

AR 5431 On-Campus Events by Student Organizations and Clubs

Replaces AR 4446 and 4431

- A. Campus facilities shall be made available for meetings and events by recognized student organizations and clubs. Any other organization or group must follow the procedures set forth in AR 3900. Any student organization or club that is not currently registered with the Office of Student Life will be considered an off-campus group.
- B. Student organizations and clubs must submit a meeting or event proposal for any on-campus event to the Office of Student Life at least three weeks prior to the event and attend such planning and approval meetings required by the Associated Students and Inter-Club Council. A Facility Use Permit may be issued for use of a room by a club on specific dates and times for the duration of Semester, subject to being revoked for necessary College use. The Vice President for Student Affairs may waive the three-week timeline.
- C. Upon approval of an event, the Office of Student Life is responsible for submitting the "Application for Use of College Facilities" form. Once the application is completed and signed by the student organization or club's primary advisor and the Associate Dean of Student Life or designee, the Office of Student Life will forward it to the Facilities Programming Department. If approved, a permit will be issued within approximately seven business days.
- D. A Major Event as defined in AR 3900 is subject to the additional procedures set forth in such regulation.
- E. All events are subject to the rules set forth in AR 3900.
- F. The Primary Advisor or designee must be present at all events. Any designee assigned by the Primary Advisor must be approved by the Associate Dean of Student Life.
- G. Off-campus events by a student organization or club events are not considered an activity of the College unless an Extra-Curricular Field Trip is approved in accordance with AR 4300.
- H. No student organization or club may sponsor any outside group without the written approval of the Vice President of Student Affairs. If it is determined that the event is primarily for the benefit of the outside group rather than students of the College, the outside group shall be required to file its own application for a Facility Use Permit.
- I. The College has established an Activity Period on Tuesdays, Thursdays, and Fridays, 11:15 a.m. until 12:35 p.m. during the regular semester. All outdoor activities shall be schedule during the Activity Period. Club meetings should be held during the Activity Period, but can be held at other times.

AR 4446 Club Events

In order to facilitate event planning, clubs must obtain the “Application for Use of College Facilities” form from the Student Activities Office. Once the application is completed and signed by the club advisor and the Dean of Student Life, the Student Activities Office will forward it to the Events Office. A permit will be issued within approximately seven days.

Reviewed and/or Updated: 12/11/01

AR 4431 Student Dances

On Campus Student Groups

On campus student groups wishing to sponsor a dance on campus must plan the event in cooperation with their faculty advisor.

A meeting that includes the faculty advisor, the Dean of Student Life, the Student Activities Advisor, the Events Manager, campus police, club representatives and good services representatives must be scheduled a minimum of four weeks prior to the event to discuss the details of the event. The faculty advisor, the Dean of Student Life and the Events Manager must complete and sign a “Facilities Use Permit.” For further details of the rules and regulations, please see the Dean of Student Life.

Off-Campus Groups

No individual, club, or organization may sponsor any outside group without the written approval of the appropriate administrator. For faculty and classified personnel, the appropriate person is the Executive Vice-President of Business and Administration. For the Associated Students and student clubs, the appropriate person is the Dean of Student Life. Any individual, organization, or club that sponsors an off-campus group assumes responsibility and liability for the outside group’s activities. If it is a club, in addition to the preceding, the faculty advisor must approve the event and be present at the event.

Reviewed and/or Updated 12/11/01