are not permitted to be taken from the event.
- J. For adequate staffing and food preparation, Southern Miss Catering requests all orders to be placed at least two weeks in advance. If it is possible to accommodate a late order within three days of the event, a 15 percent rush fee will be charged in addition to all other charges.
- K. Alcoholic beverages are not allowed in facilities.

PAYMENT

Southern Miss Catering requires payment to be made in full prior to the event.

Accepted methods of payment

- A. University Organizations
 1. University organizations must provide a valid Southern Miss account number at the time of ordering.
- B. Non-university organizations, businesses and individuals:
 1. Cash, Visa, MasterCard and American Express are accepted.
 2. Valid account number and expiration date must be provided with confirmation; 100 percent of estimated total will be authorized 72 hours prior to the event when the final number is given.
 3. Approved check

A \$25 per-hour after-hours charge will be assessed for functions lasting past 9 p.m. Deliveries made outside the Thad Cochran Center will incur a delivery charge, based on the location of the delivery.

Power House Restaurant Policy

Eagle Dining Office, January 2008

- A. Reservations for the Power House Restaurant will be made by completing the Event Request form found on the Student Activities website, www.usm.edu/union/studentactivities.php, one month prior to the event.
- B. After the request is received, the event information is passed on to the catering sales office (601.266.5552), who then contacts the restaurant and the customer to finalize details.
- C. A five hundred dollar (\$500) minimum order is required. Reserving party is responsible for the difference at the conclusion of event.
- D. Reserving party is responsible for table and chair arrangements. The space must be returned to the original set at the conclusion of the event to avoid charges.
- E. Reservation must be cancelled at least 48 hours in advance to avoid fees. A one hundred dollar (\$100) fee will be assessed for cancellations received less than 48 hours in advance.
- F. Any group failing to cancel is assessed a \$200 "no show" fee.
- G. Once catering approves the event, we then send an e-mail confirmation.

- H. All student programming must be co-sponsored by the Southern Miss Activities Council (SMAC).

Power House Courtyard Event Policy

Eagle Dining Office, January 2008

- A. Available Monday–Thursday for campus use; not available for events during these days
- B. Private/special events are booked as follows:
 - 1. Friday, 4–10 p.m.
 - 2. Saturday, 11 a.m.–10 p.m.
 - 3. Sunday, 11 a.m.–3 p.m.(Amplified sound only allowed during these times)
- C. A minimum of one police officer is required at any event sponsored by a campus student organization with live entertainment **or amplified sound**. Refer to the Policies, Procedures and Guidelines Manual involving payment/requests for police officers.
- D. The courtyard may be booked for private/special events for a \$35 booking fee for on-campus groups and \$75 for external organizations. Due to the location and size of the courtyard, all events must be approved on a case-by-case basis through the Student Activities office.
- E. Requests for the courtyard must be made with the Union Event Services office one week in advance.
- F. Cancellations require 48 hours notice, or a \$35 cancellation fee is assessed.
- G. The courtyard setup remains as is. Food tables are provided by Dining Services and are the only approved furniture additions.
- H. All food is provided by Dining Services (i.e. Power House Restaurant, Unique Catering, A Stones Throw, etc.)
- I. Confirmation should be presented to security and Dining Services staff during event as proof of payment and approved use.
- J. The Union Event Services office will contact the Power House Restaurant manager for final approval before confirming any event.
- K. Organizations are required to leave the courtyard as found. All trash should be placed in receptacles during and following the event.
- L. Home football game days shall remain open for official university events defined as recruitment, Southern Miss alumni and development functions.
- M. Exceptions to the above policy may be approved by the Student Activities Committee.

T-Shirt Sales Policy

Contractual Services, January 2008

To better facilitate the development of charitable efforts of student organizations, these policies are designed to allow a limited scope to sell only T-shirts in designated areas within a structured approval and accountability program. The criteria are as follows:

- A. **T-shirt sales with no profit** - Any student organization or committee that wishes to sell T-shirts strictly to its members with no profit may do so.
- B. **T-shirt sales with profit** - Only non-funded (those groups that receive no funding via university funds), recognized student organizations will be granted the opportunity to sell T-shirts on campus for profit. Sales of T-shirts must be done so in an effort to raise money for a charity or a University Foundation account.
 - 1. One hundred percent of the proceeds from the sale of the T-shirts (minus expense of the product only) must be remitted to the receiving charity or University Foundation account.
 - 2. The participating organization signs the charitable sales contractual service agreement stating they will donate all proceeds to a charity or University Foundation account. All charity contact information must be provided. The manager of contractual services reserves the right to obtain financial records from the organization.

