

The University of Tampa Student Organization & Advisor Handbook 2010–2011



The University Of

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OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT



Office of Student Leadership and Engagement
Vaughn Center, Room 215
The University of Tampa
401 W. Kennedy Blvd., Box P
Tampa, FL 33606–1490
(813) 253–6233
(813) 258–7254

www.ut.edu/studentengagement



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Introduction

Student organizations are an important part of the educational experience at The University of Tampa. Student organizations provide students with opportunities to form new friendships with individuals that share common interests and to experience leadership development opportunities that will be beneficial in college and later in a chosen career. *The University of Tampa Student Organization & Advisor Handbook* is designed to familiarize an organization's leadership with the policies related to registered student organizations thereby helping the organization to be successful.

The handbook is divided into four sections: General Information, New Student Organization Registration, Select University Policies, and Forms. The information in these sections will encourage participants of organizations to make the most of their UT experience. Organizations are afforded privileges within the campus as recognition of the importance of co-curricular opportunities. These privileges are given to those registered organizations that are in good standing with the Office of Student Leadership and Engagement (OSLE) and The University of Tampa. These privileges include the following, which are permitted under certain conditions:

- Access to campus bulletin boards
- Access to audiovisual equipment by reservation through Media Services
- Ability to use University facilities for meetings and activities (subject to University program priorities and scheduling)
- Access to special services for organizations such as student organization workshops and any and all other services and activities developed for the benefit of registered student organizations (i.e., leadership development programs, conferences, retreats)
- Privilege of being included on the OSLE website
- Privilege of invitation to participate in the OSLE Student Organization Fairs (registration required)
- Privilege of an organization mailbox in the Student Organization Suite (if available)
- Use of the Student Organization Suite (located in Room 209 of the Vaughn Center)

These privileges are reserved for the registered student organizations. We can provide further explanation of policies and procedures found within this handbook, which will help make student organizations successful.

Role of the Advisor

UT requires that all registered organizations have a faculty or staff advisor. Advisors must be full-time employees of the University. Advisors help guide the group in accordance with the purposes and ideals of the University. They do not directly control the group's programs and activities. The relationship of the advisor to the group will vary according to the needs of specific groups. The person filling the position defines the role of the advisor. Hopefully, each advisor will become involved in the organization through meetings, planning, programming, and activities.

Responsibilities of an Advisor

- Guide the group in accordance with the purpose and educational objectives of the University
- Assist students with following University policies
- Be familiar with the policies and procedures listed within the University's [*Student Rights and Responsibilities*](#) and *Student Organization & Advisor Handbook*

Different Approaches to Advising

There are many different approaches to advising. The most important aspect of advising is to remember that the main role is just that . . . *to advise*

The following suggestions are meant to help the advisor work more effectively with the student organization:

- Help officers of the organization consider issues that relate to ideas being approached by the organization
- If an idea is inappropriate or violates a University policy or procedure, the advisor should challenge the students to consider other alternatives
- Hold informal meetings for open and worthwhile discussions
- Encourage officers to take an occasional chance on some less proven members in delegating authority
- Periodically evaluate officers in their effectiveness

What a Student Leader May Expect of an Advisor

- Assistance in formulating long-range goals and in planning and initiating short-term projects
- A resource person for alternative solutions to problems confronting the group
- Assistance with University procedural matters
- Suggestions of ways group meetings can be improved
- Representation of the group and its interests in staff and faculty meetings

- Assistance in evaluating group projects, performances, and progress
- Suggestions that will permit the officers to improve leadership skills

What an Advisor Should Expect of a Student Leader

- Keep advisor informed of all organizational activities, meeting times, locations, and agendas.
- Provide advisor with minutes of all meetings
- Meet regularly with the advisor, and use him or her as a sounding board for discussing plans and problems

How Can You Best Utilize Your Advisor?

- Meet with your advisor at least one day before meetings to go over agenda and topics to be discussed at the meeting. If you are unsure about how to run the meeting or deal with a situation that may arise, use your advisor's knowledge and experience to come up with solutions
- Meet with your advisor after the meeting to brief him or her on what happened if he or she could not attend. Be willing to ask for advice or comments on the way you handled the meeting
- Share your advisor, and make him or her feel like part of the group. Introduce the advisor to new members or visitors. Ask for input on discussions. Both the advisor and organization should understand that the advisor is there to help the group and that the advisor is, with the exception of paid staff advisors, chosen and retained at the group's discretion. Organizations should realize that an advisor has much to contribute to the success of the organization. Be sure to make your advisor feel welcome at your meetings as well as at social functions.



New Student Organization Registration Procedures

We are always welcoming new clubs and organizations. To gain official recognition by The University of Tampa a club or organization must:

- Originate from interest of students
- Be open to all full time enrolled students without regard to race, creed, gender, age, physical ability, national origin, religion, political affiliation, or sexual orientation. National Greek lettered social fraternities and sororities are, through Title IX, exempt with regard to gender only
- Promote and support the academic and social standards of the University in keeping with its stated educational mission.
- Submit a completed **Student Organization Registration Form** annually by the fall semester deadline (September 24th at 5pm)
- Submit an **Officer Change Form** when your organization changes officers.
- Submit one copy of the organization's constitution to studentorganizations@ut.edu
- Submit the **Student Organization Anti-Hazing Compliance Agreement** with campus advisor's signature to the Student Coordinator of Organizations in the Office of Student Leadership and Engagement, Vaughn Center 215
- New Student Organizations are required to attend a New Student Organization Orientation Session which will take place Friday, October 8th from 2pm-4pm in Vaughn Center 219.
- Student Organization Registration will not be final until all documents are successfully submitted, and new organizations have attended the New Student Orientation Session

Student Organizations, Interest Groups and Club Sports Protocol

- Complete the outlined Student Organization procedures.
- Once completed, these forms will be reviewed by the Coordinator of Student Organizations and the Director of Campus Recreation.
- The Coordinator of Student Organizations and the Director of Campus Recreation will decide how the organization will be noted in the student organization database:
 - Organization--groups that are recreational, do not compete and do not have high liability
 - Interest Groups--groups that are pursuing becoming a club sport)
- If the group is classified as an organization, the group will continue to work with the Coordinator of Student Organizations. If the group is classified as an interest group with group will continue to work with the Director of Campus Recreation.

Select University Policies

Registered student organizations and advisors should also be aware of policies found in the [*Student Rights and Responsibilities: Student Code of Conduct*](#).

The University of Tampa Student Organization Policies & Procedures Regarding the Use of Alcohol

The University is committed to providing an environment that includes policies and educational elements to encourage responsible choices for the use or non-use of alcohol for those of legal age, and actively encourages low risk alcohol use for those who choose to consume alcohol. Further, the University believes in the importance of alcohol education programs for all members of the University community. It is upon this and the education-oriented philosophy of the University that the following alcohol policy is based.

The alcohol policy at The University of Tampa is based on compliance with Florida State Statute 562-111, chapter 562, Tampa City Ordinance Chapter 3, City Ordinance 3-40, [Fraternal Information and Programming Group \(FIPG\)](#) risk management recommendations, and the use of alcohol in moderation and under appropriate circumstances. This policy applies to all student organizations and those groups holding events in association with the University off campus. In the case of visitors/guests violating the policy, the host may be held responsible and depending on the violation, the visitor is also subject to arrest.

