I. PURPOSE & INTENT:

Student events occurring at the University of South Florida System (“USF System” or “University”) are opportunities that serve the mission of the University by enriching a global curriculum, supporting research & innovation, partnering with community collaborators, providing entertainment, and adding to the financial base of the University. The University is obligated to manage risk associated with an event and ensure that the University has the ability to deliver a learning environment.

II. STATEMENT OF POLICY:

All student events using space on USF System properties are subject to review by the appropriate USF System Institutions’ Student Affairs Offices. This review is coordinated to ensure that all USF System regulations and policies and all USF System Institution specific policies are followed by the event sponsor(s) and is initiated based on the event logistics details and risk profile of the event. Departmental procedures and best practices will also be considered in event management and advising. Other USF System and USF System Institution specific entities may be consulted based on the specifics of the event in question.

The University reserves the right to request alterations and/or elimination of any element of an event, especially if it is determined that the event may present significant health/safety risks or liabilities. Additionally, each USF System Institution has the right to deny access to their campus space or relocate an event if the event being planned is deemed inappropriate for the requested space. Student Organization Designees (“SODs”) are solely responsible for all costs resulting from their use of Tampa campus space.

USF System Institutions may adopt and apply their own Student Events Management Policy. SODs must check with their individual host institutions and must apply USF System regulations and policies in conjunction and consistent with the specific characteristics and guidelines applicable.

III. APPLICABILITY & AUTHORITY:

Events sponsored by a student or Student Organization on the USF Tampa campus (“USF”) are governed by this Policy. External groups not sponsored by a student or Student Organization may
be required to follow additional process steps outlined in USF System Policy 6-028: Events, Signage and Space Management.

IV. DEFINITIONS OF TERMS:

A. **Student Organization**: A student group officially recognized by USF System (Please see USF System Regulation 6.017: Student Organizations).

B. **Student Organization Designee (“SOD”)**: The person designated by the Student Organization to coordinate and plan the Student Organization event.

C. **University Entity**: Entities that are officially recognized by the USF System through registration, agreement or designation.

D. **Non-University Entity**: Entities that are independent or not officially recognized by the USF System.

E. **Departments**: Offices or specific administrative departments with direct budgetary support or specific recognition by the University as an official Department or group.

F. **Affiliated Groups**: Entities that have a written contracting relationship with the USF System that defines the official relationship.

G. **Student Sponsored**: To be considered Student Sponsored, an event, person or group (“group”) must be invited on to campus by a student organization. The Student Organization and group must mutually understand that members of the Student Organization will be actively involved, present at all times and will be responsible for related actions and financial obligations.

H. **Fronting**: The unauthorized use of space by a Student Organization, which includes permitting an outside organization to use University space without approval, Student Organization sponsorship and participation.

V. PROCESS STEPS/SPECIFIC PROVISIONS:

A. **Approval Application**: Student Organization Designees (“SODs”) seeking approval for events using USF space must complete the following steps:

1. All SODs need to submit an application to the appropriate USF Office:
   
   a) If the space requested is at the Marshall Student Center (MSC) applicants must contact the MSC Administrative Office (MSC 4100 #813-974-5002) and follow established procedures for reserving space inside or immediately outside of the MSC. These procedures can be found at [http://www.msc.usf.edu/VirtualEMS/](http://www.msc.usf.edu/VirtualEMS/).

   b) If the space requested is outside the control of the MSC, the SOD needs to contact the appropriate Facilities Director/Manager.

B. **Responsibilities of SODs**: The SOD is in charge of the following basic responsibilities:

   - Making all reservations and coordinating set-up
• Paying all bills
• Serving as the primary event coordinator prior to, during, and following the event.
• Ensuring the purpose of the event is primarily to serve the particular event sponsor that has made the reservation and/or the legitimate patrons of the organization.
• Attending for the duration of the reservation.
• Preventing any Fronting, as SODs may lose all future reservation privileges in the event it is determined that the event fronted is for an off-campus entity. SODs found in non-compliance will also be assessed the full external fee rate.

C. Advisor/Faculty Presence: If deemed necessary by University personnel, the student sponsoring group(s) may be required to have an advisor and/or faculty/staff representative present at the event to ensure adherence to USF System regulations and policies and all USF System Institution specific policies.

D. Environmental Health & Safety (EHS) Review: At the discretion of the Facilities Director, a review by the Director of EHS may be required and requested.

E. Security and Safety: As per section G of the USF Policy 6-028, any event request may be referred to the University Police Department (UP) for review and assessment of security needs. Events that include any of the following elements will be referred to the UP for review: advertised and open to the public; expected to have a head count near or exceeding space capacity; known to have a history or instances of behavior not consistent with USF Regulations and Policies; or anticipated to include cash or exchange of goods, minors in attendance or alcohol.

F. Marshall Student Center Events: Events occurring in the Marshall Student Center (MSC) or immediately outside of the MSC are subject to review by the Director of the Marshall Student Center or their designee. The MSC has established submission dates and usage practices and Policies for space requests. Please contact the MSC to secure current information (MSC 4100 #813-974-5002). University personnel may be included in review of Student Organization sponsored events. Appeals of decisions regarding the MSC can be made to the Director of the Marshall Student Center.

G. Amplification of Sound: No amplification of sound is permitted except as follows:

1. Any amplification must be at an acceptable distance from academic or administrative buildings as determined by the approving entity. Only a University related group or organization will be permitted to use amplified sound in any area. Student Organizations must go through the appropriate System Institution process. At USF, Student Organizations must go through the processes outlined in this Policy. All other University related groups or organizations must go through the Event Request Form. Generally, amplified sound may only be permitted in the following designated areas, however, space and contact information may change, please contact FM for the most up to date locations:
### H. Guest(s) Policy:

1. All USF/USF System Policies are applicable to visitors and guests. Each individual is liable for all of his/her actions at all times regardless of his/her mental or physical state. Additionally, each person or organized group sponsoring an event at the Tampa campus is responsible for the behavior of their guest(s).

2. Non-USF System guests who wish to attend an event sponsored by a student group or person (except for ticketed events, lectures, sporting events, or movies) may be required to be accompanied by a USF System representative (student, faculty or staff member) with a valid USF System identification card. Non-USF System guests must show a valid driver's license or another form of picture ID upon request. Adequate procedures for enforcing this Policy should be in place for the duration of the event. When the guest policy is in effect, each USF System student with a valid ID may be accompanied by only one (1) guest to the event. Guests may be required to be registered for some events.

### VI. SIGNAGE & SPACE MANAGEMENT:

For Signage, Space Management and Non-Student Sponsored Events, refer to [USF System Policy 6-028: Events, Signage and Space Management](#).

### RELATED POLICIES:

30-016 SP Student Events Management

*Current Responsible Office: Student Affairs and Student Success*

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.*

*History: New 6-29-94, Amended 11-20-00, 10-5-05, 3-8-10, 2-13-17, 6-13-17 (technical), 8-31-17 (technical)*