

POLICIES, PROCEDURES, AND GUIDELINES MANUAL

2019-2020

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

OFFICE OF LEADERSHIP AND STUDENT INVOLVMENT



**THE UNIVERSITY OF
SOUTHERN MISSISSIPPI.**

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UNIVERSITY POLICIES

Sign Policy, Last updated August 2016

<https://www.usm.edu/institutional-policies/policy-stua-una-006.php>

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. Outside groups or organizations also post signs when utilizing the University's designated "free speech" zones. The University allows these practices within regulations designed to reasonably govern the time, place and manner for the protection of the students, University property and the appearance of its campuses. All signs must include the name of the sponsoring student organization, department, group or person. Official signage of The University of Southern Mississippi, building designations, regulatory and traffic control, directional signage, etc., are not governed by this policy. The locations listed below are the only locations where non-official signage 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 containing obscenity and speech inciting individuals to unlawful activities. State and federal constitutional decisions will be used as guidelines for determining speech, which is protected by the First Amendment to the United States Constitution.
2. No student organization, University department or any other group or organization may 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 Finance and Administration. 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 – content
 - Gulf Park: Director of Student Affairs - content

When there is a doubt as to whether 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 Office of Leadership and Student Involvement. 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 will be referred to the Student Judicial Board for student violations and to the appropriate vice president for departmental violations.
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 SIGNS

1. FREESTANDING SIGNS

- a. Signs may be posted in designated areas below; however, no reservation needs to be made to reserve space.
- b. University-approved student organization and departments may display freestanding signs on campus. The department or student organization name must be printed on the sign. Signs are allowed to remain for a maximum of five days and then must be removed by the sponsoring organization unless a specific extension is granted by Leadership and Student Involvement.
- c. Outside or non-campus affiliates are not generally permitted to display freestanding signs on campus. However, in cases where an outside or non-campus group is on-campus at one of the University's designated "free speech zone" locations to exercise its rights as outlined in the "Free Speech, Demonstration and Protest Policy," it may display freestanding signs at the immediate site of the protest or demonstration. These signs may only be placed on a paved surface or the unpaved surface immediately adjacent to the free speech zone and must comply with all requirements of the University's Sign Policy. Signs must be removed immediately upon completion of the protest or demonstration.

- d. Signs (not including SGA elections) are allowed to remain for the maximum duration stated above and then must be removed by the sponsoring organization.
- e. **Freestanding Sign Locations**
- Hattiesburg:
 - Entrance off W. Fourth Street (across from Ferlise Center)
 - Shoemaker Square- east, west and north end
 - Library and Union Plazas
 - Freshmen Quad
 - Armstrong Branch Plaza
 - Gulf Park:
 - Shoo Fly Area south of the tennis courts
 - Eagle Plaza (excludes Loft Return statue and flower bed)
 - Library Lawn
 - Fleming Education North Lawn
 - Lloyd Lawn
 - Administration Building Plaza
- f. Student Government Association election candidates are permitted to place free-standing signs on campus under the following conditions (neither subsection c nor d above apply to SGA elections):
- Approved locations:
 - Hattiesburg – Union and Library plaza, Shoemaker Square, Freshmen Quad, and Armstrong Branch Plaza
 - Gulf Park - Eagle Plaza (excludes Loft Return statue and flower bed), Library Lawn, Fleming Education North Lawn, Lloyd Lawn, Administration Building Plaza
 - Only one sign may be displayed per candidate per location. If running on a ticket or as a group, one candidate sign and one group/ticket sign is permitted to be displayed in each approved location.
 - Sponsored by SGA must be printed on every sign
 - No signs will be permitted to be displayed until the SGA election commissioner submits the request form with the Office of Leadership and Student Involvement, for all candidates, at least 48 hours before campaigning is to begin.
 - SGA election commissioner is responsible for removing all signs the day after the election (SGA constitution election code section 1 A.6)
 - Refer to the SGA election code section 3 for sign posting dates and other applicable policies.

