

- The student organization may not permit the free distribution of an outside source's commercial product anywhere on campus without prior approval from the appropriate administrative bodies if the activity is open to the public.
- If commercial sponsorship of a student organization is from a business that primarily involves the production, sale, distribution, or serving of alcoholic beverages, that acknowledgement must contain a clearly identifiable message from the outside source promoting responsible drinking.

The administration of the policies and procedures for the commercial co-sponsorship of student organization events and activities is the responsibility of the Office of Student Involvement and any other offices deemed necessary to make the most appropriate judgment (i.e.- Risk Management, Facilities & Grounds, Auxiliary Services)

An individual may contact a University department or registered student organization, which they feel would be interested in their event or cause. The sponsoring UA department or registered student organization must have a representative at the event and provide a University Account number. The event must be registered through the appropriate process and must be approved by the appropriate University administrative bodies if held on campus.

EVENT SMART PROGRAM & GROUNDS USE/EVENT PLANNING

This section will highlight important information regarding effectively planning events as a Student Organization. Please note that most of these guidelines will pertain to planning on campus events. Please refer to the [Event Smart Manual and Web Resources](#) for a full explanation of policies and procedures of planning events at UA. Other helpful resources can be found at our [UA Risk Management Website](#) and our [UA Facilities and Grounds Use site](#).

The University of Alabama has implemented the following Event Registration Procedures out of a desire to educate, assist, and support our students as they plan responsible programs and services. The process is designed to guide student organizations toward more successful events through familiarizing them with our risk management guidelines, social event guidelines, and our Student Handbook and code of conduct. In collaboration with the Office of Student Involvement, the Office of Greek Affairs, and UA Facilities and Grounds, The University of Alabama is responsible for oversight of the Event Registration Program. Event Smart is a mandatory workshop and tool (which must be completed annually) devised to assist student organizations with utilizing **mySOURCE** to submit events/notifications, etc. for approval using the “**Online Event Planning Form**”.

Planning an Event

Before registering an event, your organization should take time to brainstorm your idea. Use a checklist to break down details of the event or program to maximize planning potential. Here are some of the things to think about as you begin to plan your event:

1. What type of event or program is this going to be?
2. Who will execute the event or program? Is there time to plan and execute it?
3. What is the budget or how much is this going to cost? Who will pay for it?
4. What is the most appropriate venue or location? Is it available on the date selected?
5. What is the publicity plan?
6. Are there any risk or security issues that we should consider?
7. Who will be responsible for set-up and clean-up of the event?

Event Registration Process & Types of Events To Register

Submitting an event registration should be one of the first steps you take in the process of successfully planning an on-campus event. This process is completely online and all student organization representatives who plan to host events must first participate in our Event Smart Training program. These programs are held at the beginning of the academic year and occasionally throughout the year. This is MANDATORY for any organization that wishes to host on-campus events.

Below are details regarding the types of events and programs that must be registered via the process known as the Online Event Planning Form or Grounds Use.

1A. What type of event/program must be entered onto mySOURCE via the “Online Event Planning Form”?

All on-campus events (with the exception of recurring/regular organization meetings and information tables) require an “Online Event Planning Form” submission. 'Recurring/Regular' meetings are meetings that include just members in an informal/general meeting setting **and are not advertised to the public**. A meeting is no longer considered 'recurring/regular' if it includes any of the following:

- The sale or value exchange of items or services;
- Paid or unpaid speakers, performers or services in events involving 50 or people;
- Amplified sound, staging, building of structures, etc.;
- Distribution or Sale of food and/or drinks to 50 or more participants;
- Events that are open to the public;
- Events which take place in a UA facility (that meet one or more of the above criteria);
- Events that occur on UA grounds .

