

OFFICE OF LEADERSHIP AND STUDENT INVOLVEMENT

www.usm.edu/lsi

Guide for Chartering Student Organizations

Last reviewed July 2019

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 unapproved group, and reserving facilities and conducting business for an unapproved group.

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

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 will 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 Committee for New Student Organizations and by the Campus Recreation department for sport clubs.
 - 6. A formal constitution is submitted outlining the purpose of the group seeking the charter of the new organization.

- B. The application for chartering a new student organization is completed and filed with the Office of Leadership and Student Involvement together with proper supporting documents.
 - 1. Completed application for approving a new student organization by visiting www.usm.edu/lsi and clicking on "Start a New Organization".

2. **Items to be uploaded with the application:**

- a. Upload a copy of the proposed constitution to the online New Student Organization application.
 - b. Letter of support from the on-campus advisor of the proposed student organization
 - c. A letter from the department with which the proposed organization will affiliate (if no affiliation is planned, no letter is required).
3. Submit the Organization Information Form (OIF) at www.usm.edu/lsi.
 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 age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin and/or veteran status unless allowed to do so under federal exemption. This form is built into the new organization application and will be signed and turned in at the approval meeting for the proposed new organization.
 5. The organization has an advisor who is a member of the full-time faculty or staff.
***Required of all groups each year in order to remain active on campus.**
 6. The organizational president and advisor meet with the Committee for New Student Organizations regarding the proposed organization (or their designated contacts; must be approved by Chair of the committee ahead of time.)

ORGANIZATIONAL MEETINGS

Three meetings may be held prior to the official approving of a new student organization. Business during these meetings should be limited to constitution drafting and forming the structure of the organization. A member of the Leadership and Student Involvement staff will meet with the group for aid and counseling in the forming of the new organization, if necessary. *Absolutely no events will be registered until the group is an official organization.

CONSTITUTION

Once a constitution has been approved by the Committee for New 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. LSI will present the request to the Committee for New Student Organizations at its next meeting; they will request the president and advisor of the proposed group to be present to answer any questions that might arise. *Failure to show up to your assigned meeting could result in your organization not being approved.
- B. The recommendation of the committee is forwarded to the assistant vice president for Student Life for final action.
- C. LSI will advise the president and advisor of the organization of final action.
- D. The organizational president is responsible for meeting with Leadership and Student Involvement once approved to review campus policies and procedures.

Code of Conduct for Student Organizations

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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 advisor, officers and members.

Student organizations are to abide by the University Student Code of Conduct through the Dean of Students office. Any violations of the Code of Conduct from individual students and/or organizations will be submitted to the Dean of Students office.

Policies, Procedures and Guidelines

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The Office of Leadership and Student Involvement strives to educate and advise all students and advisors of the policies, procedures and guidelines for student organizations. For organizations to be registered each year and gain event approval during the 2019-2020 academic year, the following must be completed:

- A. Two members of each organization must attend a Student Organization Orientation (SOO). Times and dates of the sessions will be emailed to the organization's president listed on the Organization Information Form (OIF) and posted on the LSI website at www.usm.edu/lsi.
- B. Each organization must update the Organization Information Form (OIF) each year. It is the organization's responsibility to keep all officer contact information current throughout the year.
- C. Organizations must have an on-campus advisor with a usm.edu email address who is a full-time faculty or staff member.

A copy of this Policies, Procedures and Guidelines manual can be found online at the LSI website: www.usm.edu/lsi under "Forms & Policies".

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 director of Leadership and Student Involvement. 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 Leadership and Student Involvement.

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

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. *Union Plaza only, see policy, pg. 30
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 (academic space and Union Complex):

1. Sunday – Thursday 8 a.m. – 10 p.m.
2. Friday – Saturday 8 a.m. – 10 p.m.

PLACE

A. Inside

On-campus inside rental 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
Payne Center Natatorium	- 330
Seymour's	- 680
Cochran Center Grand Ballroom	-1,000
Union Lobby	- 600

B. Outside

Outside areas on campus are reserved through Event Services with the exception of Payne Center outdoor spaces. They are typically considered a “special event” and require the form to register events be submitted no later than ONE MONTH prior to the event. Outdoor spaces available for event reservations include, but are not limited to: Shoemaker Square, Centennial Green, Weathersby Lawn, Kennard-Washington Lawn, Lake Byron, Spirit Park, the Union Plaza, and the NPHC 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, Leadership and Student Involvement and/or Event Services reserves the right to recommend alternate areas. No vehicles are allowed on the brick areas of Shoemaker Square and West Memorial except at designated times per university officials. Only pedestrian traffic is allowed.