2. INSIDE SIGNS

- a. Handbills (posters, bulletins, flyers and notices) shall be posted on inside bulletin boards and designated areas in university buildings by student organization or campus departments only.
- 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.
- c. Student organizations are responsible for the nature and content of the handbills and inside signs being posted. The Office of Leadership and Student Involvement and the Department of Union and Programs reserve the right to take down any inappropriate signs on the Hattiesburg Campus. At Gulf Park, the Division of Student Affairs will reserve the right to take down inappropriate signs.
- d. The University of Southern Mississippi prohibits the posting or display of these signs by student organizations or departments outside of designated areas. This includes the exterior of any University building, telephone/utility pole, tree, sidewalk, window, trash can, or any other exterior surface located on the campus, including vehicles. The Office of Leadership and Student Involvement reserves the right to take disciplinary action against any student organization that does not follow this policy.
- e. Non-university affiliates who wish to hang signs that advertise similar products or services currently offered the University will NOT be permitted (i.e., apparel, food service, lodging, etc.)

3. SUSPENDED BANNERS

- a. Banners will be hung no higher than six feet in the following Hattiesburg Campus 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 organizations.
- d. Suspended banners are not allowed at Southern Miss Gulf Park. This excludes lawn banners for Homecoming approved by student affairs.

4. CHALKING

- a. Only registered student organizations can chalk on campus. Any outside group, non-affiliated with the university is not permitted to chalk on campus.
- b. Water-soluble chalk only is allowed in designated areas. Markers, spray chalk, paints or oil-based products are prohibited.
- c. 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.
- d. The use of chalk on sidewalk and pavement areas is allowed for events only in designated areas:
 - Hattiesburg:
 - Union Plaza
 - Weathersby
 - Freshman Quad Area
 - The Freshman Quad area requires approval through Residence Life.
 - Gulf Park:
 - Fleming Education Center South Deck & Exterior Sidewalks (excludes Breezeway)
 - Memorial Flagpole Circle (south of Administration Building Plaza)
 - The Chimney slab on Library Lawn
- 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.

5. 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.

6. 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, 2018

<https://www.usm.edu/institutional-policies/policy-stua-una-007.php>

- 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 Event Services office by 4 p.m. at the conclusion of your permit to pay all outstanding fees for your event.
- D. 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. Solicitors wishing to sell/advertise similar products or services currently offered by The University of Southern Mississippi will NOT be permitted (i.e. apparel, food service, lodging, etc.)
- E. 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.
- F. Solicitation is not allowed during "Dead Days", which begins nine days prior to graduation, or during home football game weekends (unless an approved, official sponsor of USM Athletics).
- G. Storage is not available.
- H. If reservations for solicitation 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.
- I. Door-to-door or pedestrian solicitation is not allowed anywhere on campus. Solicitation will be allowed in the Cochran Center, Cook Union, Shoemaker Square, the Library Plazas and other areas designated by the director of the Union and Programs department. Equipment not provided for outdoor spaces.
- J. Solicitor 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 allowed. Vehicles are not permitted on plaza area.

- K. Solicitors cannot ask for or receive advanced deposits on any product that is to be mailed to the purchaser.
- 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 and Assembly Policy, 2018

<https://www.usm.edu/institutional-policies/policy-stua-una-012.php>

- A. The University has established high visibility areas on campus in order to facilitate robust debate and the free exchange of ideas. These “free speech zones” may be used by any person, including non-students and other campus guests:

Hattiesburg campus:

Shoemaker Square (paved area immediately surrounding the fountain)

Free Speech Area North (paved area on Southwest corner of Hub, North of the bollards)

Free Speech Area West (paved inset area, without bench, West of the Fountain, opening to Centennial Green)

Gulf Park campus:

