



University of Southern Indiana
Office of Student Development Programs
Outdoor Events Application

CRITERIA

- ❑ A registered student organization at the University of Southern Indiana
 - Be in good standing with the University
 - Current registration forms and constitution and by-laws must be on file with the Office of Student Development
 - Agency account must have minimum balance of \$200; may be set higher depending on event (determined by Student Development)
 - Not subject to Disciplinary Action as listed in 4.07 (Types of Disciplinary Actions Which May Be Taken With A Student Organization) of the *Students Rights And Responsibilities*
- ❑ Attendance at event expected to be 100 or greater
- ❑ Amplification of sound

Note: If the organization previously coordinated the event on campus, the prior year's event reservation will be reviewed with organization in an effort to assess the event with regard to criteria, guidelines and proposal.

CHECKLIST

- ❑ A student organization should utilize this checklist in order for the program planning to continue:
 - ❑ Meet criteria listed above
 - ❑ Read *Policies & Guidelines for Outdoor Events at the University of Southern Indiana*
 - ❑ Complete the *Proposal for Outdoor Event/Activity at USI*
 - ❑ Attach proposed timeline & budget to *Proposal for Outdoor Event/Activity at USI*
 - ❑ Schedule a meeting with the Program Advisor for Student Organizations in the Office of Student Development to discuss your *Proposal for Outdoor Event/Activity at USI* (at least 60 days prior to event)
 - ❑ Receive approval for event, dependent on proposal and changes made, if needed
 - ❑ Complete paperwork and requests in timely manner (at least 30 days prior to event) for Scheduling, Security, Physical Plant, Food Service
 - ❑ Meet as necessary with Student Scheduler in Special Events and Program Advisor in Student Development
 - ❑ Contracts reviewed by Student Development

POLICIES & GUIDELINES

1. A registered student organization in good standing (see criteria above) may request the use of outside space for programs.
2. Programs on USI grounds involving amplification will begin no earlier than 3:00pm on Fridays and no earlier than 12:00pm (noon) on Saturdays and Sundays. All events must conclude by 12:00am (midnight) of the same day in which they begin. This statement is regarding locations listed under 12. A, B, C, D and E.
3. Only one program involving amplification (voice, music, etc.) may be scheduled on USI grounds during any one-weekend period unless approved by Student Development. Friday is considered a weekend event.
4. Student organizations must have a minimum amount of \$200 on deposit within their University agency account upon approval for the event. (The Office of Student Development Programs may require an increased deposit for some events).
5. Events involving the use of amplification must add a standard clause on all contracts, which will give the sponsoring organization the right to request the artist/provider to reduce the volume output. All contracts must be approved by the Office of Student Development Programs.
6. The student organization scheduling the program is accountable for the performance and volume output of the participating artists and/or individuals. If requested by an appropriate University official, the responsible student organization designee will be expected to reduce the volume output. Failure to do so may result in immediate termination of the scheduled event and subsequent use of USI grounds by the sponsoring organization and artists involved.
7. Due to the limited availability of USI grounds for programs involving amplification and large numbers of individuals, multiple reservations by student organizations will be discouraged.
8. Outdoor events will require security. This cost will be the responsibility of the sponsoring organization. USI Security will determine such security requirements in conjunction with Student Development and Scheduling.
9. Arrangements for set-ups (including but not limited to staging, electrical needs, tables, chairs, portable restrooms), teardowns, cleaning and damage repairs are at the expense of the sponsoring organization. Physical Plant in conjunction with Student Development and Scheduling may estimate the associated costs.
10. Any event that is a fundraiser and/or will be providing/selling food or items must abide by the USI Fundraising Policy for Student Organizations and/or any Board of Health requirements/policies.
11. All University policies and regulations are to be followed at all times. (See *USI University Handbook and Students Rights and Responsibilities*)
12. All proposals for outdoor events must have a contingency plan in the event of bad weather or other unforeseen circumstances.