An event may be deemed as a student organization event if a reasonable observer would associate it with the student organization. The reason for the broadness of this policy is that legally, regardless of whether or not you believe an event to be a student organization event or not, your organization can be held responsible in a court of law if the jury is convinced that a reasonable observer would say the event was a student organization event. Factors that may make it more likely for an event to be deemed a student organization event are, but are not limited to:

- If the event is announced at a student organization meeting
- If t-shirts are made for the event
- If officers of the organization have knowledge or have planned the event
- If it takes place before or after an official organization event
- If pictures found on the internet (Facebook) suggest organization involvement
- If there is a clearly followed theme to the event which suggests coordination

General Policies for All Events with Alcohol

All events, sponsored or endorsed by the University and/or a student organization, or any event an observer would associate with the organization must be in compliance with the stated policies below:

1. All students and student organizations at The University of Tampa must observe Section 562-111, Chapter 562, and City Ordinance 3-4 that prohibits:
 - a. any person under the age of 21 from possession or consumption of alcoholic beverages;
 - b. the selling, giving, or serving of alcoholic beverages to persons under the age of 21 by any person or organization;
 - c. any person from misrepresenting or misstating his/her age;
 - d. open containers of alcohol.
2. A sign must be displayed at all times that states: "WE DO NOT SERVE MINORS. We reserve the right to refuse service to anyone who appears to be intoxicated, or who appears to be underage and cannot provide acceptable identification" or like statement.
3. Alcohol may only be served at events where bathrooms can be accessed without leaving the facility. Participants cannot leave and gain readmission to the serving area under any circumstances. (If you have identified a venue that has a bathroom in the facility, but not in the room of your event, please discuss this with the Office of Student Leadership and Engagement in advance to see if alternate, acceptable arrangements can be made that would meet the goal of this piece of the policy).
4. No kegs, or other common source alcohol containers (such as punch, party balls, etc.) are permitted. Only licensed third party vendors may have kegs.
5. Student organization funds, money generated from student activity fees, or admission fees collected at the event may not be used for the purchase of alcohol (this includes "passing the hat").
6. No event shall include drinking contests or give out alcohol as a prize for a contest.
9. An appropriate amount of non-salty food and non-alcoholic beverages must be made available to all participants. If the non-alcoholic food and beverages run out, the alcohol sales must stop.
10. Open parties (those with unrestricted access by non-members of the sponsoring organization without specific invitation) are prohibited. A guest list must be turned in to the Office of Student Leadership and Engagement *a minimum of 24 business hours prior to the event*. This list must include each guest's full name, date of birth, and host (if the individual is not a member of sponsoring organization).
11. Organizations must have a designated driver program in place that must be approved by the Coordinator of Student Organizations.

12. No organization may co-sponsor an event with alcohol with an alcohol distributor or tavern (business generating more than 50% of annual gross sales from alcohol). No funds, privileges, endorsements, charitable contributions or other special considerations shall be granted to an organization from the host site.
13. No organization may hold an event with alcohol during or 48 hours preceding final examination period, at organizational recruitment induction, initiation events, or NCAA event unless granted an exception by the Coordinator of Student Organizations.
14. All venues used must be used respectfully and left in the condition in which it was found. If damage occurs, or if the venue is not properly cleaned, the proper authorities will make an effort to seek out the responsible individual(s) and refer them to The University of Tampa [Office of Student Conduct](#). However, when this is not possible, the student organization, represented by the president at the time of the incident, will be responsible for any damage or extra costs incurred and will be turned over to the Student Organization Conduct Board. Failure to repay damages will result in individual holds put on the University accounts of all students in attendance (making it impossible to register for classes, request transcripts, etc. until all funds have been cleared).

General Procedures for ALL Events with Alcohol

The following must be turned in to the Office of Student Leadership and Engagement with the Event with Alcohol Form for approval *a minimum of 10 working days prior to the event*:

1. Proof that the organization officer planning the event attended the risk management training session facilitated by the [Office of Student Conduct](#) and the Office of Student Leadership and Engagement.
2. Proof of one "C.A.R.E. for Your Friends" trained monitor for every 25 guests, plus 25% of total monitors as alternates (e.g., if you have 100 people at your event, you must have 4 monitors, plus one alternate). Names, UT student ID numbers, and proof of organization membership will be required.
3. Proof of a designated driver program or other alternate transportation for guests. When traveling outside of the Tampa Bay area, transportation in the form of busing is required.
4. Copies of all publicity materials (including, but not limited to: posters, banners, newspaper or Facebook advertisements, t-shirts, etc.). Publicity may not contain phrases that highlight the manner alcohol will be consumed (i.e., "Drink and Drown," "All You Can Drink," etc.). Publicity must also mention the availability of non-alcoholic beverages. The following statement **MUST** be included on all publicity: "Participants at the event must be prepared to present two forms of age identification, one containing a photo. Participants must be 21 years of age or older in order to consume alcohol."

5. The student organization officer planning the event must meet with the Coordinator of Student Organizations no *more than five working days prior to the event* to review all the details.
6. A finalized guest list must be turned in to the Coordinator of Student Organizations *a minimum of 24 hours prior to the event*. This list must include each guest's full name, date of birth, UT student ID number, and host (if the individual is not a member of sponsoring organization).
7. A "C.A.R.E. for Your Friends" monitor should be at the entrance to the venue insuring that individuals on the guest list are admitted to the event.
8. The "C.A.R.E. for Your Friends" monitor, along with security, is responsible for not allowing intoxicated persons into the event.
9. Guests 21 or over must be given a wrist band at the door by a "C.A.R.E. for Your Friends" monitor, and must have it on at all times when purchasing or consuming alcohol.
10. Proof of the third party vendor license and the insurance policy of the third party vendor must be turned in to the Coordinator of Student Organizations *a minimum of 10 working days prior to the event*.
11. The Director of [Safety and Security](#) will determine the number of officers to be present to check age identification for those entering the designated drinking area and/or to assist with crowd control. This number of officers will be figured in accordance with the number of persons expected to attend the event. If the event is sponsored by a recognized student organization, the cost of providing Tampa Police Department (TPD) officers to monitor parties will be the responsibility of the organization. The rate for a TPD officer is approximately \$26/hour. Other alternatives (e.g., hotel security, etc.) must be approved by the Coordinator of Student Organizations.
12. The serving of alcoholic beverages is to be discontinued one hour before the end of the event. In cases where transportation is provided to and from the event to individuals place of residence (e.g., campus and off-campus residences) by a transportation service (e.g., bus company), the serving of alcoholic beverages may continue until the end of the event.
13. A post-event meeting will be held between the student organization officer planning the event and the Coordinator of Student Organizations within *five working days after the event*.

C.A.R.E. Monitoring:

Because honesty, good citizenship, trust, respect, and responsibility are the core foundations of the Spartan Code and all student organizations, **it is essential that each organization be responsible for monitoring its own events**. This means that only members of the sponsoring student organization can serve as C.A.R.E. monitors. Failure to properly monitor events will result in penalties for the individual officers or members as well as the entire organization through the [Office of Student Conduct](#).

1. The organization president and event organizer (e.g., social chair) are responsible for seeing that organization events are in compliance with The University of Tampa Policies and Procedures Regarding the Use of Alcohol. Co-sponsoring organizations share equal responsibility and liability for violations.
2. One "C.A.R.E. for Your Friends" trained monitor must be present for every 25 guests, plus 25% of total monitors as alternates (e.g., if you have 100 people at your event, you must have 4 monitors, plus one alternate). Names, UT student ID numbers, and proof of organization membership will be required.

Exceptions:

1. Exceptions to this policy for religious services must be approved in advance by the Coordinator of Student Organizations.
2. Exceptions to the 10 working day rule will only be made in extenuating circumstances. You may ask to be granted an exception by turning in all the necessary paperwork as outlined above, along with a written explanation as to why your organization was unable to have all your materials turned in a minimum of 10 working days prior to your event. Exceptions are granted at the discretion of the Coordinator of Student Organizations.
3. It is of primary importance to the University and the Office of Student Leadership and Engagement that you host a safe event. We understand that different venues and different situations present different challenges. If you have questions about this policy, the procedures, want to know if something can be "tweaked" to fit the context of your event, etc. please just ask! In some cases, we may be able to find solutions that meet the goals of the policy, while still allowing you to have a safe and fun event.