Shoo Fly area south of the tennis courts

Green Space South of Library

- B. Areas defined above may be used without permission from the University by students, faculty, or staff so long as they have not been previously reserved or scheduled for a particular function, no sound amplification is used, no structure is erected, and the participants do not violate other University policies. Any speaker may be denied or asked to leave if the speech constitutes 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;
- C. Any University affiliated speaker may be asked by a University official or University Police Department officer to relocate to one of the alternate locations listed if the designated “free speech zone” has been previously reserved by one of more student organizations or University departments.
- D. Individual students, faculty or staff have the right of free expression anywhere on campus so long as the expressive activities or related conduct does not violate any other applicable University policies.
- E. If a student organization desires to demonstrate in an area of campus outside of the “free speech zones” or if the student organization intends to advertise for an event or anticipates an event that may draw a large crowd or impede pedestrian or

vehicular traffic or will involve a parade, march or other similar activity, the University requires the student organization to complete an event form through the Office of Leadership and Student Involvement at least one week in advance of the activity. LSI will work with the organization to meet the request or find a suitable time and location that balances the rights of the student organization with the rights of others and the University's educational mission. The purpose of the policy is not to designate University streets and common areas as a public forum or to accommodate demonstrations or protests by those who are not part of the University community (non-students and other campus guests). Rather, the purpose of this policy is to promote and facilitate student expression while allowing the University to make any necessary arrangements (such as arranging parade route, providing security) to assure such activities do not interfere with the University's mission and operations or with the rights of others. Should an outside group or individual student wish to conduct an organized demonstration or to demonstrate in areas other than the "free speech zones", the group should seek the sponsorship of a registered student organization and follow the procedures outlined in this section.

Non-University Affiliated

F. Individuals or groups not affiliated with the University are permitted access to the *Free Speech Zones* subject to the following requirements:

- Non-University individuals or groups may reserve one of the designated Free Speech Zone spaces through the Office of Event Services no sooner than three (3) business days in advance and no later than one (1) business day in advance.
- The Office of Event Services may reserve one of the designated Free Speech Zones if it has not previously reserved by a student organization or University department.
- Non-University affiliated individuals or groups must comply with all of the requirements outlined in policy.

G. Any questions concerning this policy should be directed to the Office of the Vice President for Student Affairs (R.C. Cook Union, Room 210).

UNION DEPARTMENT

The Union Complex

Last updated July 2019

The University of Southern Mississippi's Union Complex may be reserved by student organizations, university departments and community patrons through the Conference & Event Services office. All student organizations must first register their events through the Office of Leadership and Student Involvement. The Student Involvement Event Request Form is available on the LSI website. Student groups failing to do so will not be processed until Conference & Event Services receives the form from the LSI office. Departments and external groups may book online by visiting www.usm.edu/union-event-conference-services or contact us at 601.266.4399.

Persons who use these facilities are expected to abide by the Union Complex Policies, other University regulations, as well as state and federal laws. The Union Conference & Event Services 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 www.usm.edu/union-event-conference-services.

GENERAL POLICIES

Department of Union and Programs, Last updated July 2018

- 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 Conference & Event Services Office (dry erase markers) which are only allowed on dry erase boards.
- 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. Catering 601.266.5552 or southernmisscatering.com.
- 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.

Conference & Event Services Guidelines

Last updated July 2019

- A. All events are subject to a review process to determine if the nature of the event is suitable for the facility prior to confirming the event.
- B. Reservations of the rooms, atrium, and the lobby will be done on a first-come, first-served basis.
- C. While **reservations must be made at least one week in advance**, the earliest possible dates to make reservations are as follows:

Student Organizations:

- Must submit an Event Request Form online through the Leadership and Student Involvement website (www.usm.edu/lisi) for **all** meetings and events in order for the event registration process to begin.
- Only registered student organizations are allowed to reserve space. Student Organizations are considered registered if they have updated their Organization Information Form (OIF) with the Office of Leadership and Student Involvement attended a Student Organization Orientation.
- Reservations will only be accepted by officers of the organization with a university email address.
- Large scale events and banquets may be booked up to one (1) year in advance, from the current semester. Exceptions may be made on a case-by-case basis that may attract the external community.
- Weekly/biweekly meetings, beginning one (1) month prior to the start of each semester and only for one semester. Allowed three (3) rooms per week, two (2) hour maximum per event, and no more than six (6) hours per week for regularly scheduled meetings. Only one (1) room may be reserved by an organization at a time for weekly meetings. Three (3) rooms per week includes any/all branch(es) of the organization (executive, special teams, etc).
- If seven (7) or more rooms are reserved at one time or a registration fee is charged, the reservation will be billed at the department rate.
- If attendance for your event is reported to be drastically different from what was requested, your meeting is subject to relocation to a suitable space based on observed attendance.
- The Conference & Event Services Office reserves the right to change room assignments, if deemed necessary. Should the need arise, events may be relocated to other facilities on campus. Customers will be notified in advance via phone and/or email.
- Outdoor events are not guaranteed a rain site.
- For information concerning fees, please refer to the Conference & Event Services website for more information: www.usm.edu/union-event-conference-services.

