

AR 5431 On-Campus Events by Student Organizations and Clubs
(Replaces AR 4446) and 4431

Official recommendations by the Associated Students:

- Setting a different timeline for in-person and online events.
- Establishing quantifiable criteria to determine which events are considered big and small. *Major event was defined as 150 participants in AR 3900 (not yet approved)*
- Allowing outdoor evening events.
- Lowering the number of weeks required for an event proposal and expediting the process. *Funded and unfunded events are different*

- 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. The Vice President for Student Affairs or designee may waive the three-week timeline. **Students will have to break rules to have a spontaneous event. Did students feel seven days was not long enough? See AR 4446. Suggest take to ICC for input**
- C. 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.
- D. 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.
- E. A Major Event as defined in AR 3900 is subject to the additional procedures set forth in such regulation.
- F. All events are subject to the rules set forth in AR 3900.
- G. 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 or designee. **In the event of an emergency absence.... The general issue was the intent of this bullet, timeline, & process not known. Sponsored, campus events?**

- H. 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.
- I. 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 the students of the College, the outside group shall be required to file its own application for a Facility Use Permit.
- J. 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. **Do we want to be open to other hours (ie evening) and days for events?** Club meetings should be held during the Activity Hour, but can be held at other times.

; 4/29/20

AR 4431 Student Dances (placed in AR 3900 or make 5432)

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.~~