Failure to comply with any of the aforementioned policies will result in the student organization being referred to the Student Organization Conduct Board.

Organizational Conduct Policies

A. Introduction and Jurisdiction

Please refer to pages 1–3 of The University of Tampa [Student Rights and Responsibilities handbook \(2009–2010\)](#)

B. Charges and Hearing

1. Any member, student organization, or department of the University community may file an incident report form against any student organization for misconduct to the Office of Student Conduct. Charges shall be prepared in writing and directed to the Dean of Students and/or designee, who is responsible for the administration of the conduct system. Incident report forms must be submitted in a timely manner.
 - a. In the event that the OSLE or the Student Conduct Office receives information from a third party (e.g., from someone off campus, an anonymous report, etc.) that an organization may have violated the Student Code of Conduct and/or other University policies, this information will be forwarded to the Associate Dean of Students and Director of the OSLE and/or designee to determine whether the information has merit.
 - b. The Coordinator of Student Organizations may not serve as a designee to the OSLE or to the Office of Student Conduct, as this individual is an advocate for all student organizations.
 - c. If the Associate Dean of Students and Director of the OSLE and/or designee do not have enough information to be submitted to the Office of Student Conduct, but believes the information to be credible, they will conduct an investigation appropriate to the context of the information provided. In cases where a large number of individuals need to be interviewed, the Associate Dean of Students and Director of the OSLE and/or designee may appoint other staff members to assist with the investigation.
 - d. All individuals called in for an informational interview must be made aware that any information provided may be used in the writing of an investigative report.
 - e. If the Associate Dean of Students and Director of the OSLE and/or designee find the information holds no merit, an incident report will not be filed. If it is determined that the report has merit, an incident report will be filed with the Office of Student Conduct.
2. Incident reports are reviewed by the Dean of Students and/or designee. The Dean of Students and/or designee will determine whether the complaint is relevant as an organizational charge and/or an individual charge. In some cases the Dean of Students and/or designee can summarily suspend an organization pending the outcome of any conduct proceedings.
3. Any student organization president receiving notice of charges should have a mandatory pre-hearing session with the Judicial Coordinator and/or designee no later than three school days following the receipt of notification:

- a. The president, faculty/staff advisor, and up to three other student organization members may attend the pre-hearing where they will be advised of the hearing procedures.
- b. The student organization president may, if s/he is admitting responsibility of the organization, request the pre-hearing counselor to hear the case; however, the pre-hearing counselor may elect not to do so if s/he deems a Student Organization Conduct Board hearing to be more appropriate. Organizations may also request to refer the sanctions to a sanctions only hearing by the Student Organization Conduct Board.
- c. Sanctions received during pre-hearings may not be appealed.
- d. If the organization pleads not responsible, a hearing is scheduled with the Student Organization Conduct Board. The Student Organization Conduct Board is comprised of three students in good standing with the Office of Student Conduct (SG Judicial Chief, the Chairperson of the Student Conduct Board, and one student-at-large to be selected and agreed up by the Judicial Coordinator and Student Government President), one administrator and one faculty member (both to be selected and agreed upon by the Judicial Coordinator and Student Government President). If any of the students designated to sit on the board are not in good standing with the Office of Student Conduct, s/he will need to be replaced by another student agreed upon by the Judicial Coordinator and Student Government President. The Judicial Coordinator will serve as the Chairperson of the hearing. All charges shall be presented to the accused student organization in written form. A time shall be set for a hearing, no more than 15 days after the student organization's prehearing meeting (with the exception of summarily suspension situations).
- e. The pre-hearing counselor will explain fully the article(s) the organization is being charged with and possible sanction(s) involved in the case.
- f. The pre-hearing counselor will counsel the student representing the organization about what subsequent steps should be taken. The pre-hearing counselor will encourage the student organization president to raise any questions or problems related to the case.
- g. The pre-hearing counselor will notify the student organization that they can choose to submit a written response to the Incident Report Form for the Student Organization Conduct Board to read at the time they read the materials distributed by the Chairperson. This response must be delivered to the Judicial Coordinator a minimum of 24 hours prior to the hearing.
- h. The pre-hearing counselor will provide the student representing the organization with a list of student organization liaisons. No more than five student liaisons are identified and trained by Student Government and the Office of Student Conduct on the student organization conduct policies and procedures who can answer questions and provide guidance prior to the hearing. It is at the discretion of the student organization on whether or not to contact a liaison. The student organization representative must be made aware that incorrect information given by a liaison is not the responsibility of the Office of Student Conduct and is not a viable reason for an appeal. Therefore, it is the

responsibility of the student organization to verify all information with the Office of Student Conduct.

- i. The pre-hearing counselor will encourage the student organization president to notify the organization's faculty/staff advisor and (inter)national headquarters/office, if applicable, of possible disciplinary action, especially if the student organization's recognition at the University may be in jeopardy.
 - j. If a student organization president does not schedule or attend a pre-hearing session, the organization will automatically be found responsible for all charges.
4. Hearings shall be conducted by The Student Organization Conduct Board according to the following guidelines:
- a. The president of the student organization and up to three other student organization members may attend and participate (i.e., interact with the conduct board) in the hearing.
 - b. The faculty/staff advisor may be present at the hearing (this means a full-time university staff member not a chapter or alumni advisor), but shall not have the privilege of answering questions posed by the chairperson or board members. However, s/he may communicate with the accused and may direct any questions/concerns regarding the process of the hearing directly to the chairperson by asking for a recess in which concerns will be addressed.
 - c. In hearings involving more than one student organization, the Judicial Coordinator at his or her discretion, may permit the hearing concerning each organization to be conducted separately.
 - d. If the Student Organization Conduct Board fails to meet quorum (all members listed in section 3.d), the accused organization and the party bringing the charges before the board may agree to continue with the hearing if and only if both parties agree to proceed with the hearing. The continuation of the hearing process without quorum cannot be a criterion for appeal.
 - e. The complainant and the accused shall have the privilege of presenting witnesses, which may be questioned by the conduct board. In addition, accused student organizations who are found responsible for conduct violations may present character witnesses during the sanctioning phase of the hearing.
 - f. Pertinent records, exhibits and written statements may be accepted as information for consideration by a conduct board at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson.
 - h. After the presentations of all parties, the conduct board shall determine by simple majority vote whether the student organization has violated each article of the student organization code of conduct that the student organization is charged with violating. The conduct board's determination shall be made on the basis of whether it is more likely than not that the accused student organization violated the student organization code of conduct.

- i. There shall be a single verbatim record, such as a tape recording, of all hearings before a conduct board. The record shall be the property of the University. This record may be destroyed at the conclusion of all appeal options.
- j. If the accused organization is not present for the hearing, the board has the right to postpone the hearing or hear the case in the organization's absence.
- k. A written statement of the conduct board's decision shall be mailed to the accused not less than ten days after the hearing.

C. Appeals

- 1. A decision reached by the conduct board may be appealed by the accused student organization to an appellate board within five school days of the decision. Such appeals shall be in writing and shall be delivered to the Judicial Coordinator.
- 2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures, giving the party bringing charges a reasonable opportunity to prepare and present evidence that the student organization code of conduct was violated, and giving the accused student organization a reasonable opportunity to prepare and present a rebuttal of those allegations.
 - b. To determine whether the sanctions imposed were appropriate for the violation of the student organization code of conduct, which the organization was found to have committed.
 - c. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the organization appealing at the time of the original hearing.
- 3. The appellate board shall be chaired by the Associate Dean of Students, and comprised of the Student Government President, a University faculty member, a University staff member and an OSLE staff member (except for the Coordinator of Student Organizations). The Judicial Coordinator will be present as an ex officio member. Any member of the appellate board can appoint a designee if s/he is unable to serve in this capacity. If any member on the appellate board has a conflict of interest, s/he may be replaced by the Judicial Coordinator.
- 4. The appellate body has the authority to: (a) mitigate the sanctions delivered by the board of original jurisdiction, (b) hold a new hearing on all issues, (c) refer a case for a rehearing to the board of original jurisdiction or (d) affirm the decision of the original board.