Departments:

- Large reoccurring events including but not limited to conferences, recruiting events, camps, and signature events may be booked up to two (2) years in advance from the current semester. Approval for advanced booking is at the discretion of the Conference & Event Services Office.
- Weekly meetings, beginning one (1) month prior to the start of the semester should be requested prior to the start of each semester.

Block reservations may be made, but Conference & 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.

- E. A facility rental fee will be assessed for any organization that should charge an admission and/or registration fees to attendees.
- F. University recruiting events and functions take priority over all other meetings and events.
- G. Departments sponsoring corporate meetings will pay external fees unless the sponsoring department directly benefits from the program, at which they will pay department fees.
- H. Requests may be submitted via the Conference & Event Services Web site, www.usm.edu/union-event-conference-services by clicking on Reservation Request or calling the Conference & Event Services Office at 266.4399. A confirmation of your booking will be sent to you via e-mail within 3-5 business days. Other spaces that may be reserved through this office are listed on our website.
- I. For all fees, please contact the Conference & Event Services Office to generate a quote for your event. Additional fees will be charged for use of the building after regular operating hours, or during holidays. Certain events may require police officers at the expense of the organization. Deposits may be required. Final payment is due one week prior to the event; if the event occurs during a weekend, final payment is due on Friday one week prior to the event. Payments will be accepted during regular business hours Monday-Friday in the Conference & Event Services Office.
 - J. Any audiovisual (AV) equipment needs must be discussed with your contact for Conference & Event Services a minimum of 2 weeks in advance. Any needs that cannot be met by the Conference & Event Services office must be requested through iTech or provided by the customer through an outside contractor. Note: All microphones are for spoken word only, any event requiring microphones for vocals or musical amplification must provide their own equipment or contract with a third-party vendor.
- K. Tape will not be allowed on any walls, floors or carpet in the Union Complex. Please consult with your contact with Conference & Event Services for alternatives.
- L. Candles are permitted as center pieces with proper and approved prevention of damage to equipment, in candelabras, or in an enclosed container; such as a vase. The use of candles in a ritual or induction ceremony is strictly prohibited. Battery

operated candles should be used for this type of event. If found to be inappropriately using candles in the facility, your organization will be assessed a fine (\$100 minimum) and restricted from utilizing the Union Complex until the fine is paid. Mylar balloons, glitter, confetti, or items that leave excess debris are prohibited (minimum \$100 penalty).

- M. For information or to reserve space on the Thad Cochran Center Eagle Vision technology screens, please contact the Conference & Event Services office.
- N. For information on storage, please contact the Conference & Event Services office at 601.266.4399.
- O. If disability accommodations or auxiliary aids are needed, please contact Conference & Event Services at 601.266.4399 at least two weeks prior to the event.
- P. Event insurance coverage is required for some events, and for all external customers.
- Q. Customers are required to cover expenses if there is damage to the facility, furniture or equipment and/or excessive cleanup following an event.
- R. For all cancellation and events where customers are a no show:
 - Fees will be assessed for rooms reserved and utilized.
 - Failure to show fifteen (15) minutes after your reserved start time will be deemed a No Show and fees will be assessed.
 - Cancellations of weekly meetings must occur at least two (2) business days prior to a reservation. (5 business days prior for external users). The only exceptions are University closings.
 - Cancellations of Thad Cochran Center Ballroom(s), Trent Lott National Center, or the entire facility must occur at least one (1) month in advance for all on-campus customers or you will be charged a flat \$100 fee. For external customers, cancellations must occur three (3) months in advance or loss of the 25% deposit. The only exception is the event of the University closing.
 - Other cancellations must be made at least two (2) weeks in advance.
- S. The facility should be left in the original chair/table arrangement at the conclusion of your event. Failure to do so could result in charges.
- T. No advertising materials bearing the name of a location in the Union Complex may be distributed until a reservation has been confirmed and materials approved for content and suitability. Conference & Event Services reserves the right to refuse any advertising that does not represent the University or Union Complex appropriately. Groups may not use the name, seal, or imply endorsement of the university without written, authorized approval.
- U. Food eating contests inside the Union Complex are prohibited.