2A. As a general rule, the “Online Event Planning Form” should be utilized to submit the following types of things:

- Social or other on-campus events involving 100 or more people

- Swaps and/or Band/Day Parties
- Any event held outdoors on UA grounds
- Any request for to advertise publicly via signs, banners, large displays, etc. on UA grounds
- Any on-campus event where an admission fee will be charged
- 5K/Parades and/or Carnivals and Marches/Demonstrations
- Events involving minors (Individuals 17 years and under)
- Any event involving alcohol
- Any event or program that perhaps does not require approval, but that you wish ADVERTISE using mySOURCE
- Any event that meets any of the above listed stipulations in section 1A

1B. Is my organization eligible to register/advertise an event/program on mySOURCE through the online form?

To register an event/program with The University of Alabama your organization must be officially registered with The SOURCE for the current academic semester. If the organization has existed but is not recognized as renewed for the current academic year or does not have an organization profile on mySOURCE, then they will need to complete that process and be approved prior to submitting an event request.

In addition to those stipulations, the organization must be in GOOD STANDING with The Office of Student Conduct and have up-to-date contact information listed in mySOURCE for the officers and advisors. Any organization which does not meet those requirements will not be eligible to host events/programs on campus.

Only officers/administrators and individuals who participate in the **Event Smart Workshop** will be allowed to submit events/programs on behalf of the organization. This is including presidents/advisors. Any president/advisor who wishes to submit events on behalf of the organization should attend an event smart workshop.

Any event that is registered with The SOURCE on behalf of an organization, must have a member of that group present at the event AT ALL TIMES.

2B. Who can submit an event and/or program on behalf of my organization?

In order to submit an event and/or program on behalf of your Student Organization, a representative of the organization must attend the Event Smart workshop. Once the individual has completed the 1 ½ hour Event Smart Workshop, they will be administratively given permission to submit events by The Office of Student Involvement via the mySOURCE portal.

- **NOTE:** *The student must be an active member on the roster of the organization in order to have access to event submission features for that particular organization. This access is granted per organization and not by the user alone. If an individual is involved in another organization, in order to submit events on behalf of that organization, their president will need to submit the “Event Planning Acknowledgement Form” on behalf of that individual. The training must only be attended once per academic year.*

3B. When must events/programs that qualify for use of the “Online Event Planning Form” be submitted?

Events and programs must be submitted at least 7 – 10 business days in advance of the actual date. Business days constitutes Monday – Friday. Any form that is submitted which DOES NOT meet this requirement will be immediately denied and the organization will be advised to find a new date/time for the event.

4B. How is my Advisor involved in the event registration process?

By default, the system will include any advisor who is listed on your organization roster as the primary advisor in the event review process. They will receive a notification via email to review your event submission via email. They will also be included on any correspondence and information that is communicated to you by the administrators and reviewers of the event. The advisor should review the information submitted by the student organization to ensure that the information is accurate. If they agree with the information submitted, they will follow the prompts to click “Yes” or “No” in support of their decision regarding the event/program. **Advisors have full right to DENY events submitted on behalf of student organizations, so make sure that you have your advisors approval prior to submission.**

Event Policies & Procedures

General Policy

The space and facilities of the University are intended primarily for the support of the teaching, research, and service components of its mission. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations affiliated with such departments. Beyond these two priorities, use of campus space is permitted for activities that are intended to serve or benefit the University community and must not interfere with the academic climate of the University.

University buildings or grounds, with the exception of the Ferguson Center and certain other facilities, may not be scheduled for use by individuals or organizations that are not part of the University or that are not sponsored by or affiliated with a University academic or administrative department or registered student organization. Permission to use campus space and facilities may be granted only by designated University officials. An academic or administrative department, registered student organization, or University affiliated student, faculty, or staff member may not reserve space or facilities on campus on behalf of a non-registered organization or off-campus group or person. The use of buildings and grounds must at all times conform to these regulations and to local, state, and federal law.

Student organizations are required to be registered with the Office of Student Involvement in order to request an event reservation.

For additional detail and references, see Facilities & Grounds Use Policy (Appendix A)

Use of Amplification Equipment

1. The use of loudspeakers or any other type of amplified sound or musical instruments on the

University grounds is by permission only.