5. All decisions of appellate boards are final, with the exception of cases that affect a student organizations continuance at the University, which may be appealed to the Dean of Students.
6. The student organization is to be notified, in writing, of the results of the appeal hearing by mail within five working days after the hearing.

D. End of Year Cases

Modification of procedures for cases which cannot be heard in a fall/spring semester:

1. Any incidents that are reported within ten days before the end of classes may be referred to the summer conduct board. This board will be have the same make-up as the appeals board (see section C, number 3) and operate according to the established conduct board format and procedures. The accused student organization will be asked to submit a statement in writing regarding the incident that may include statements by any witnesses by a prescribed date. The board, in conjunction with the incident report form, will consider this statement. The accused student organization will by notified of the board's decision in the mail. This board will also handle incidents that occur during summer sessions conducted at the University. If the accused student organization wishes to appeal the decision of this board, they must do so within five days of the start of the following term. The Judicial Coordinator has the prerogative to suspend the hearing of any cases until the following term.

Student Organization Reservation and Usage Policy

Registered student organizations are granted the privilege of reserving rooms on campus. Student organizations organizing fundraisers on-campus for non-profit organizations must first receive approval by the Associate Dean of Students and/or the Vice President of Development and University Relations.

Reservation Procedures:

- There are two different options for student organizations to make reservations.
 - Student organizations may elect to go online to Spartan Web, click the “Campus Life” tab and click the “[Facilities Scheduling](#)” link;
 - Student organizations may elect to visit the Office of Student Leadership and Engagement (OSLE) and fill out a Program Request Form.
- Student organizations must also fill out the Event Registration Form found on the Facilities Scheduling page on Spartan Web.
- The contact name on the program request is the individual who will be contacted on event details.
- All requests must be submitted at least five business days in advance.
- Reservations will be handled on a **first come, first serve basis** and can be made one academic year in advance of the event.
- Request confirmations and denials –Submission of a request online through the Facility Request Center will result in an e-mail from the direct scheduler for the requested space either confirming or denying the space based on availability. If a paper request is submitted through OSLE, OSLE will contact the student organization via email either confirming or denying the request.
- When submitting a paper request, listing more than one room preference is recommended for receiving approval of space. OSLE will exhaust all preferences before contacting the student organization for approval or denial of the request. If the requesting group does not have a specific room in mind, please indicate that any room in a specific building would be adequate.
- Multiple dates and “second preference dates” are allowed on the paper Program Request Form.
- Confirmations will be sent via e-mail. Program Request Forms will not be returned.
- At the time of the event **YOU MUST HAVE YOUR CONFIRMATION; IF YOU DO NOT AND THE EVENT IS NOT IN THE SYSTEM YOU MAY LOSE YOUR ROOM. THIS IS VERY IMPORTANT.**

Usage Policy

Please follow these general guidelines when using any University space for an organization meeting or any other use:

- Leave room as you found it (white board clean, remove trash from building, chairs and tables arranged neatly).
- If your room is locked, please contact Campus Security, x3333, for access to space reserved. Be ready to show reservation confirmation.
- Do not exceed your allotted time.
- Contact Campus Security, x3333 to lock space after event.
- No fire/candles allowed in any space at any time.
- Do not use any other rooms than what you have requested. They may have an early morning event the following day and will already be set.
- Do not use tape on walls in any rooms. It will peel paint off wall.
- No smoking allowed in any room.

General Notes:

- Any misuse or abuse of rooms may result in loss of privileges for future meeting space at The University of Tampa and payment of damages as determined by Facilities Rental.
- In the event of a cancellation, please call the Office of Student Leadership and Engagement at 253-6233 as soon as possible. You may also fill out a Facilities Cancellation Form found in the Office of Student Leadership and Engagement.
- If sound or lighting is requested by the organization, they must fill out a Media Services Request form at least two weeks in advance. Media Service requests are available in the library or online at www.ut.edu/mediaservices.
- Media equipment will be available upon a **first come first serve basis** for the responsible party, but must be reserved through Media Services.
- All equipment rentals must be contracted out by Facilities Rental.
- Please note: Departments may have specific policies in place for usage of different spaces on campus.
- Any event with alcohol must follow The University of Tampa Policies and Procedures Regarding the Use of Alcohol (p. 6).
- All groups must consult Sodexo Catering Services for food and/or drinks at least two weeks prior to the event.
- Any group wishing to serve their own food and/or drinks must obtain approval from Sodexo Catering Services through submission of a food waiver and the liability form for the preferred vendor. These forms can be found in the Office of Student Leadership and Engagement.
- Reserved spaces will be made available at the time indicated on the Program Request Form as the “scheduled start time” and must be vacated at the “scheduled end time.”
- The organization and individual who made the reservation are responsible for leaving the room in the same condition as when the event began.

Please Note: The Program Request Form is only a request form. Completing and submitting the form within the proper time limit does not guarantee your organization the space.

Allen N. Reeves Theater Usage Policy

The Allen Reeves Theater is located on the second floor and can hold up to 180 in tiered theater style seating. It can be used for lectures, theater, movies and meetings and has a full complement of audiovisual equipment.

Reservation Process

- To reserve Reeves Theater, fill out the Program Request Form found in OSLE or the [Facilities Scheduling](#) link on SpartanWeb.
- The Office of Student Leadership and Engagement will contact the client via email in a timely manner on the availability of the theater.

Allen N. Reeves Theater Usage Policies

- If the sound or lighting system is needed, a trained staff member of Media Services must be at the theater. The student organization must fill out a Media Services Request Form at least two weeks in advance of the event. Media Service requests are available in the library or on the University's website. *Note – submission of the request does not guarantee approval.
- Special classroom meetings will be allowed if approved by the Coordinator of Student Programs and Event Services.
- This theater is designed for meetings, dance performances, lectures, student recitals, comedy shows, movies, small theater productions, but not full-scale musicals, large bands etc. The Coordinator of Student Programs and Event Services will review special requests, including class meetings, for use of the theater.
- The individual and/or organization that reserves the theater will be responsible for light cleaning of the facility immediately after the event. This includes dressing rooms, side stage and house. If the theater is not properly cleaned, a cleaning charge and loss of privileges may occur. The Office of Student Leadership and Engagement in conjunction with Facilities will determine if costs are necessary.
- Hours of theater usage are from 8:00 am to 12:00 am during the academic year. Any hours outside of specified times must be approved by the Coordinator of Student Programs and Event Services. Summer hours will be determined by the Coordinator of Student Programs and Event Services in conjunction with the Facilities Event Coordinator.
- Capacity shall not exceed 180. There is no standing room, as this is a violation of fire code..
- Should your organization choose to film or use projection in the audience, no one is permitted to sit in the row from which this occurs. The entire row must be blocked off. If they choose to use their own projector, they will not be allowed to use the drop down projection screen.
- Patrons are not allowed to stand in aisles during performances and may not place anything in the aisles (i.e. tables, chairs, bookbags, etc.).
- The sound booth/projection room is to be occupied and used only by Media Services personnel.

- Food and drinks in the theater must be approved by the Coordinator of Student Programs and Event Services and the sponsoring party must help with clean up in the theater after the event. Otherwise food and drinks are not allowed in the theater.
- The responsible party/organization will be responsible for paying to tune the piano if needed. The Office of Student Leadership and Engagement will provide a contact number for a piano tuner.
- It is the client's obligation to inform all necessary personnel including Sodexo catering services and Media Services of the event's needs.
- Keys are the responsibility of the Vaughn Center Building Management. They will handle openings and closings of the theater, dressing rooms etc.
- It is the responsibility of the sponsoring group to provide support for the concession stand and box office.
- Weekly meetings must receive special permission by the Coordinator of Student Programs and Event Services.
- Media Services will not support outside rentals of media equipment. Use of equipment from an outside vendor must be approved by Media Services. Any costs associated with an outside vendor must be paid for by the sponsoring group.