*The Conference & Event Services Office reserves the rights to change room assignments, if deemed necessary. Should the need arise, events may be relocated to other facilities on campus. Customers will be notified in advance via phone and/or email.

For any questions or concerns, please contact Conference & Event Services at 601.266.4399, or stop by the Conference & Event Services office located on the second floor of the R. C. Cook Union.

Locker Room (Game Room)

Last updated July 2019

A. Reservations and Fees:

1. The Locker Room can be reserved for private parties for a fee. Pricing is available by calling 601.266.4399.
2. All student organization reservations must be made in advance according to the Office of Leadership and Student Involvement guidelines and paid one week in advance.
3. Video games and billiards are all free play. Valid USM Student ID required for entry.

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 or private party.
2. No profanity or gambling allowed.
3. No food or beverages are allowed in the game room.

R.C. Cook Union Breezeway Banner Policy

Last updated July 2018

Students, student organizations, faculty, staff and departments are allowed to hang professionally made banners to promote their organization and for advertisement of on-campus events along the rails of the breezeway and the northeast balcony of the R.C. Cook University Union. All banners must bear the name of the sponsoring organization, department or person. Banners 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 is responsible for hanging the banner properly, according to the guidelines herein as well as those concerning content set forth by the "Policies, Procedures and Guidelines Manual" available on the Office of Leadership and Student Involvement 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 year). These signs must be of vinyl material and **may not be larger than four feet in width and six feet in length**. Nylon rope/ zip-ties/ etc. 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 nylon rope/ zip-ties/ etc. 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.

Danforth Chapel Policies

Last updated July 2019

- A. Danforth Chapel and Chapel Place is frequently used for quiet meditation, religious services & weddings.
- 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 \$150 per semester will be charged for all on-campus organizations and departments. This will allow the user unlimited reservations booked with Conference & Event Services for the semester.
- D. A fee of \$250 will be charged for all non-university reservations, as well as all weddings.
- E. Payment should be made to Conference & Event Services within 24 hours of the reservation, or the reservation will be cancelled.
- F. A key will be issued at the Conference & 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 in the form of a check 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 (\$100 minimum).
- 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. Conference & Event Services will only provide the space for your event.
- I. Persons using the chapel should inspect it one day before usage. To inspect the chapel prior to your event, contact the assistant director for Conference & 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.

Lawn Policy

Includes: *Centennial Green, Spirit Park, Weathersby Lawn, Kennard-Washington Lawn, Forrest County Lawn, Bennett Lawn, and NPHC Plaza*

Last updated July 2019

The lawns are perfect for reflection, recreational lounging, study time and casual gatherings and have grown in popularity. Each event request is reviewed by Conference & Event Services staff and relevant offices to determine if the event is appropriate for the space.

In order to preserve this space for the free use of students and other members of the University family, organized programs and activities will be limited to official university functions (functions and programs sponsored by University departments and student organizations). University departments and student organizations should make reservations through Conference & Event Services and abide by the following guidelines:

Guidelines

- Amplified sound is only allowed on the lawns according to the University Sound Policy during these times:
 - Friday: 4pm – 10pm
 - Saturday: 10am – 10 pm
 - Sunday: 1pm – 10pm
- Glass containers and litter are prohibited
- Student code of conduct is enforced
- Vehicles are prohibited; this includes university vehicles (golf carts, automobiles, etc.)
- No markings or disturbing landscape
- Vending and solicitation must be approved through Conference & Event Services.
- Placement of tents, stages, or any equipment requires approval and guidance from Physical Plant.
- Tents/tables may not obstruct or block the sidewalks or pathways.
- Tents along the sidewalks are limited to 10 feet x 10 feet or smaller in size.
- Access to facilities is available only during normal hours of operation.
- Any food related to your event must be coordinated and/or approved by Eagle Dining in accordance with the University Snack Policy.
- You must provide your own tables for events and tabling. Neither Leadership and Student Involvement nor Conference & Event Services will provide tables or equipment.
- **Spirit Park specific:**
 - You can reserve the entire park, east or west lawn, or a space for tabling along the sidewalk.
 - Amplified sound must follow the sound policy.
 - A stage is permitted on concrete only.
 - Heavy items (ex. speakers) must be placed on concrete. Nothing is permitted on grass.
 - Tents and/or other items requiring stakes may only be placed on the north east corner of the lawn (closest to the Athletic Center) with the supervision of Physical Plant.