2. Applications for permission to use amplification equipment for Events sponsored by recognized student organizations must through the Online Event Registration Form via mySOURCE by an approved individual who has participated in the Event Smart training. Each use must be registered. Applications for periodic or recurring use of amplification equipment will not be considered.
3. Applications for permission to use amplification equipment for official University activities inside academic buildings, or on the campus as a part of the academic instructional program, must be made in the Office of Academic Affairs on forms provided by that office.
4. Applications for permission to use amplification equipment on any other University grounds or facilities not within the scope of sections I.2 and I.3 above shall be made to the University Grounds Office on forms provided by that office or via the Online Event Planning Form for a student organization.
5. Applications under sections I.2, I.3, or I.4. must be completed and submitted no later than ten (10) University working days prior to the intended use. Failure to make timely submission of the application may result in the denial of the request.
6. The use of amplification equipment on campus is subject to the following restrictions:
 - a. The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions specified in this part.
 - b. The use of amplification equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours.
 - c. Sound equipment must not disrupt normal functions of the University, including the residence halls, or disturb the surrounding community. Band functions and/or functions involving the amplification of music are restricted, with exception approved by the Dean of Students, to the following times:
 - i. Friday 5 p.m. - 12 midnight
 - ii. Saturday 1 p.m. - 12 midnight
 - iii. Sunday 1 p.m. - 5 p.m.

Social/Alcohol Policy

The University of Alabama has established a social/alcohol policy in order to ensure that the normal academic functions of the University are not disrupted and to encourage the responsible developments of all students. For more information and specific guidelines, please see the appendix or obtain a copy of *Party Smart*, available at the Office of the Dean of Students.

Use of Facilities

Facilities are available for various size groups in the Ferguson Center, Plaza, Crimson Promenade, Student Services Center, Academic Buildings (depending on the event). For specific guidelines of each space, please see the guidelines associated with that area. Some of the facilities that are available to student organizations are as follows:

SOURCE Annex Office Space

Registered student organizations can apply for full office space in our SOURCE Annex! Four organizations each year receive access to a personal computer, storage space, large desk, and other benefits of full-time office access. The application for 2014-15 Annex Space is typically made available in the Spring and Summer preceding the Fall semester.

SOURCE Meeting Space

Registered student organizations can request the use of the SOURCE conference room and the open SOURCE space for meetings or programs. Click here to make a room reservation request for the SOURCE meeting space. The open space features seating for 15, a flat screen TV for displaying powerpoint or notes, as well as 2 couches. To request the use of the SOURCE meeting space, click the “book a space” button found at <http://thesource.ua.edu/reserve-meeting-space>.

Ferguson Center Reservations & Student Services Center

The Ferguson Center has a variety of rental options, from small meeting spaces to large banquet halls. Organizations can even request information tables or display cases to promote their events/causes. To view all of the forms for reservations and policies, visit the [Ferguson Center website](#).

AIME Building Reservations

The University of Alabama Institute for Manufacturing Excellence (AIME) Facility is a 50,000-square-foot building used for interdisciplinary research and development and outreach. Sections of the building are in use at all times by one or more of the AIME Centers. However, selected rooms may be used by any UA organization and organizations outside the University. Please note that AIME requires reservations well in advance of your desired program, but it might be a great space for your organization. For more information about AIME reservation process is can be found at the [AIME website](#).

Bidgood Reservations

Room reservations are also available at Bidgood Hall. However, they may require a training session or additional information from your faculty/staff advisor. For more information visit, [their site](#)

205 Gorgas Library and Group Study Reservations

To reserve 205 Gorgas, you should contact Emily Mims Burnett in the University Libraries business office. You can reach her at ekmims@ua.edu or by calling 2052-348-5543. For information about group study space, click [here](#).

Crimson Promenade

This is an outdoor area available for informational and recognition nature. Must complete the Online Event Planning Form to reserve this space.

Social Activity Center

Space at University Recreational Center (UREC) is available for social functions and/or meetings. Reservations are made ONLINE only. Go to urec.sa.ua.edu for details or contact information.