Limitations

- A. An **Event Request form** must be completed and approved before T-shirt sales and advertising can begin.
- B. Sales of T-shirts must be offered in designated areas on campus.
- C. Sales must not compete with traditional rush periods, athletic events or other charitable efforts (i.e., United Way, Paint Southern Miss Pink).

DEPARTMENT OF RECREATIONALL SPORTS

<http://www.usm.edu/recsports/index.html>

Recreational Sports Policy

Recreational Sports, January 2008

<http://www.usm.edu/recsports/IMpolicies.html>

Reservation Steps

<http://www.usm.edu/recsports/IMregistration.html>

- A. All parties must be sponsored by a sanctioned student organization within the Office of Student Activities.
- B. All off-campus organizations must be sanctioned as an official student group with their respective schools.
- C. All off-campus organization events must be endorsed or sponsored by their respective schools.
- D. The student organization that sponsors an off-campus event must obtain written approval from their adviser and adhere to all Student Activities rules and regulations.
- E. All other university paperwork must be completed and a copy turned in to Recreational Sports:
 - 1. An approved Activities form from the Office of Student Activities
 - 2. Security Confirmation form from University Police (see Security)
 - 3. Recreational Sports Facility Reservation Request form (see steps 3 and 4 on the back of the Facility Reservation Request form for Proposal/Confirmation Agreement and Event Order Procedures)
- F. An event-planning meeting with Recreational Sports must be scheduled prior to the event. This meeting will determine the number of staff, lifeguards or security needed for the event. The numbers of staff, lifeguards and security will be determined by Recreational Sports. NO MEETING=NO EVENT.
- G. Rental fees or deposit must be paid by the due date stated on the Confirmation Agreement. Cancellation of event is subject to the cancellation policy that is stated in the Confirmation Agreement.

Event Policies

- A. Doors remain locked, and only workers are allowed inside during setup time.
- B. Doors will remain closed to guests until the arrival of all security officers scheduled to work. NO SECURITY=NO EVENT.
- C. All participants must remain in the activity area. No one is allowed to loiter outside in the parking lot.
- D. No re-entering is allowed. Anyone who exits the facility must purchase a ticket to re-enter.
- E. The facility must be clean and left in the same condition as before the event. This also includes the perimeter of the facility. A \$150 fee will be assessed if the facility is not cleaned properly.

- F. All participants in events sponsored by student organizations (i.e., swimsuit contests, step shows) must be approved by the Office of Student Activities.
- G. At all times during events sponsored by student organizations, participants must wear attire that is appropriate for the venue and that follows the guidelines set forth in the Student Code of Conduct.
- H. Student organizations hosting events must meet with Recreational Sports staff 30 minutes before the doors are scheduled to open for participants in order to review the policy and procedures regarding the event.

Minimum Policy Requirement for Recreational Sports Events

<http://www.usm.edu/recsports/IMPolicies.html>

Recreational Sports or Student Activities will determine the number of police officers necessary for each event. After consultation with the University Police for availability of officers, the number of officers required for each event will fall within the following range:

- A. Southern Miss Students/Faculty/Staff Only (no exchange of money) 1-2 officers (determined by size)
 - B. Southern Miss Students/Faculty/Staff Only (exchange of money) 1-2 officers (determined by size)
 - C. Southern Miss Students/Faculty/Staff/**Visitors** (no exchange of money) 2-4 officers (determined by event)
 - D. Southern Miss Students/Faculty/Staff/**Visitors** (exchange of money) 2-4 officers (determined by event)
- *Youth (high school) organizations must have a minimum of six officers, regardless of the number of participants.

UNIVERSITY FACILITIES AND RESERVATIONS

Campus Room Reservations

The university has several facilities on campus that may be used to house your event or activity. Complete the online activity form at www.usm.edu/union/studentactivities.php to reserve an academic space or lobby. The following list includes names and phone numbers of building managers.