Inflatables: Weathersby Lawn can be utilized for inflatables under the supervision of the Physical Plant and the Conference & Event Services Office for guidance and The Office of Leadership and Student Involvement for student organizations.

TAILGATING: Lawn space is available for football game day tailgating. Tents and other tailgating items may not be set up on Centennial Green until the conclusion of “Friday at the

Fountain Pep Rallies”. All Athletic Department tailgating guidelines apply and tents anchored by stakes are not allowed.

Reservations can be made by contacting:

Conference & Event Services

601.266.4399

Thad Cochran Center—2nd floor

Lake Byron and the Rose Garden

Last updated July 2019

Lake Byron and the Rose Garden are of great historical importance to the university and serve as one of the many beautiful features of our university. In order to preserve their beauty and elegance, certain guidelines are in place for all wishing to reserve the space.

- Gatherings must be less than 100 guests. This includes weddings, reunions, etc.
- Rental of the space requires a minimum \$75 fee.
- Campus approved security and custodial are required for your event. The duration and number of guests determines what that charge will be.
- Rental of tables, chairs, and all décor is the customer’s responsibility. Setup must be approved by Conference & Event Services. At the end of the event, all items must be removed on the same day as the event.
- Picking roses is prohibited and you will be fined if found with a rose.

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/lisi 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/lisi.
 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

Last updated July 2019

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

Last updated July 2019

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, pg. 31.

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

Last updated July 2019

- 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/lji.
- 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

Last updated July 2019

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

Last reviewed July 2019

- 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

Last updated July 2019

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.

OFFICE OF THE DEAN OF STUDENTS

<https://www.usm.edu/student-affairs/about-dean-students-office.php>

The District Policy

Last updated July 2015

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

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.

Institutional Policy on Hazing

<https://www.usm.edu/institutional-policies/policy-stua-ds-010.php>

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 Advisors, 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

University Anti-Bullying Policy

It is the policy of the University that no student, faculty or staff member should be subjected to bullying or harassing behavior by any other student, faculty or staff member. Furthermore, no person should engage in any act of reprisal or retaliation against a victim, witness or anyone with information about an act of bullying or harassing behavior.

DEFINITIONS:

“Bullying or harassing behavior” is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on any property owned or controlled by the University of Southern Mississippi, or during any activity in whatever place sponsored by, directed or controlled by the University of Southern Mississippi, and that also fulfills ONE of the following conditions:

- EITHER places a student, faculty or staff member in actual and reasonable fear of harm to his or her person or damage to his or her property.
- OR creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits.

“Hostile environment” is defined as the condition wherein the victim subjectively views the conduct as bullying or harassing behavior AND the conduct is objectively severe or pervasive enough that a reasonable person would agree it is bullying or harassing behavior.

“Suitable party” is defined as a person with responsibility to prevent bullying or harassing behavior within or during a particular activity, class, building or function. In the case of a student being subjected to bullying or harassing behavior a suitable party might be an instructor, residence hall staff, or a counselor. In the case of a faculty or staff member being subjected to bullying or harassing behavior a suitable party might be a Dean, Academic Chair, or a superior.

UNIVERSITY POLICE DEPARTMENT

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

Personal Safety

Last reviewed July 2019

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

Last reviewed July 2019

Southern Miss is committed to maintaining a safe and secure environment that supports the academic mission of the university. The University of Southern Mississippi (Hattiesburg Campus, Gulf Park Campus, and Gulf Coast Research Laboratory, Gulf Coast Sites) prohibits the possession of pistols, firearms or other weapons in any form by any person other than duly authorized law enforcement officials, institutional security officials and other authorized persons.