Promotional & Advertising Space

There are several options available to student organizations regarding advertising, but keep in mind that there are some restrictions and regulations regarding such. Please make all current members and future members of your organization aware of policies as well as the many options they have to promote the organization. The following is located in the Student Handbook (VIII. Advertisements, Co-sponsorship, Printed Materials, and Solicitation):

I. General Guidelines

- A. Solicitations, advertisements, sales, displays, or distribution of publications on The University of Alabama campus will be permissible under the circumstances and within the parameters provided for herein. All other solicitations, advertisements, sales, displays, or distribution of publications on campus are prohibited.
- B. These guidelines apply to all individuals, groups, associations or businesses of whatever kind or nature wishes to post any advertisement or distribute printed materials or who wish to engage in any commercial activity on the campus of The University of Alabama.

II. Advertisements, Printed Materials, and Publicity

A. General Provisions

- a. Printed materials may be posted on designated bulletin boards in accordance with these guidelines. Posting of such printed materials in any other location inside campus buildings is strictly prohibited.
- b. All posters, signs, and bumper stickers should be in good taste. Any questions that arise concerning the interpretation of good taste should be directed to the Auxiliary and Support Services Office. Advertisers are responsible for the removal and proper disposal of all advertising materials within seven (7) days after the event, which has been publicized, has occurred or the time limits or conditions of the advertisement have expired.
- c. City codes and state statutes prohibit notices on any curb, tree, mailbox, utility pole, or public building.
- d. Printed materials may not be affixed to the outside of University buildings.
- e. Placement of printed materials on motor vehicles is prohibited.
- f. Printed materials may be distributed on public sidewalks. Tables or structures, which would impede pedestrian traffic on public sidewalks, are prohibited.

B. Ferguson Center

The placement of printed advertising or promotional materials in the Ferguson Center must be coordinated in advance with the Ferguson Center Events Coordinator. Such placement of printed materials is subject to specific guidelines established by the Ferguson Center Directors Office.

C. Academic Buildings

Permission for distribution or display of nonacademic printed materials or the Dean of the college or school responsible for the building(s) must approve commercial advertisements in academic buildings.

D. Residential Facilities

Permission for distribution or display of printed materials for commercial advertisements in University residence halls and apartments must be approved by Housing and Residential

Communities. Groups who do not adhere to HRC policies could be subject to disciplinary action.

E. All Other University Facilities

Permission for distribution or display of printed materials or commercial advertisements in all University facilities other than the Auxiliary and Support Services must be approved by that department.

F. Distribution of Printed Materials, Advertisements, and Solicitations through Student Media.

The distribution of printed advertising materials through student publications must be coordinated through the Office of Student Media. Requests for distribution of printed materials at campus locations served by the student newspaper can be arranged by contacting the Office of Student Media. All advertisements and solicitations on printed material must meet all production requirements and established procedural guidelines of the Office of Student Media before it will be considered for distribution. The Office of Student Media will charge a fee for the distribution of any printed advertisement or solicitation material that is accepted. Advertisers that are interested in distributing their materials through the student newspaper should contact the Office of Student Media for information.

The following promotional and advertising space can be reserved by student organizations in the Ferguson Center Event Planning Office:

Display Cases

Many large display cases are located throughout the Ferguson Center. The cases may be reserved for a maximum of four (4) weeks. And can only be reserved once a semester. Policies are posted on the Ferguson Center website at ferguson.ua.edu.

Banner Spaces

Areas around the Plaza and parking deck are available for hanging professionally made banners. These spaces are reserved by the week. Policies are also posted on the Ferguson Center website at ferguson.ua.edu.

Ferguson Center Table Spaces

Table spaces are available in the Ferguson Center for distributing information and for appropriate fundraising. Please note the policies on the Ferguson Center website.

Distribution of Food and Beverages by Campus Groups

Purpose:

This policy regarding the distribution of food and beverages by student organizations or campus departments was developed because of existing campus agreements and to ensure that student organizations offering food products for consumption adhere to safe food handling guidelines.

Policy:

1. Because of parking, access and/or traffic concerns no food trucks are allowed on the University of Alabama campus. Food trucks are also not allowed because the UA solicitation policy prohibits any outside sales and solicitations.