RESERVATIONS OF ROOMS, BUILDINGS AND OUTDOOR LOCATIONS

****STUDENT ORGANIZATIONS NEED TO CONTACT THE STUDENT ACTIVITIES OFFICE AT 601.266.4403 FOR ACTIVITY FORM WHEN INQUIRING ABOUT AUDITORIUM SPACE OR ACADEMIC CLASSROOMS.****

FACILITY	DEPARTMENT/ PERSON	TELEPHONE	CAPACITY
Academic Classrooms	Registrar's Office	601.266.4822 or 601.266.5006	
Alumni House	Dawn Smith	601.266.4218	
Asbury Annex	Virginia Kittrell, OLLI	601.261.1430	125 \$100 (day)
Bennett Auditorium	Rusty Rolison, College of Arts & Letters	601.266.5620	997
Bobby Chain Tech. Auditorium	Registrar's Office	601.266.4822	89
C. W. Woods Art Gallery	Arts Museum Director	601.266.5200	
Chapel/ Chapel Lawn	Jami King Event Services	www.usm.edu/union Request a Room	80 \$100 (semester- on campus)
Cook Library		601.266.4242 (Library website: Reserve a Room)	Classroom 60 M-F, 8 a.m.-5 p.m. \$25 (1/2 day)/\$50 (full day)
Elam Private Dining	Catering Office	601.266.5552	
Gateway @ Southern Miss	Dorothy Pickett	601.266.4922	40-60
Marsh Hall Auditorium	School of Music	601.266.5363	335

McCain Library Conference Rm. 203	Dr. Susan Siltanen Graduate Studies	601.266.4369	25-30
McCarty Hall Conference Hall	Stephanie Roy, Asst. Director	601.266.2631	20
Owings-McQuagge Conference Room	Betty Jean Williamson, College of Ed/Psych.	601.266.4568	12
Payne Center	Rec. Sports Reservations	601.266.4922	
Peck House	Virginia Kittrell, OLLI	601.261.1430	\$75 (one room) \$150 (entire facility)
Performing Arts Center	Dr. Mike Lopinto	601.266.5620	740
Polymer Science Auditorium	Beverly McNeese, Polymer Science	601.266.4868	132
Power House Restaurant	Jami King (Request) Catering Office (Food Order)	601.266.4399 601.266.5552	60-75 Mezzanine \$500 Minimum Food Order
Presidential Suite	Polly Odom, President's Office	601.266.5001	25 – Dining Room 12- Board Room
Student Activities Hub Black/Gold Conference Room Board Room (2 nd floor) 1 st floor open space	Jami King, Event Services	www.usm.edu/union Request a Room	
Reed Green Coliseum	Neal Mead, Athletics	601.266.6412	8,600
RHA Activity Center	Adam Swanson, Residence Life	601.266.6514	125
Seymour's Grill	Eagle Dining AND Jami King (block Union lobby)	601.266.5552 601.266.4399	500

University Union ROOMS A BC D H Hall of Honors Locker Room/R.C.'s Lounge Lobby	Jami King, Event Services	www.usm.edu/uni on Request a Room	30 250 20 40 150
Thad Cochran Center Rooms 226, 227, 228, 229 and Polly Stout 210, 214, 216 218 A/B -Grand Ballroom	Jami King, Event Services	www.usm.edu/uni on Request a Room	20 - 30 18 - 20 60 - 120 175 938
OUTDOOR LOCATIONS	DEPARTMENT/ PERSON	TELEPHONE	
Administration Lawn/ Fountain	Administrative Secretary, President's Office	601.266.5001	
Bennett Lawn	Jami King, Event Services	www.usm.edu/uni on Request a Room	
Courtyard at the Power House Restaurant	Jami King	www.usm.edu/uni on	\$35 Private/Special Events
Forrest County Hall Lawn	Jami King, Event Services	www.usm.edu/uni on Request a Room	
Freshman Quad	Residence Life	601.266.3523	
International Garden	Frances Suddoth, International Programs	601.266.4344	
Intramural Fields	Janice Eaton, Rec. Sports	601.266.4922	
Kennard- Washington Lawn	Jami King, Event Services	www.usm.edu/uni on Request a Room	