"Authorized persons" includes those individuals authorized by applicable law and by the institutional executive officer or his/her designee. "Authorized persons" also includes those who have in their possession a valid, unexpired state firearms permit with the "Instructor Certified" (IC) sticker on the back, or the equivalent permit issued by a state with a reciprocity agreement with Mississippi.

Even so, those possessing such permits are not permitted to possess firearms in any institutional facilities and/or areas that are deemed non-public. Students and employees are not authorized to possess firearms on institutional property or at institutional off-campus events regardless of possession of firearms permits

The possession of weapons in violation of this policy may subject one to criminal liability, removal from campus or campus events or facilities, employment discipline, and/or sanctions under the University Student Code of Conduct system. The full Weapons Policy can be accessed at www.usm.edu/institutional-policies/policy-stua-upd-003. For more information, contact the University Police Department at 601.266.4986 or the Dean of Students Office at 601.266.6028.

Emergency Notification

Last reviewed July 2019

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

Last reviewed July 2019

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.

The Eagle Alert system is provided through Regroup Mass Notification, a product of Dais Inc, operates as Regroup.com. All Southern Miss students, faculty and staff who are currently in the university's system with a valid campus ID are enrolled in the Eagle Alert system. 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 Misconduct Policy and Resolution of Allegations

Last updated July 2019

The University of Southern Mississippi fosters an academic, work, and living environment of respect for the dignity and worth of all members of the university community that is free from all forms of discrimination and sexual misconduct. The University prohibits sexual misconduct and sexual discrimination in any and every form. It is the policy of the University that no member of its community shall engage in sexually harassing or sexually violent behavior toward another.

The term “sexual misconduct” describes a broad range of behavior that includes, but is not limited to:

- Non-consensual sexual intercourse
- Non-consensual sexual contact
- Sexual exploitation
- Sexual harassment
- Intimate partner violence (also referred to as domestic, dating, or-relationship violence)
- Stalking

The University of Southern Mississippi strongly encourages prompt reporting of sexual misconduct. Reporting aids in keeping the involved parties and the larger campus community safe. Reporting also provides assistance in connecting involved parties to needed resources.

If you believe you or someone you know has been the victim of sexual misconduct, you should report the incident(s) to Dr. Rebecca Malley, the [University Title IX Coordinator](#) at 601-266- 6804 or to the University Police Department at 601-266-4986. Such incidents may violate the University’s sexual misconduct policy as well as the law. As a result, the University encourages individuals to pursue their complaints through the University’s process for sexual misconduct and if they choose, through the criminal justice system. If an individual makes a report to the University Police Department, the University Police will notify the Title IX Coordinator of the report. If the individual reports first to the Title IX Coordinator, the Title IX Coordinator will assist the person with making a report to the University Police Department, if he/she chooses to do so.

Unless designated as a confidential resource, all University employees are required to report incidents of possible sexual misconduct to the Title IX Coordinator. Additionally, employees

designated as Campus Security Authorities must also report possible sexual misconduct to the University Police.

The University prohibits retaliation against anyone who reports or witnesses an incident of possible sexual misconduct. The full Sexual Misconduct Policy (Policy No. PRES-AA-001) and the Resolution of Allegations of Sexual Misconduct, Sexual Assault, and Sexual Harassment (Policy No. PRES-AA-002) can be accessed at <https://www.usm.edu/sexual-misconduct/index.php>.

Missing Persons Policy

Last reviewed July 2019

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.

CONTRACTED SERVICES: EAGLE DINING AND BARNES AND NOBLE

<https://www.usm.edu/procurement-contract-services/index.php>

Advertisement Policy

Last reviewed July 2019

For permission and guidelines for announcements of events or distribution of advertising in the university restaurants, call 601.266.4296 or go by the Eagle Dining office on the ground floor in the Thad Cochran Center. Space must be reserved through Eagle Dining two weeks prior to the event.

The Fresh Food Company is the available for advertisements. Approximately 250 tables are located for table tent advertising.