C. Outside Socials Policy

Student organizations are permitted to hold outside socials during the week under the following conditions:

1. An Event Request Form is submitted on time requesting space for the event to the Office of Leadership and Student Involvement.
2. Amplified sound is ONLY allowed from 5:15-6:15 p.m. When the event is over, students must clear the area. It’s not a bad idea to have the DJ or a member of the group announce that the event is now over and everyone should clear the area. University staff working the event will ensure that students leave the area after 6:15 p.m.

3. Events of this nature should be advertising on-campus only as a student event. Off campus guests are not permitted. University personnel reserve the right to shut down the event or ask someone to leave the event at any time.
4. The only approved location for these events is between the Union Plaza and outside entrance to the Student Activities Hub.
5. Leadership and Student Involvement nor Event Services provides any equipment or services for this type of program. All trash and any equipment brought to the area should be picked up immediately following the event or subject to Event Services fines and/or penalties.
6. The DJ or sound system speakers must face the stadium or down towards the Union Plaza and not facing the Residence Halls. The volume of the music must be played at a tolerable level. University staff working the event reserve the right to tell the organization or the DJ to turn the sound down.
7. UPD provides security for free for these events. They reserve the right to shut down the event at any time should university policy be violated in any way.
8. All groups must attend a pre-event meeting prior to the date of their event in order for it to be registered. The sponsoring organization's advisor must make every attempt to attend the pre-event meeting as well as the event.
9. Outside socials require the approval and attendance of the organization's advisor or a designated office representative. The advisor reserves the right to request changes, alter or shut down the event at any time.
10. Leadership and Student Involvement and/or Event Services reserve the right to change the location, day and/or time of the event, if necessary. Rain location is not provided.

MANNER

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 advisor 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 must be approved by the Office of Leadership and Student Involvement (LSI) by submitting the Event Request Form. This is found at www.usm.edu/lsi. LSI 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 Assistant Vice President for Student Connections. 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 Event Request Form one month prior to the event and attend a **pre-event planning meeting** with all departments involved. A representative of the Office of Leadership and Student Involvement will contact the organization to schedule the pre-event meeting. A special event is one where money is exchanged, held outside, has amplified sound, etc. When in doubt, always contact the office as early as possible to determine the nature of your proposed event. Failure to appear at the pre-event meeting will automatically prevent your activity from being registered. *All events where exchange of money is present require the sponsoring group to pay for a UPD officer before the event can be approved.
- C. Any activity involving food must adhere to the University Snack Policy located within this policy manual.
- D. The Office of Leadership and Student Involvement 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. Event Request forms are to be submitted through the LSI Website on Monday at 4 p.m. for activities occurring the following Sunday-Saturday and up to one month prior for any special requests.
- G. Parades, marches or runs are allowed on campus only with approval from the director or his or her designated representative and the chief of operations of University Police.
- H. Two working days preceding the week during which final exams begin will be “Dead Days”. No student organization activities through LSI will be scheduled.
- I. 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.
- J. University officials reserve the right to request a student organization select a different day, time or location for their event due to extenuating circumstances or if it is within the best interest of the campus community.

Privileges, Obligations and Due Process of all Registered Organizations

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 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 advisor) with the Office of Leadership and Student Involvement annually by completing the Organization Information Form (OIF). Otherwise, the organization will become inactive and will lose its privileges mentioned above. Immediately following each election, lists of new officers or advisor(s) with addresses should be submitted to the Office of Leadership and Student Involvement.
- 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, Leadership and Student Involvement 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 Committee for New 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 comply with the Privileges and Obligations of Registered 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 Leadership and Student Involvement or university policy may subject the organization to recall by Office of Leadership and Student Involvement and/or the Dean of Students. Recall may result in the president and advisor 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 any Leadership and Student Involvement policies, the Privileges and Obligations of Registered Organizations, the Student Code of Conduct or other University regulations, certain disciplinary procedures will be instituted against the organization initiated by Leadership and Student Involvement or the appropriate administrator.

RESPONSIBILITY

The responsibility of interpretation and enforcement of university regulations rests with

the president and advisor 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 Leadership and Student Involvement. The sponsoring organization and offices involved in the event planning of the event 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.

