



USF System   USF   USFSP   USFSM   USFP

**Number: 30-016 SP**  
**Subject: Student Events Management**

Date of Origin: 08-13-10

Date Last Amended:

Date Last Reviewed:

---

## **I. INTRODUCTION (Purpose and Intent)**

Student organization use of space on the campus of the University of South Florida St. Petersburg (USFSP) is subject to review by the Assistant Director for Reservation Services (in the Department of Student Life) to ensure that all USFSP/USF System regulations and policies are followed by the event sponsor(s).

The Assistant Director of Reservation Services reserves the right to request alterations and/or elimination of any element of a student-sponsored campus event, especially if it is determined that the event may present significant health/safety risks or liabilities. Additionally, the Assistant Director of Reservation Services has the right to deny access to USFSP space or relocate an event if the event being planned is deemed inappropriate for the requested space. Student organizations are solely responsible for all costs resulting from their use of USFSP space.

For spaces outside the control of the Reservation Services office, the Assistant Director of Reservation Services needs to coordinate and acquire permission from the Facilities Director/Manager of that area.

### **Representation**

Student organizations that reserve space must do so for their own meetings and events and are not permitted to reserve space for other entities (i.e. other student organizations, USF departments, or non-USF entities). At minimum, for an event to be considered a student organization event, the student organization must make all reservations, pay all bills and serve as the primary event coordinator prior to, during, and following the event. In addition, the purpose of the event must be primarily to serve the particular student organization that has made the reservation and/or the legitimate patrons of the organization. Student organizations will be sanctioned and possibly deactivated for reserving space for another entity in the organization's name.

Appeals of decisions made by the Assistant Director of Reservation Services and related to this policy must be made to the Director, Student Life & Engagement.

## **II. STATEMENT OF POLICY**

### **A. Guest Policy**

1. All USFSP/USF System policies are applicable to visitors and guests unless they are clearly inapplicable (e.g. academic dishonesty). 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 USFSP is responsible for their behavior and the behavior of their guests and will be accountable at the organization level for the behavior of members and guests.
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.

#### **B. Advertising and Sales**

1. Off-campus advertising of on-campus events is not permitted without the prior written permission of the Director of Student Life & Engagement. The other exceptions to this requirement are approved lectures and ticketed events.
2. Sales of goods and services at student events must comply with existing campus contracts. Items prohibited from being sold by student groups or outside vendors without written prior approval include but are not limited to: books (sales and rental), educational supplies, notebooks, stationery, desk and room accessories, gift items, class and alumni rings and jewelry, and clothing, including any and all such items bearing a USF emblem, logo, insignia or other identifying mark, rental and/or sale of graduation caps and gowns, magazine subscriptions, telecommunication, credit card application programs and custom publishing services.
3. Any materials distributed at student events or student-sponsored tabling events must comply with existing campus contracts. Currently, the requirement includes reasonable advanced notification of the campus bookstore of any third-party promotional activities sponsored by USF or located on the USFSP campus. The campus bookstore has the right to place its desired advertising in any such materials and to participate in such tabling or other promotional activities. Further, tabling or other promotional activities by any seller or renter of college textbooks and/or course supplies by any entity other than the bookstore is prohibited.

#### **C. Supervision and Security of Events**

1. All faculty, staff, students, University-related and non-University related groups are expected to provide a safe environment for their events, and may be required to utilize University Police Services and/or Security Staff at events.
2. University Police Services is responsible for making a final determination of adequate security needs at events. The security-related costs will be incurred by the event sponsor(s).
3. If deemed necessary by the Assistant Director of Reservation Services, 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 University policies.

#### **D. Amplification of Sound and Music in Outside Areas**

The use of amplified sound on any USF System Campus by University related and Non-University related groups is intended to enhance the ability to communicate thoughts and ideas to those who choose to attend such programs. However, those groups or individuals have a duty and obligation to control the amplification of sound so that their programs do not disturb classes or unduly hinder other members of the University community from engaging in their tasks or activities or from enjoying their right to privacy within their living or working spaces. Sound levels which exceed limits set forth by the county authority for receiving land when measured at or within the University property line of the receiving land uses are declared to be noise pollution as defined by Section 403.031(7), Florida Statutes. Sound limits are between 55 dba and 60 dba.

All organizations or individuals must abide by and conform to the following conditions for amplification:

1. Amplified sound may be utilized in the following areas after following proper reservation procedures:
  - CAC Core
  - DAV 130
  - Harborside Lawn
  - Harborwalk
  - Recreation Fields
  - Other campus locations on approval
2. Student-sponsored events using amplified sound must be approved by the Department of Student Life, Reservation Service's Office and reviewed by the Assistant Director of Reservation Services. All other events shall be reviewed by the reserving entity for compliance with this Policy.

#### **E. Food**

Homemade food shall not be served at any event.

#### **F. Alcohol**

Refer to the USF System Alcohol Policy (30-023).

**Authorized and signed by:**

**Kent Kelso, Regional Vice Chancellor, Student Affairs**

**Margaret Sullivan, Regional Chancellor**