13. Event must be approved before publicity for the event is distributed.
14. The University of Southern Indiana and the Office of Student Development Programs is not responsible for charges incurred by sponsoring organization (including but not limited to: Physical Plant charges, off campus vendors, food service, or contracted obligations)
15. Locations for these events are to be selected from the following areas:
- A. Valley Lot (Friday – Sunday, maximum 1 day reservation)
 - Maximum number of attendees at one time – 1000
 - Parking – Lots A,B,C
 - Parameters – temporary fencing around grounds
 - Power source – see Physical Plant drawings for maximum (outlets only)
 - Restroom facilities – rental of portables (minimum of 2)
 - B. Library Parking Lot (Friday – Sunday, maximum 1 day reservation)
 - Maximum number of attendees at one time – 500
 - Parking – Lots B, C, D
 - Parameters – temporary fencing around area
 - Power source – see Physical Plant drawings for maximum (power box)
 - Restroom facilities – rental of portables (minimum of 2)
 - C. Eicher Barn (7 days/week)
 - Maximum number of attendees at one time – 300
 - Parking – Lot C & minimal at baseball field
 - Parameters – barricades on Bennett Lane
 - Power source – see Physical Plant drawings for maximum (power box)
 - Lights – baseball field
 - Restroom facilities – available on site
 - D. University Center Mall (Friday – Sunday, maximum 1 day reservation)
 - Maximum number of attendees at one time
 - Parking – Lot C & Visitor's
 - Parameters – Power box necessary if exceeds maximum amps
 - Power source – see Physical Plant drawings for maximum (power box)
 - Lights – UC Mall & Library
 - Restroom facilities – UC
 - E. McDonald West Recreation Facility (Friday – Sunday, maximum 1 day reservation)
 - Maximum number of attendees at one time – 300
 - Parking – Mahrenholz Lane
 - Parameters – barricades on Jarrett Lane
 - Power source – see Physical Plant drawings for maximum (outlets only)
 - Lights – on site
 - Restroom facilities – available on site

The University reserves the right to amend any part of this document. Changes or edits will be relayed to departments and student organizations via *The Organizer*, student organization packets, and web site.

PROPOSAL FOR OUTDOOR ACTIVITY/EVENT AT USI

Sponsoring Organization	Agency Acct #
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Student Contact Name _____

School Address _____

Email _____

Advisor Name & Extension & E-mail _____

Proposed Date(s) _____

Location(s) _____

Times Set up _____ am/pm Start _____ am/pm End _____ am/pm Clean-up _____ am/pm

Event will be advertised to: Campus Only General Public Sponsoring Group Only

Type of Function: Concert/Dance Speaker Discussion/Rally Other

Amplified Sound: No Yes (Times _____ am/pm to _____ am/pm)

Fundraising: No Yes

Expected Attendance: Maximum at any one time _____ Overall _____

If there is/are band(s), list names (attach any contracts or riders):

Briefly describe the Function:

Proposed Required Services

Please attach rider for entertainer/band. Also, please place the number of items needed or "X" in blank.

Tables # _____ Chairs # _____ Staging _____ Trash Control with liners # _____

Electrical needs _____

Security _____ Fencing _____ Portable Restrooms # _____

<p>Notes Regarding Required Services For Office Use Only</p>

I have read the Policies & Guidelines for Outdoor Events at the University of Southern Indiana. I understand that the following wording should be included in any band contract for the protection of the sponsoring group. This clause may be added to already prepared contract by writing or typing in and having it initialized by both parties:

“(Sponsoring organization) shall have the absolute right to require (Band Name) to reduce the volume output at any time during the performance. The band’s failure to comply after being requested to reduce the volume by an authorized officer of the group shall constitute a breach of contract, justifying non-payment for performance from the time of said request.”

The student responsible and the sponsoring organization understand they are liable for any problems that occur regarding this event, and will cooperate with the University and other officials acting in their capacity.

The student responsible and the sponsoring organization understand the possession, use, or consumption of alcoholic beverages (without approval of University President) or illegal substances on any University property is contrary to University policy and state and federal law.

I, the undersigned, in connection with and as part of the above proposal certify that I am a student currently enrolled at the University of Southern Indiana and that the information listed is correct to the best of my knowledge and belief.

Signature _____

Office Held _____

Date _____

For Office Use Only

Registration Forms on File	_____	Approved _____	Not Approved _____
Constitution/By-laws on File	_____	If not approved, then explain _____	
Agency Account Balance	_____	_____	
Completed Proposal	_____	_____	
Form	_____	_____	
Budget	_____	Approval Pending _____	
Rider	_____	_____	
Timeline	_____	_____	
Meeting with Program Advisor	_____	_____	

Physical Plant _____ Security _____ Scheduling _____ Student Development _____