A. Register your organization each year by completing the Organization Information Form at [www.usm.edu/lsi](http://www.usm.edu/lsi). *Any time leadership in your group changes, notify LSI as well.

B. Attend a required Student Organization Orientation (SOO) in order to receive approval to begin requesting meetings and events on campus. Dates for the SOO are listed on the website under “Announcements” at the beginning of each fall and spring semester.

C. Complete the Event Request Form for all meetings and events on campus at [www.usm.edu/lsi](http://www.usm.edu/lsi) under “Forms and Policies”. Please note links on that page regarding Event Services and fees pertaining to different event spaces on campus.

D. Submit the request form online by 4 p.m. on Monday for events the following Sunday-Saturday, unless that Monday is a University holiday in which the forms are due on the preceding Friday. Events that are “special” in nature require the form to be completed at least 1 month in advance. *Submit forms as early as possible to ensure your space is open and event can be confirmed.

E. Depending on the nature of the event, a pre-event meeting may be required to go over additional university policies as well as securing and paying for UPD if necessary as well. LSI will determine this once the form is submitted.

F. Amplified sound is ONLY allowed outside on campus during the following hours:

- **Beginning and ending times for outside amplified sound events:**
  1. Monday – Thursday 5:15-6:15 p.m. *Union Plaza only
  2. Friday 4-10 p.m.
  3. Saturday 10 a.m. - 10 p.m.
  4. Sunday 1-10 p.m.

G. The sign policy is strictly enforced throughout campus –read the policy before making and/or copying any signs.

H. Consult with Leadership and Student Involvement at any time if you have any questions regarding events on campus, policies and procedures, etc.

**The Office of Leadership and Student Involvement**  
Student Activities Hub, Union 110  
Box #5048, Phone: 601.266.4403, Website, [www.usm.edu/lsi](http://www.usm.edu/lsi)  
*Throughout the year, policies and procedures may change. Please visit [www.usm.edu/lsi](http://www.usm.edu/lsi) for the most current policies.*