

**University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual**

Topic: Student Organization Event Registration Policy
Updated: January 6, 2006

Event registration forms will be required for Registered Student Organization sponsored events that meet at least one of the following criteria:

- An event open to the public at which food will be served (this does not include refreshments at routine business meetings which are not advertised as open to the public).
- Any event at which alcohol will be served (vendor, free provided by sponsor, or BYOB).
- Any event featuring a non-University guest speaker.
- Any event open to the general public and/or advertised formally or informally off-campus.
- Any fund raising activity.
- Any distribution of written materials other than via approved bulletin boards.

Events at which alcohol will be served will continue to generally require police officers as determined by Public Safety based on the nature of the event and other relevant context. Events open to the public and/or advertised formally or informally off-campus may require police coverage based on the nature of the event and other relevant context.

Facility reservations will not be considered confirmed until the event registration form is completed, submitted, and approved regardless of any facility confirmation form printed out by the computerized reservation system. Reservations are subject to cancellation if event registration forms are not submitted five (5) days in advance.