Senior or Student Recitals:

- If space permitting, students conducting Senior or Student Recitals will be allowed to reserve Reeves Theater for:
(1) Performance and (1) Rehearsal
- Only Media Services will be allowed in the control booth during senior recitals.
- All above policies must still be followed.

VC Plaza Reservation Policy

The VC Plaza is located between the Vaughn, Austin, and Brevard Residence Halls. It is a reservable space through the Office of Student Leadership and Engagement. The dimensions are 127' x 176' with a net area of 22,064 SF and a 12' wide interior walk of 1440 SF. Amenities include two barbeques, outdoor power and convenient lighting that should satisfy most events.

Reservation Guidelines

- All requests must come from a University of Tampa officially sponsored student organization or department.
- All requests must be submitted at least five business days in advance using the Program Request Form found in OSLE or the [Facilities Scheduling](#) link on SpartanWeb.
- Upon approval, organizations and departments are required to submit a final set-up arrangement to Facilities Rental at facilitiesrental@ut.edu at least five business days in advance. No changes to set-up, unless to downscale, will be accepted after this point.

Limitations of Space

- Reservable times are between 10a.m. and 10p.m. Sunday–Thursday and from 10 a.m.–11 p.m. on Friday and Saturday. Events must be completely broken down by the end of the reservation time. All other times require special approval from the Office of Student Leadership and Engagement.
- Power capabilities are 4 electrical 110 outlets on the post near the electrical transformer at the south end of Brevard Hall. Programs requiring more than minimal amounts of electrical power are required to contact facilities to ensure that the capacity is not overloaded.
- Nothing is to be erected without notifying and consent of the Office of Student Leadership and Engagement and Facilities. They will determine if it could adversely affect the irrigation (i.e. tents with stakes, volleyball court, etc.)
- Events on the grass are not permitted when wet or after heavy rain as it can cause substantial damage quickly. Programs will be rescheduled. Irrigation comes on twice a week from 2:00 am–7:30 am on Sunday and Tuesday.
- Advertising on the outside of buildings, garbage cans, picnic benches or light poles are not permitted; please refer to the posting policy.
- Paint which may do damage to the Plaza is not allowed.
- Canceling a reservation must be done at least 2 business days beforehand to the Office of Student Leadership and Engagement.
- The Plaza must be kept properly cleaned and maintained.
- Notification of event changes must be provided to the Office of Student Leadership and Engagement.
- All reservations must be open to the campus community and allow walking traffic, no direct access to the Residence Halls or its grounds are allowed. Events such as barbeques that are for a specific organization are allowed, but they cannot close in impeding area of the VC Plaza (i.e. walkways, doors, benches and picnic tables etc.)
- No events that would damage the grounds (i.e. mudsling, slip and slide, and dunk tank, etc.) will be permitted.
- No vehicles will be allowed on the grass of the Plaza.
- Adjoining spaces, i.e. Brevard Community Room and Vaughn Center Lobby, must be reserved separately.

Responsibilities of Clients

- All set-ups are the responsibility of the organization or department. Paperwork can be submitted to Facilities for their assistance. Requests for a large number of tables may require rental and would result in the department or organization being charged a rental fee.
- Clean-up is the responsibility of the organization or department. Paperwork can be submitted to Facilities for their assistance.
- All events involving food must either be catered through Sodexo or a food waiver must be obtained.

- Crowd control is the responsibility of the organization or department. Paperwork can be submitted to Campus Security for their assistance.

Repercussions

Failure to follow the policy will may result in repercussions that may include loss of reservation privileges in the VC Plaza, assignment of costs, forward to the organizational judicial board and otherwise.

Student Organizations Outdoor Sound Policy

VC Plaza

- Amplified sound is allowed during the following times
 - 12:00 pm–10:00 pm from Monday–Thursday
 - 12:00 pm–11:00 pm on Friday and Saturday
 - 2:00pm–10:00pm on Sunday
- Full Bands (three more performers) and DJ’s must setup in the Northwest corner of the Plaza. All other artists will be determined by Media Services and the Office of Student Leadership and Engagement.
- For social and DJ events the SPL DB (Sound Pressure Level Decibel) is not to exceed 84 db A weighted at 20 feet from the loud speaker.
- For Bands and other larger scale events the SPL DB is not to exceed 94 db A weighted at 20 feet from the loud speaker.
- Under no circumstances can sponsored talent go above the above stated levels during the entire duration of their set.
- Sound reading will be taken by the Media Services Office.

Other Outside Venues (East and West Verandah, Parking Lots, Front of the John H. Sykes College of Business)

- No amplified sound will be allowed during academic hours in the above mentioned spaces so as not to interrupt students’ classes.
- Appropriate times for amplified sounds:
 - Friday after 5:00pm
 - Saturday and Sunday after 12:00pm (times may vary on Saturday and Sunday depending on testing).

Plant Park and the UT Pool

- Plant Park and the UT Pool may have amplified sound during academic hours, but must be kept at a minimum and responsible level. If any complaints are received, the sponsoring organization will be forced to either lower the sound or turn it off.

Panache Request Policy

Panache is located in the Stadium Center Residence Hall.

Requesting Panache

- All requests must come from a University of Tampa officially sponsored student organization or department.
- The Panache Request form can be found in OSLE.
- Any campus organization wishing to request Panache must be in good standing with The University of Tampa (Definition of good standing is in The Student Organization Manual) and Student Government as defined in the Constitution.
- Once the room request has been submitted, the Coordinator of Student Programs and Event Services will set up a meeting to talk about the program in more depth.
- All requests for Panache must have a typed timeline of the event including set up, event start and end time.

If the Request is Approved

- The Coordinator of Student Programs and Event Services or the Student Coordinator of Event Services will do a walk through with the sponsoring organization. This walk through will consist of acknowledgement by both parties of any damage prior to the event.
- When deemed necessary, an Office of Student Leadership and Engagement staff member will be assigned to support the event.
- After the event, the Coordinator of Student Programs and Event Services or the Student Coordinator of Event Services and the sponsoring organization will do another walk through to assess any damages to the venue.
- If damages have been found, the sponsoring organization will be responsible for the costs. Facilities Management will assess damage costs.
- If the organization does not pay for the damages assessed to them, they will lose their organizational status and all privileges until the bill is paid in full.
- If individuals are found to have done damage to Panache, they are subject to judicial sanctions as defined in the *Student Rights and Responsibilities*.
- Any individuals who are not affiliated with The University of Tampa are the responsibility of the sponsoring organization.
- No alcohol will be permitted.
- No smoking is allowed in Stadium Center.
- The set-up of the room determines the fire code count. The Facilities Event Coordinator will determine fire code count.
- No taping, stapling, or use of tacks on the walls, window or doors will be allowed in Panache.
- All catering services will be through Sodexho Catering Services.

The University of Tampa Posting Policy

General Campus Posting

All non-academic posters, table tents, flyers, banners, signs, etc. must be approved and stamped by the Office of Student Leadership and Engagement (OSLE) before being posted anywhere on campus with the exception of the residence halls (posting within the residence halls must be approved by Residence Life). Any such materials posted on campus that are not approved and stamped will be removed.