Holding Events on Campus: Event Request Form

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- A. Registered student organizations wishing to hold on-campus meetings and events should visit the Leadership and Student Involvement (LSI) website to complete the Event Request form at www.usm.edu/lisi.
- B. In an effort to keep the registration process as easy as possible for students, there is only one form for groups to complete for ANY type of event request on campus (indoor/outdoor, meetings, speakers, etc.). LSI will then facilitate the reservation of the space with appropriate departments on behalf of the student organization.
- C. Categories of events when completing the form:
 - Academic Space Request- meeting or event held in an academic building on campus (does not include Bennett Auditorium, Payne Center, The Union Complex, or the Mannoni Performing Arts Center). *ABSOLUTELY NO AMPLIFIED SOUND OR FOOD/DRINK is allowed in Academic Space per the Registrar's Office. Not all academic space is available for organizations to use. Consult LSI for questions on available academic spaces.
 - Indoor Space Request- ALL other types of events excluding including but not limited to: meeting, retreat, workshop, fashion show, outside event, events with amplified sound, ticketed event, pageants, etc. housed in the Union Complex, Bennett Auditorium, or Payne Center facilities.
 - Greek House Based event- social or non-social in nature
 - Social event in nature- registered IFC organizations use for traditional Thursday, Friday, and Saturday house parties. Use the On Campus Social Event Policy Form found on LSI and Greek Life websites.
 - Thursday night party hours are 9pm-midnight
 - Friday and Saturday night party hours are 9pm- 1 a.m.
 - Outdoor space request- Outdoor allowable even spaces include Centennial Green, Weathersby Lawn, Spirit Park, and Payne Center related areas.

- Tabling or Chalking Request- chalking, bake sale, fundraiser, membership recruitment, information table, event promotion ONLY.
 - a. Tabling locations: Library Plaza, Shoemaker Square, Armstrong-Branch Plaza, Century Park South Breezeway, Spirit Park (west side of sidewalk only), TCC Lobby*, Union Lobby*. *1 table and 2 chairs provided with reservation approval. All other locations you must provide own tables and chairs (except Shoemaker Square).
 - b. Tables and chairs are available to check out from LSI for tabling in Shoemaker Square ONLY. Any other locations, you are required to supply your own tables and chairs.
 - c. Approved chalking locations: Union Plaza and Weathersby Lawn.

Special Event Guidelines

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A special event is classified as any approved event other than meetings, tabling, bake sale or retreats/training. Events are deemed “special in nature” by Leadership and Student Involvement. 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 Leadership and Student Involvement will assist you with setting up the required pre-event meeting found in the special events requirements listed below.

While most student organization events will operate under the previously mentioned 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 office, 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 pre-event meeting at least three weeks in advance to discuss event procedures, police procedures, event checklist and event evaluation forms. Student organization should visit the LSI website and first complete the Event Request Form to start the process of registering a special event.

***No special events will be registered until a group attends a pre-event meeting. Failure to show up to a meeting will result in the cancellation of the proposed event. There will be NO re-scheduled or makeup meetings.**

Pre-Event Requirements for Special Events

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- A. The Event Request Form should be completed from the Leadership and Student Involvement website between 4-6 weeks from the date of the proposed event. *A special event is any event that is held outside, has outside guests, charges an entrance or registration fee, and/or expects large numbers of attendees. Other events are subject to being deemed "special" in nature by the Office of Leadership and Student Involvement.
- B. The host organization must attend a pre-event planning meeting ideally one **month** before the event but no later than three weeks prior to the proposed date, with a representative from the Office of Leadership and Student Involvement and all departments involved, to discuss the planning of the event. It is the responsibility of the organization to have proper officers attend the meeting. This means the person(s) planning the event **MUST** be the ones attending the meeting. Failure to show up to a meeting or failure to schedule a meeting will result in the cancellation of your proposed event.
- C. Provide each participant the rules and regulations for participating in the event at The University of Southern Mississippi, when necessary. A copy of these, when necessary, will be provided at the pre-event meeting.

Day-Of-Event Requirements for Special Events

- 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. 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 University 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.

- I. Special events in The Union Complex or Bennett Auditorium are subject to additional day-of-event procedures and requirements. These will be discussed at the pre-event meeting.

University Police Officer Procedures for Special Events

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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 one month before the date of the proposed event.
- B. The Office of Leadership and Student Involvement will contact the organization to attend a pre-event meeting. At this meeting, the cost and number of police officers needed for the event will be determined. *Organizations that do not attend the meeting or fail to set one up will NOT be approved to have the event. There will be NO rescheduled or makeup meetings.
- 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. *If payment is not made on time, the event will be Cancelled.
- D. The University Police Department will e-mail the LSI office with the approval and confirmation that all fees were paid and officers are available.
- E. Should an event exceed the original time indicated on the Event Request Form, the student organization will have three days to pay University Police for the overage. No further activities requiring police officers will be approved until the balance is paid.
- F. Refunds will be handled in the following ways:
 - If original cash/check/money order remains at UPD, it will be returned to the organization.
 - If original cash/check/money order deposited has been deposited by UPD, organizations may apply/credit the amount towards another event
- G. The University Police Department requires 48-hour notification for canceling an event.

