

**AR 5422 On-Campus Events by Student Organizations and Clubs (new AR#)**  
**(Replaces AR 4446)**

- A. Campus facilities shall be made available for meetings and events by recognized student organizations and clubs. 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 an event proposal for any on campus event to the Office of Student Life at least three weeks prior to the event and attend applicable planning/approval meetings required by the Associated Students and Inter-Club Council.
- C. If no funding is required, an advisor can request a facility use permit for an event that is scheduled in less than a three-week timeframe and the advisor will also notify the Office of Student Life. If the permit is granted through the Event Management System, the event may be held after consultation with the Office of Student Life.
- D. If in the event proposal or consultation stage, it is determined that the event is primarily for the benefit of the outside individual, group or organization rather than the students of the College, this entity shall be required to file its own application for a Facility Use Permit. In order to ensure the planning of health and safety for the campus community, no student organization or club may bring onto campus any outside entity without consulting with the Vice President of Student Affairs or the Associate Dean of Student Life or their designee.
- E. 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.
- F. 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.
- G. The Primary Advisor, secondary advisor or qualified designee must be present at all events. Any qualified designee assigned by the Primary Advisor must have completed the training of advisor responsibilities. Associate Dean of Student Life or their designee must be notified and provided with contact information for the designee.
- H. Off-campus events by a student organization or club events are not considered an activity of the College unless an Extracurricular Field Trip is approved in accordance with AR 4300.
- I. The College has established an Activity Hour on Tuesdays, Thursdays, and Fridays, 11:15 a.m. until 12:35 p.m. during the regular semester. All outdoor activities shall be scheduled during the Activity Hour unless special arrangements have been made with the Office of Student Life. Club meetings should be held during the Activity Hour, but can be held at other times.

Reviewed and/or Updated: 12/11/01; 5/5/21

### 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~~