Lake Byron Bridge	Jami King, Event Services	www.usm.edu/union Request a Room	\$35 Private/Special Events
Library Plaza	Jami King, Event Services	www.usm.edu/union Request a Room	
Loyalty Field	Janice Eaton, Rec. Sports	601.266.4922	
M.M. Roberts Stadium	Neal Mead, Athletics	601.266.6412	
Nitchampburg	Janice Eaton, Rec. Sports	601.266.4922	
Pride Field	Janice Eaton, Rec. Sports	601.266.4922	
Rose Garden	Jami King, Event Services	www.usm.edu/union Request a Room	\$35 Private/Special Events
Shoemaker Square	Jami King, Event Services	601.266.4399	
Stadium Tunnel	Tim Atkinson, Athletics	601.266.5025	
The District	Dawn Smith, Alumni	601.266.4218	
Union Plaza	Jami King, Event Services	www.usm.edu/union Request a Room	
Weathersby Lawn/ Fountain	Jami King, Event Services	www.usm.edu/union Request a Room	

****FOR EVENTS IN LOBBY AREAS OF ACADEMIC BUILDINGS, CONTACT THE DEAN'S OFFICE OF THAT COLLEGE.****

To access the Eagle Vision Policy for the Thad Cochran Center, visit www.usm.edu/union.

Bennett Auditorium

College of Arts and Letters, July 2011

A. Priority of Usage

1. Academic performance
2. Faculty and staff
3. Student groups
4. Off-campus groups

B. Cancellation/No-Show Policies

Cancellations must be made one week prior to event, or the deposit will be forfeited. An alternative date may be substituted. In the event of a “no show,” there will be no refund of rental fees.

C. Fees

1. Student groups \$300 per day
2. Off-campus groups \$1,000 per day
3. Holiday rate \$1,500 per day (defined as official holiday observed by university)
 - a. Payment is due when reservation form is submitted, with the exception of organizations paying via university budget. Those will be billed from the dean’s office of the College of Arts and Letters.
 - b. Undue or excessive need for cleaning will result in a fee upward of \$150. Replacement and repair costs will be the responsibility of the renter. Need for cleaning, replacement and repair will be the decision of the dean of the College of Arts and Letters and the auditorium manager.
 - c. Due to maximum bookings in Bennett Auditorium by on-campus groups, outside rentals are only offered during non-academic periods. Those periods are during the months of May (after commencement), June, July and early January. Once classes have commenced, no outside bookings are accepted.

D. Equipment and Setup

1. Equipment in the facility is limited to existing lighting.
2. Sound equipment must be obtained from iTech.
3. Additional sound, lighting or other equipment is the responsibility of the renter.
4. Technical assistance personnel must be approved by the auditorium manager.
5. Auditorium staff will provide minimal setup assistance.

E. Event Procedures and Rules

1. No food or drink is allowed in the performance hall.
2. All student groups must abide by the Student Activities policies within the handbook.
3. The event must start within **one hour** of advertised start time, or event can be cancelled by auditorium management.
4. No signs, seat reservations or other advertising materials may be posted on any walls, curtains, doors, windows or other surfaces inside or outside any auditorium.
5. If designation is needed for reserved seating, please print signs and hang on seats with ribbon or cording. No tape or pins are allowed to be used within the halls.

6. A rental day consists of **8 a.m. until 10 p.m.** This includes load-in, performance and load-out. If rehearsal times are needed on other dates, the rental fee applies to those dates.
 - a. Outside fee is **\$1,000** per day.
 - b. Holiday fee is **\$1,500** per day.
7. No excessive light or sound equipment is allowed in Bennett Auditorium due to stage structure.
8. Due to minimal backstage areas in Bennett Auditorium, large groups should either request the Mannoni Performing Arts Center auditorium or select another venue. Auditorium management will be the deciding factor on a case-by-case basis.
9. No lobby furniture in any venue may be moved. Moving furnishings in other areas must be approved by auditorium manager. Auditorium staff must move these items. No renter is permitted to in any way alter the set-ups of the halls.
10. Reservations **will not** be accepted by telephone. Reservations are to be made online at <http://www.usm.edu/union/studentactivities.php>, Bennett Auditorium Reservation form.
11. For lost and found items, please have **presenter**, not person who has lost item, contact auditorium management for searching or recovery of said item. This process will be done only during regular business hours.
12. Equipment Services – Equipment Services of iTech offers checkout of equipment to faculty, staff and students. Available for checkout purposes are VHS players, three-fourths players, slide projectors, overhead projectors and filmstrip projectors.
13. Equipment Services needs a 48-hour notice for ordering equipment. For more information concerning Equipment Services' checkout policy, please call 601.266.4364 or e-mail equipment.services@usm.edu.