- Banners must not impede the flow of traffic and provide a minimum of 6'6" clearance.
- Only registered UT organizations and students selling individual goods (books, furniture, etc.) can post on campus.
- Due to limited space, posting is not permitted for any organization not affiliated with UT. *The Minaret* and WUTT are available for advertising of this nature.
- Material presented may not be of any offensive nature as determined by the Office of Student Leadership and Engagement (sexist, racist, obscene, etc.).
- Posters for any event where alcohol is present must comply with the university alcohol policy and the Student Organization Events with Alcohol policy (p. 6).
- The Office of Student Leadership and Engagement has full discretion in approving posters.
- Materials may NOT be placed on painted surfaces or any glass windows/doors (including wood and/or plaster finishes).
- Flyers and banners may not be posted more than two weeks before the event.
- No duct tape, masking tape, or strapping tape may be used. Thumb tacks, scotch tape, and staples are to be used only where appropriate.
- Chalking must be a minimum of 10 feet from entrances and may not be done on steps.
- If you are looking to post in other areas not specified in this policy, please ask OSLE for permission.
- Posting is not permitted on trees, benches, trashcans, rocks, telephones, banisters, or campus exteriors.
- Nothing may be taped to the walls or doors in the building.

Important Information

- When UT hosts an Admissions Open House (the Sunday around the 15th of each month), all flyers, banners, and other advertisements will be taken down for these events and disposed of by Facilities. We recommend you postpone your advertising until after these events, if possible.
- Banner paper and markers are available for registered student organizations to use. These supplies are provided by Student Government (SG) and are available in the Student Organizational Suite.

- The OSLE approval stamp is valid for two weeks. After this time, advertisements will be taken down. All flyers and banners will be checked for violations throughout the week.
- The Office of Student Leadership and Engagement has a professional poster maker available for organizations. Please note that there is a CHARGE for the poster maker. \$2 for a 17" poster, \$3 for a 23" poster.

Plant Hall Posting

- Only one banner per organization is allowed to be hung up in Plant Hall Lobby and ten flyers per organization maybe be hung up on the marble columns or bulletin boards.
- Banners may not exceed the length of lobby or hallway columns. Organizations may post flyers
 - Around the marble columns in Plant Hall Lobby
 - On the 2nd, 3rd, and 4th floor Bulletin Boards (at the top of the stairs)
 - The Science Wing Bulletin Board
 - In the Hazel Ward Lounge (the area next to Fletcher Lounge)
- Organizations may hang banners:
 - Between the columns in Plant Hall Lobby
 - Between the columns in Hazel Ward Lounge
- Banners may NOT be hung between the columns outside of the President's office.

Vaughn Center

- There is no posting allowed on the first floor of the Vaughn Center or the Spartan Club.
- Posting is only allowed in designated areas (one flyer per area):
 - Bathroom Lobby (2nd floor)
 - Hallway by the PEACE Volunteer Center
 - Student Organization Suite
 - Hallway by OSLE and Student Conduct Office
 - Spartan Club Game Room
 - Commuter Lounge
- If the flyer involves an event that has multiple dates, the two week time period for advertisements is based on the first date.
- All posters, flyers, signs, etc. must be approved and stamped by the Office of Student Leadership and Engagement.
- Vaughn Center Building Managers will be in charge of removing posters/flyers daily.
- Posters may be no larger than 22 inches high and 17 inches wide unless approved by the Office of Student Leadership and Engagement.
- Only thumbtacks or pushpins are allowed in designated posting areas, no staples, tape, etc.
- Painting the Vaughn Center windows is not permitted.
- All other posting policies under the Office of Student Leadership and Engagement are still in effect.

John H. Sykes College of Business

- Flyers may be hung:
 - On the first floor Bulletin Board located in the vending machine area.
 - On the second and third floor Bulletin Boards located around the faculty offices.
- The College of Business and the Office of Student Leadership and Engagement have full authority to take down any flyers that they feel are inappropriate, not hung in the correct manner, have been up for an unreasonable amount of time, or any other reason we see fit.

Various Other Areas Around Campus

- Flyers may be posted in the following areas:
 - Macdonald–Kelce Library–Bulletin Board inside the front door
 - Information Technology–Bulletin Board outside of Room 113 in the Computer Center
 - Military Science–Bulletin Board outside of the ROTC building
 - Health and Counseling Center–only one flyer at a time may be hung up on the back of the door at the Health Center
 - Speech, Theater, and Dance–Bulletin Board located on B Street
 - Music Center–Bulletin Board in the Furman Music Center in front of room 110
 - Communications and Nursing Building–Bulletin Board
 - In the Post Office in Riverside Center on the bulletin board.
- There is to be no posting of any kind on the 1st floor of Stadium Center without the approval of dining services.

Table Tents

- Table tents for UT events/activities will be allowed in the Cafeteria and Spartan Club.
- Please contact Wade Burghardt–Culp for more information at wade.burghardt@sodexo.com.

A–Frame Boards

- Student Organizations/Departments can post posters on A–Frame boards and place them in the VC Plaza only.
- The Office of Student Leadership and Engagement will not be in charge of making the poster for the board. Banner and markers are available in the Student Organization Suite.
- All posters must be stamped in the Office of Student Leadership and Engagement.
- In case of inclement weather, a–frame boards will be put away and not be displayed inside.

Table Registration

- Organizations must obtain permission to reserve a table in the Vaughn Center or Plant Hall by filling out the Program Request Form found in OSLE or the [Facilities Scheduling](#) link on SpartanWeb.
 - Please allow at least five business days for a response to your request.
 - IMPORTANT: A Program Request Form is ONLY A REQUEST for a table, just because it is filled out does not mean it has been approved.
 - Tables may be reserved from 7 a.m. to 1 a.m.
 - Tables and chairs cannot be moved from their designated spots in the Vaughn Center or Plant Hall Lobby.
 - Organizations must remove their material at the end of each day.
 - Any damage to the tables, chairs, or surrounding areas will result in a charge for repairing damages or replacing tables/chairs and a loss of table privileges.
 - If an organization/department leaves any material behind, posting policy sanctions are applied.

Flyer and Banner Stipulations

Location	Quantity
Plant Hall	10 Flyers, 1 Banner
Cafeteria	25 Table Tents
Rathskellar	30 Table Tents
Vaughn Center	6 Flyers
John H. Sykes College of Business	2 Flyers
Macdonald-Kelce Library	1 Flyer
Information Technology	1 Flyer
Military Science	1 Flyer
Health and counseling center	1 Flyer
Speech, Theater, and Dance	1 Flyer
Music Center	1 Flyer
Communications and Nursing	1 Flyer
Post Office	1 Flyer

Vending Policy

Organizations may wish to sponsor an approved company, person, etc. to come on to campus and sell their goods or services. In exchange for sponsoring, the organization usually receives 10–15% of the vendor's gross sales, or at least \$50 a day. There is a list of approved vendors available in OSLE. There is a required Vendor/Organization Contract that must be filled out and turned in to OSLE by the scheduled date of the vendor coming onto campus. The organization is completely responsible for the vendor and the vendor's actions.

How to Sponsor a Vendor as a Student Organization Fundraiser

1. You MUST be a registered student organization.
2. Ask Cheryl Chernoff, cchernoff@ut.edu for a list of the approved campus vendors and copy of the Vendor/Organization Contract. **(Approved vendors must have proof of a Florida Sales Tax Registration and a Business Tax License, formerly known as an Occupational License on file in the OSLE Office).**
3. Discuss within your organization which vendor(s) you would like to sponsor. Pick a few just in case your first choice cannot come on the days you would like.
4. If the vendor that your student organization chooses to sell food or beverage items, you must receive permission from Sodexo and fill out a release form.
5. The following are policies vendors must follow:
 - A vendor can only come to campus for two days in one month for an organization.
 - A vendor can come back each month, for as many months the organization chooses.
 - An organization may have as many different vendors in one month as they wish.
 - An organization may only sponsor one vendor per day.
6. Before you fill out a program registration make sure that you have talked to the vendor and you know how many tables and chairs the vendor will need.
7. Then come to the Office of Student Leadership and Engagement and fill out a program registration form or book online via Spartan Web to book a table in the Vaughn Courtyard for the vendor. Please fill out a program registration at least 5 days in advance. A program registration form is a request not a guarantee. Once you get your approved program registration form back, it is very important to call the vendor and let him/her know the day(s) and times that he or she may come to campus.
8. The sponsoring organization and the vendor must sign the Vendor/Organization Contract. The student organization must mail/fax the contract so that the vendor can sign the contract. The contract must be signed and given to the Office of Student Leadership and Engagement before noon the day before the vendor is to come onto campus or the contract is void and the vendor may not come to campus.
9. Obtain your parking permits from Cheryl Chernoff, at cchernoff@ut.edu and make arrangements for your vendor to pick them up from you on the day of your sale.