All napkin inserts have to be 6.5 inches x 4.5 inches, single-sided. We request that all materials be printed on white paper and cut to correct size. White paper may be recycled; colored paper cannot. Advertisements will have a two lifetime in the napkin inserts unless otherwise approved.

Once approved the organization will be responsible for placing the napkin insert advertisements in approved locations. The organization is also responsible for removing the napkin inserts once promotion date has passed.

University Snack Policy

Last updated July 2019

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 provided parameters governing the preparation, distribution and sale of 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 \$125 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 Freshens located at Asbury Hall

6. Space immediately around Joseph Greene Hall
7. Space immediately around Scianna Hall
8. Space immediately around Power House Courtyard
9. Space immediately around Hardy Hall on Gulf Park Campus

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, 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/sites/default/files/groups/department-procurement-contract-services/pdf/cs_charitable_agreement.pdf

Catering Booking Policies and Guidelines

Last reviewed July 2019

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. Any event canceled less than 24 hours notice will incur full charge of event.
- 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 20% 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. Student Organizations
 - 1. Registered student organizations will receive a 10% discount on any catering order placed through Southern Miss Catering.

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 Courtyard Event Policy

Last reviewed July 2019

- A. The Power House Courtyard is booked through USM Event Services.
- B. Private/special events are booked through USM Event Services.

- 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 Event Services.
- 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.
- H. All food is provided by Dining Services (i.e. Power House Restaurant, Southern Miss Catering, A Stone's 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 Leadership and Student Involvement.

T-Shirt Sales Policy

Last reviewed July 2019

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** through the Office of Leadership and Student Involvement 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 CAMPUS RECREATION

<https://www.usm.edu/campus-recreation/>

Reservation Steps

Last updated July 2019

- A. All parties must be sponsored by a sanctioned student organization within the Office of Leadership and Student Involvement.
- 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 advisor and adhere to all Leadership and Student Involvement rules and regulations.
- E. All other university paperwork must be completed and a copy turned in to Campus Recreation:
 1. An approved Event Request Form from the Office of Leadership and Student Involvement
 2. Security Confirmation form from University Police (see Security)
 3. Campus Recreation Facility Reservation Request form
- F. An event-planning meeting with Campus Recreation 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 Campus Recreation. 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. (For Ticketed Events only)
- 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. *Glitter of any kind (body glitter, loose glitter, glitter on signs, etc.) and confetti are prohibited. Any use of glitter during events will result in a \$150 maintenance fee.

- F. All participants in events sponsored by student organizations (i.e., sporting events, step shows) must be approved by the Office of Leadership and Student Involvement.
- 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 Campus Recreation staff 30 minutes before the doors are scheduled to open for participants in order to review the policy and procedures regarding the event.
- I. All event attendees and event organizers must present a Southern Miss student ID or a valid government pictured ID.
- J. Guest list for events: Student organizations will be required to provide a guest list of individuals who are non-university affiliates. Guest list must be provided one business day prior to the event. Any changes to the guest list must be provided at the time of the event set up. Guests will be required to present a valid government picture ID and may be required to wear a designated wrist band issued by Campus Recreation.
- K. To cancel with out penalty, Campus Recreation must be notified at least 3 working days (Monday-Friday) prior to the event. There is a \$25 fee that will be applied for any cancellation within 3 working days (Monday-Friday) prior to the event. There will be a \$50 no show fee for any event hat does not notify Campus Recreation of a cancelled event.
- L. Depending on the nature of a sporting event, Campus Recreation may required student officials be staffed for all games.
- M. Campus Recreation reserves the right to change the facility assignment provided the alternatives offered will be adequate to accommodate the event's needs and advance notification is given to the event organization.

Minimum Police Requirement for Campus Recreation Events

Campus Recreation or Leadership and Student Involvement 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 POST OFFICE

www.usm.edu/post-office

Last reviewed July 2019

A full line of postal window service is available Monday through Friday (except holidays) from 8 a.m. to 4 p.m. U.S. mail is delivered to boxes Monday through Friday 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.

Student organizations can purchase a mailbox for the organization at a rate of \$50 per year. Contact the Office of Leadership and Student Involvement for instructions on setting up a campus mailbox.

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