Nitchampburg Policy

Southern Miss Alumni Association and Athletics, July 2005

Nitchampburg, Miss., was founded in 1986-87 by the Southern Miss men's basketball team and head coach M.K. Turk. On March 26, 1987, before an extraordinary crowd in New York City's Madison Square Garden, Southern Miss won the National Invitational Tournament, the first national basketball championship ever brought home to the state of Mississippi. Within the shadows of historic Reed Greed Coliseum is a place unlike any other in the college basketball world. Nitchampburg even has its own ZIP code, 32687, signifying the date Southern Miss won the NIT. Nitchampburg comes alive each hardwood season, serving as a living reminder of our championships, our traditions and of more great memories to come.

Nitchampburg was founded to give the Southern Miss faithful an opportunity to enjoy the fellowship of Golden Eagle athletics and to celebrate our victories. All citizens of Nitchampburg are asked to adhere to the city regulations and be good neighbors to one another and to the university.

Nitchampburg City Regulations

- A. Tailgating in Nitchampburg is allocated on a first-come, first-served basis with the understanding that all participants will respect the area and their fellow Golden Eagles while visiting. Tents and tailgating equipment may be brought to Nitchampburg no earlier than three hours prior to game time.
- B. Automobiles are prohibited from the grassy and tree-lined areas at all times.
- C. Please refrain from bringing heavy, cumbersome furniture to the area (lawn furniture only please).
- D. Grills are permitted. Open fires are prohibited.
- E. Glass containers are prohibited.
- F. The university alcohol policy remains in effect.
- G. Please put all trash in its proper place.
- H. The university, Southern Miss Alumni Association and Southern Miss Athletic Department are not responsible for lost, stolen or misplaced items.
- I. Nitchampburg follows the same rules and understandings for any other tailgating environment.
- J. All tents in Nitchampburg should be identified with the name of the organization or individual sponsoring the tent.
- K. Tailgating in Nitchampburg will end by the tipoff of the basketball game. Tailgating in Nitchampburg will not be permitted following the game.
- L. All tailgating materials should be removed from Nitchampburg immediately following the game.

Post Office

<http://www.usm.edu/postoffice/>

A full line of postal window service is available Monday through Friday (except holidays) from 8 a.m. to 5 p.m. U.S. mail is delivered to boxes Monday through Saturday, and first-class mail is normally in the boxes by 9 a.m. Magazines and newspapers are delivered to the boxes by 10 a.m., while campus distribution is delivered throughout the day.

Student organization box holders and individual box holders may use the campus distribution system subject to the following guidelines.

- A. Addressed materials: Material must contain a return campus address (box number) and the name and box number of the addressee. Mail to individuals is delivered on the basis of last name and box number, both of which are required. Multiple items must be in box number order and should be in envelopes or folded so the message is enclosed, and the size should not exceed 5 X 10 inches. Multiple-use campus distribution envelopes are exempt from the size requirement.
- B. Unaddressed fliers: Unaddressed materials, such as advertising promotions, may be distributed through the campus distribution system subject to the following guidelines and fees:
 - 1. For university mailers, one cent per piece (material must pertain to university interest.)
 - 2. Non-university mailers, minimum of five cents per piece
 - 3. Material subject to approval

Bulk mail: For off-campus addresses, a 200-piece minimum is required to qualify for the bulk-mail rate. Bulk mail is defined as identical piece mail, not dated, not personalized, without signatures. Allow two weeks for delivery. Procedures for preparing a bulk mailing are available at the Southern Miss post office.

The post office is a service organization. If you have a question or problem, contact the post office at 601.266.4013.