10. The day(s) that your vendor comes to campus, stop by and check on them to see if everything is okay. This is also a great chance to actually meet the vendor you have been talking to over the telephone. (After the vendor is done, refer back to the contract on how to receive your payment. A vendor must pay the sponsoring organization either at least 10% of that day's profits or \$50 per day.)

Other Advertising Contacts

- Ad in the [Minaret](#) (x3636)
- Table in the Rathskellar (x2752)
- Advertise in the Residence Halls (x6239)
- OSLE Weekly Update (marketing@ut.edu)
- Marketing Screens in Vaughn Center behind Information Desk and next to elevators (utplasmas@ut.edu)

Please contact the appropriate number to check on Policies.

Helpful Phone Numbers

Services	Phone
Kinko's Copies	876-7011
Discount Signs	243-1598
DocuSource	875-6068
Advance Signs and Designs	931-4500
Black Dog Signs and Graphics	659-3606
Just Signs	800-840-8948
Fast Signs	287-0110
Pro Copy	988-5900
Printing Express Center	924-1934

Gambling

It is prohibited to play in an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student organization unless it is an event approved by the Office of Student Leadership and Engagement strictly for entertainment purposes and no exchange of actual money. Additionally, student organizations may not sponsor or co-sponsor events at gambling establishments. To sell, barter, or dispose of a ticket, order, or any interest in a scheme of chance by whatever name on University premises or at any affair sponsored by a student organization is prohibited. Additionally, to wager on a University team or organization in a competition with a direct interest in the success of the competition is prohibited.

Resources on gambling are also available in the Office of Student Leadership and Engagement

Raffles

Student organizations are permitted to hold raffles if they follow all of the provision in the Florida Statute for Charitable Non-Profit Drawings.

(<http://www.floridastateparks.org/cso/docs/2005Manual/Section849-0935FloridaStatuteCharitableNon-ProfitDrawings.pdf>)

Specifically noting:

- (2) *(e) That no purchase or contribution is necessary.* On all advertisements and tickets they need to state “no purchase required”.

Date auctions as raffles and fundraisers are strongly discouraged, if you are interested in an event of this nature please contact the Coordinator of Student Organizations in the Office of Student Leadership and Engagement, jcarden@ut.edu

In order to hold any type of raffle you must contact the Coordinator of Student Organizations in the Office of Student Leadership and Engagement, jcarden@ut.edu to gain approval.

Marketing Policies

Web sites

Web sites are a great way for other UT students to learn more about the mission of your organization, how they can become a member, when you meet, the types of events you host, and much more! The Office of Student Leadership and Engagement lists all currently registered student organizations on their [web page](#). If the organization provides the web address to their web site on the Student Organization Registration Form, we will hotlink to their site. Basic guidelines include:

- No inappropriate material, including, but not limited to: anything that breaks the law and/or University policy, references to or photos of underage or irresponsible drinking, and no sexually explicit materials.
- Outdated material should be removed promptly.
- All web sites hot linked off the Office of Student Leadership and Engagement page will be monitored regularly by the Student Coordinators of Marketing and Organizations to ensure that the material presented is both current and appropriate. If it is not, the web site will be removed and the President of the organization will be contacted by the Student Coordinator of Organizations to be made aware. Once the material is updated and/or inappropriate materials are removed, the web site will be able to be re-linked.

OSLE Weekly Global Update

Each Monday during the academic year, the Office of Student Leadership and Engagement sends out a global email to all students, faculty, and staff. The purpose of the email is to provide information on upcoming campus events planned by student organizations and to highlight opportunities to get involved in organizations. To have a message included:

- Email what you would like included to marketing@ut.edu.
- All submissions must be received by 5p.m. on Thursday to be included in Monday's global message.
- All messages must be 75 words or less. Please do not include graphics.
- Messages may be included for a maximum of two weeks.
- Student organizations may include messages about regular meeting times, but they will only be included in the Global Email for a maximum of two weeks. Any messages thereafter about meeting times for special meetings such as those with guest speakers or elections will have to be re-submitted and will be put up for a maximum of two weeks.

University Student Activity Web Calendar

Currently registered student organizations may submit information to be included on the University-wide Events calendar located on the UT homepage. All events submitted must be open to the entire campus community. Student organization meetings are not eligible for inclusion. To have an event added, send an email to marketing@ut.edu that includes the following:

- Name of your organization

- Event name
- Event start date and time
- Event end date and time (enter the same date as the start date if the event is one day)
- Event location
- Event price
- Event description
- Link to more information
- Contact name
- Contact email
- Contact phone number

Please allow five business days for your event to be added to the calendar.

Organization Email Accounts

Registered student organizations are able to secure a UT email account (e.g., sg@ut.edu). To request an email address be set up, have your faculty/staff advisor send an email to utmail@ut.edu. Please have your faculty/staff advisor provide the following information:

- Name of student organization
- Name and contact information of faculty/staff advisor
- Email address requested

Please be aware that it is the responsibility of the organization to make sure that passwords get passed on from year to year, and that all account users are aware of the University's email policy.

SpartanWeb UT Groups

The UT Groups feature on SpartanWeb enables users to work together creating a members-only area. On your customizable UT Groups page you can have an organization calendar, announcements section, discussion board, etc. To create a UT Group for your student organization on SpartanWeb, your faculty/staff advisor will need to complete the "New Group Application." This can be found on SpartanWeb under the UT Life tab.

The University of Tampa Student Organization Policies & Procedures Regarding the Use Catering Services

All University clubs and organizations MUST use UT Dining Services when planning an event. If your organization would rather use an outside store/company, you need to submit a Catering Release Form at least 20 business days prior to your event and attach the stores/companies certificate of liability insurance demonstrating that they have at least two million dollars of coverage for UT events on campus group.

Bake Sales: The University of Tampa prohibits food/bake sales.

For your convenience, the Office of Student Leadership and Engagement has valid certificates of liability for the following stores/companies:

- Chipotle Mexican Grill
- Doc Green's
- Green Iguana
- Krispy Crème Doughnuts
- Mr. Empanada
- Olive Garden
- Panera Bread
- Papa John's Pizza
- Pizza Hut
- Publix
- Sam's Club
- Sonny's BBQ
- Walmart
- Wendy's

Please keep in mind that UT Dining Services has the right to deny your request to use an outside store/company, regardless of the amount of liability insurance they possess.

To secure catering services for your event, contact the catering department (257-3121 or Vaughn Center Room 223) a minimum of two weeks prior to your event. Be prepared to provide them with the general details of your event including the date, time, location (must be reserved before you can secure catering services), the number of people you expect, your menu selections (visit www.dining@ut.edu) and the type of service you will require.

Confirmation:

Once the details of your event are final, you will receive a confirmation sheet. Check that all the details are correct, and then have your faculty/staff advisor sign it. You must return the signed form to the catering department at least five business days prior to the event.