MINIMUM POLICE OFFICERS FOR AN EVENT

- A. Leadership and Student Involvement and/or the Chief of Police reserve the right to require a minimum of one sworn police officer at any campus activity sponsored by an officially chartered organization. All police officers will be requested through the Office of Leadership and Student Involvement by filling out the Event Request form.
- B. Leadership and Student Involvement in conjunction with the facility managers and UPD 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:

POLICE OFFICERS FOR AN EVENT CHART

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

Conferences and Conventions

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 Event Services and Leadership and Student Involvement at least 12 weeks prior to the planned conference dates. All policy will be derived from current LSI policies 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 Event Services and Leadership and Student Involvement.

Car Bashing Policy

- A. Complete an Event Request Form online through on the LSI website.
- B. Car-bashing may only occur in designated space on campus.
- C. Coordinate the delivery and removal of the vehicle with the Office of Leadership and Student Involvement. 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.
- 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 guidelines are not followed at any time, event will be shut down.

Date Auction Policy

- A. The event must be registered through the Office of Leadership and Student Involvement.
- 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.
*Consult Leadership and Student Involvement for guidance on creation of a waiver for your event.

Fundraising Policy

- A. Raffles, lotteries and similar activities and terminology are not allowed on campus by student organizations.
- B. Absolutely no gambling activities, terminology or events are allowed on campus by student organizations.
- C. Fundraising efforts are allowed so long as they benefit the organization or university’s educational or philanthropic efforts.
- D. Fundraising that promotes or sells ads for restricted businesses/companies (such as off campus housing, restaurants, or any alcohol related vendors) are prohibited.
- E. Leadership and Student Involvement may request a financial statement of the fundraising project from the sponsoring organization after the event is completed.
- F. Fundraising events that are in competition with other university fund raising will

- not be allowed without approval from Leadership and Student Involvement.
- G. Fundraising “Give Back” nights sponsored by Eagle Dining and other similar type events still require an Event Request form to officially register the event.

Blood Drive Policy

- A. Due to the nature of the event, only one (1) blood drive will be allowed in the Union Complex each semester, first-come, first-serve. Organizations must first complete the Event Request form with Leadership and Student Involvement.
- B. Outside blood drives using the Blood Mobile are unlimited per semester provided organizations complete the Event Request Form to register the event by the deadline. Organizations will have to be in touch with Parking Management and Event Services regarding the location of the mobile.

Movie/Film Viewing Policy

- A. Due to federal copyright laws for showing movies and films on campus, public showings of such audiovisual works will only be permitted to be shown on campus when the student organization can provide that they have purchased the licensing rights to view the film on campus during an event or obtained approval to view the film from the publishing company directly.
- B. You can obtain a license to view a movie on campus by renting the movie from an approved distributor or contacting the copyright holder (generally the studio) directly. Contact Leadership and Student Involvement at least one month before your proposed event date for direction on obtaining a license.
- C. Groups requesting to view movies on campus publicly will be contacted by Leadership and Student Involvement to provide a copy of the license agreement before their event will be registered.

Runs/5K Policy

- A. Registered student organizations are permitted to have runs/5K's on campus provided they complete the Event Request Form at least one month prior to the event and Campus Recreation can confirm date/time of event to occur.
- B. For safety purposes, all runs/5K's will start and stop on Pride Field. Student organizations will be advised to contact Campus Recreation to assist with the planning of the event. Campus Recreation will advise groups on start and stop locations, water stations, race maps, etc. *Note: the event is the sole responsibility of the sponsoring student organization. Campus Recreation will provide guidance and advisement on how to facilitate a successful event but will not be responsible for the execution of the event.
- C. It is the responsibility of the student organization to meet with Campus Recreation in order for their event to be registered with Leadership and Student Involvement.

Food and Amplified Sound in Academic Space

- A. The Registrar's Office has issued the following policy statement regarding the assignment of academic classrooms for student organizations:

When assigning academic classroom space to non-academic entities the Registrar's Office official position is it will not knowingly assign academic classroom space to meetings requiring amplified sound. This position will help to ensure the optimum environment for instruction is provided to the campus community.

- B. Additionally, per University policy, no food or drink is permitted in academic space on campus.