Guarantee:

To ensure proper service, you must provide the catering department with a final guarantee of the number of guests eating a minimum of three business days prior to the event and by Wednesday at 12:00p.m. for all weekend functions. You will incur additional charges for increases to the guaranteed number made with less than three business days notice, beyond the additional cost of food. The catering department is always prepared to serve five percent over the guaranteed number, and will bill you for whichever is greater... the actual number served or the guaranteed number of people.

Cancellation:

To ensure that you do not incur cancellation charges, notify the catering department at least five business days prior to the event. Canceling an event after this period will result in a charge of no less than 50% of your total bill. Cancellation within 48 hours of a function will result in having to pay 100% of the bill.

Linen:

A variety of colored napkins and tablecloths are available for your convenience. Standard floor length linen for food tables and one registration table is included. The catering department is pleased to offer, for an extra fee, an additional selection of colors, styles, fabrics, and chair covers to enhance your event.

Service Personnel:

To ensure the smooth progression of your reception, waiter/waitress service is required. All charges for non UT groups are subject to an 18% service fee. For any lunch or dinner exceeding two hours, you will be billed an additional service fee of \$17.00 per hour/per server.

Ancillary Services:

We will be happy to assist with any arrangements you might need, including music, flowers, and photography. We work with several industry professionals, keeping in mind any budgetary concerns.

Miscellaneous:

- All published prices are for events held on The University of Tampa campus. There are individual charges for other venues.
- Any event under \$100 may be subject to a \$25 service charge.

- There is a minimum delivery charge of \$50 for all events. If your order is less than \$50, you can arrange to pick-up your items from the café. Any events scheduled for a pick up after 8pm must be picked up at the Spartan club.
- Served meals for fewer than 20 guests, which require an attendant to remain with guests, will incur an additional charge of \$17.00 per hour/per server for labor.
- Catered events include disposable service ware. China and glassware are available at an additional charge of \$2.00 per guest (UT events).

[The University of Tampa Catering Guide](#)

Risk Management

The Office of Student Leadership and Engagement's philosophy regarding risk management is focused on the care and concern of our students. We are committed to helping students understand the broader implications of their behaviors and organizational events and to empower students to see themselves as responsible for the safety of their peers and the liability their organization is taking on.

We ask that when planning an event that each student organization takes the Spartan Code into consideration.

Spartan Code Values: Honesty, good citizenship, trust, respect, and responsibility

- Promote and practice academic and personal integrity
- Commit to actions that benefit the community, as well as engage in activities that better others
- Discourage intolerance and acknowledge that diversity in our community shapes our learning and development
- Conduct myself in a manner that makes me worthy of the trust of others
- Recognize the ideas and contributions of all persons, allowing for an environment of sharing and learning
- Accept full responsibility and be held accountable for all of my decisions and actions

Forms

Student Organization Registration Form For Events with Alcohol

All events with alcohol should be organized by the student organization representative(s) that attended the Risk Management Seminar sponsored by the Office of Student Conduct and the Office of Student Leadership and Engagement. This form, and all supporting materials, should be completed by that representative(s), and *turned in to the Office of Student Leadership and Engagement for approval no later than 10 working days prior to the event.*

Sponsoring Organization: _____

Primary Contact Person: _____

Contact Phone #: _____

Email: _____

Event Information

Event Name: _____

Event Date: _____

Event Location: _____

of Members in Sponsoring Organization: _____

Total # of Attendees (including guests): _____

Total # of Monitors (1 per 25 attendees): _____

Total # of Monitor Alternates (# of monitors x .25 = # of alternates): _____

Please provide a brief description of why you would like to serve alcohol at your event:

Please provide a brief description of your designated driver program. Keep in mind that you also need to ensure that commuter students make it safely from campus to their homes off-campus.

For events, please attach copies of the following:

- Proof of third party vendor license and insurance policy.
- Proof of licensed security personnel (may not be members of the sponsoring organization) to be present at the event.
- Copies of all publicity materials.

Please attach the following information for each of your C.A.R.E. for Your Friends monitors and alternates:

- Name
- Phone #
- Email address
- UT student ID #
- Monitors and alternates initials to indicate the acceptance of this role

Faculty/Staff Advisor Information

Advisor Name:

Phone #:

Email:

As the faculty/staff advisor of _____ I am aware that the organization is hosting an event with alcohol on the date, time, and location listed above. I have read the policies regarding events with alcohol, and should a problem arise, I will assist the Office of Student Leadership and Engagement, Office of Student Conduct, or other appropriate authorities with the processes outlined for resolution.

Advisor Signature:

Date:

Approval and Future Important Dates

- Finalized guest list due to the Coordinator of Student Organizations no later than (24 business hours prior to the event)

Due date/time: _____

- Event organizer has post-event meeting with Coordinator of Student Organizations or designee (no more than 5 business days after the event)

Scheduled for date/time: _____

Approval Signature: _____

Date: _____

Resources for Off-campus Events with Alcohol

3rd Party Vendor Locations (Certificate of Liability on file in the Office of Student Leadership and Engagement)

Embassy Suites
513 South Florida Avenue
Tampa, FL 33602
(813)769-8300

Sheraton Riverwalk
200 North Ashley Drive
Tampa, FL 33602
(813) 226-4400

Starlight Cruises
25 Causeway Blvd
Clearwater, FL 33767-2064
(727) 462-2628

Transportation

Blue One Shuttle

<http://www.blueonetransportation.com/>

On Campus Food Release Form

Our organization, _____, is having an event to be held on _____, at _____ (location), during the hour of _____ to _____ (AM/PM) and the estimated number of guest we believe will be attending _____.

It is our intent to bring in our own food purchased or donated from a local retail grocer or other such business.

We do not hold Sodexo Dining Services (located at The University of Tampa) and The University of Tampa liable for any foods from outside vendors that could possibly cause illness to any of our event participants. We do not hold Sodexo Dining Services responsible for any of the set up or clean up of our event. We understand that set up, utensils and clean up is the responsibility of our organization.

Effective July 5, 2006 you are required to attach a certificate of liability insurance in the amount of two million dollars (\$2,000,000) for the vendor involved with an on campus group and five million dollars (\$5,000,000) for any vendor involved with an off campus group. This form must be submitted to the Sodexo catering office located in the Vaughn Ctr. in room 223.

Vendor we are asking to be brought in is:

(vendors name and address)

Type of food that we will be bringing: _____ (raw products will not be released)

_____ Covered Dish	_____ Bar B Q
_____ Pre-Package (like publix)	_____ Pizza
_____ Ethnic	_____ Kosher

Dated this day of _____

Name of UT representative _____

Contact number _____

Forms must be submitted a minimum of 20 days prior to event. Forms will be reviewed and available for approval notification 8 business days after.

This release form must be signed, dated and approved by a Sodexo manager to be valid.

Vaughn Center Ninth Floor Request Form

Name of Requesting Organization:_____

Contact Person (Box and Phone #):_____

Email:_____

Room (please circle): Crescent Club President's Conference Room The Board Room

Day and Date of Event: _____

Reservation Start:_____ Event Start:_____

Reservation End:_____ Event End:_____

Estimated Attendance:_____

Please read the ninth floor request policy and answer the following questions on a separate sheet of paper.

1. Please give a brief description of the event you are proposing.
2. Who is the event intended for?
3. Is your event open to the public?
4. Is there an admission fee?
5. What is the attire for the event?
6. What are your plans for the use of the room? Please include room setup, tables for registration, decorations used, AV equipment needed, if a dance floor needs to be installed, how many trash cans needed, etc. Be as detailed as possible.
7. Who will staff the event? What security measures will be taken to make sure only invited guests are allowed in?
8. Why would you like to use the ninth floor instead of other available facilities?
9. What significance does your event have for the University of Tampa community?

Please note: This is a request for the Ninth Floor, not a guarantee. If the Office of Student Leadership and Engagement approves the request, it will be sent to the President's Office for final approval. If you have any questions, please call the Office of Student Leadership and Engagement at 253-6233.