

Handbook for Organizations and Activities

2002- 2003



University Commons and Student Activities

University of West Florida

474-2406

<http://www.uwf.edu/ucommons>

PREFACE

This Handbook has been designed to help you save steps and enjoy yourself in planning and presenting activities and programs with your student organization. The Handbook includes official regulations, available services, and information about the University Commons and Student Activities.

Through the cooperation of the Student Government Finance Committee, this year's edition includes The Activity and Service Fee Manual. This document provides essential information for student organizations seeking funding from Student Government.

Our intent was to create a useful tool for you and your organization. We welcome ideas on how to improve this handbook.

Good luck with your activities and let us know if we can help.

Dr. Jim Hurd, Director
University Commons and Student Activities

P.S.: Visit us at our web site at <http://www.uwf.edu/ucommons>

All material in this booklet is intended for information only and is subject to change.

Table of Contents

Information for Advisors	ix
Part One: FAQ's	1
What is the University Commons?	1
What does the University Commons and Student Activities do?	1
How do we become a registered student organization?	3
How do we write a Constitution?	3
How does our organization receive mail?	4
How should we manage our funds?	4
Can we get student activity fee funding?	4
What is a FEIN and how do we get one?	5

How do we reserve facilities for our meetings and activities?	5
What is <i>Event Registration</i> and how do we do it?	5
What if we need equipment, such as a sound system or a projector?	6
Can we use banners to promote our activities?	6
How do we make banners?	6
Can we put things up on bulletin boards?	6
What are the rules related to fund raising activities?	6
If we can't do a raffle, what can we do?	7
What if we want to have alcohol at our activity?	8
Who do we call if we have questions?	8
Part Two: Important Policies and Procedures	9
Student Organization Diversity Programming Support	9
Decorative Crest Procedures and Specifications	9
Student Activities Alcohol Policy	9
Policy for Off Campus Alcohol Events and Establishments	11
Alcohol Marketing Guidelines	11
University Tobacco Promotion Policy	12
Catering and Food Service Policy	12
Policy on Late Night Events and Activities Sponsored by Student Organizations	12
Willful/Careless Damage to Property/Equipment	12
Moving/Removal of Furniture/Equipment	12
Newspapers, Magazine and Book Racks	13
Signs, Posters, Banners, and Flyers	13
Food/Bake Sales	13
Candles, Open-Flames, and Incense	13
Delinquent Accounts	13
Part Three: Reservation Policies and Procedures	14
Facility Scheduling Policies and Procedures	14

Event and Technical Services	16
Vendor Reservations Policy and Procedure	17
University Commons Display Case Policy	18

Appendix: Model Constitution

Information for Advisors

This brief section is designed to help you, the advisor, understand your roles and responsibilities to the student organization.

As an advisor you have the opportunity to have a direct positive impact on an organization and its student members. You have been chosen by the students to advise their organization because they value your capability and expertise.

FAQ's

What does a student organization advisor do?

Being a student organization advisor requires time and commitment to the organization and its members. The time commitments will be different for every organization and the amount of time you commit will vary throughout the year as the pace of activity ebbs and flows. There is no strict list of duties for an advisor due to the diversity of the student organizations. Your duties will more or less be defined by you and the student members.

How active should an advisor be with the organization?

You can be as active as you or the organization members choose. The organization is going to benefit from your support. Get to know the members of the organization and attend as many meetings as possible. This is a good way for you to stay aware of what's going on in the organization. Work closely with the leaders and share your expertise with them.

What should an advisor do when the organization is having problems?

Remember that you are there in an advisory capacity and the students may look to you for answers when a dilemma arises. Be a good listener and know the problem that the organization faces. You should be aware of the rules and regulations for organizations that are outlined in this handbook. Also be very familiar with the organization's constitution and bylaws of the organization. Help the students to make educated decisions about issues and help them to understand their options. However, it is not good practice to make the decisions for the organization. Remember that it is a student organization and that the students need to make the decisions.

Here is a list of common expectations of the student organization advisor. Some may apply to you.

- Attend all general meetings
- Attend all executive board meetings
- Explain University policy when relevant
- Help the president prepare the agenda
- Serve as parliamentarian for the group
- Speak up during discussion when you have relevant information
- Take an active part in formulating the goals of the group
- Attend all group activities
- Be custodian of all group paraphernalia, records, etc. during the summer and between changeover of officers
- Keep official files in your office
- Inform the group of infractions of their bylaws, codes, and standing rules
- Keep the group aware of its stated objectives when planning events
- Mediate interpersonal conflicts as they arise
- Initiate teamwork and cooperation among the group
- Represent the group in any conflicts with members of the University staff
- Recommend programs, speakers, etc.
- Aid student members in an orderly transition of responsibilities between old and new officers

Part one: FAQ's

< What is the University Commons?



The University Commons is the student union and community center for the University of West Florida. The facility houses a range of operations, services, and programs essential to the quality of campus life.

In addition to the various programs, services, and facilities provided by the Student Affairs Division through the University Commons and Student Activities Office, the University's Administrative Affairs Division provides University Dining Services, the University Bookstore, and the University Post Office.

< What does the University Commons and Student Activities Office do?

The University Commons and Student Activities Office is responsible for administration of Student Programs and Activities and University Commons Operations and Services.

Student Programs and Activities

The University Commons and Student Activities Office supports a variety of student programming efforts and other student activities. Student programming includes the Campus Activity Board, Homecoming, Gamesters Recreation, Fall Frenzy, Welcome Week, and the Lagniappe Series. Other student activities include student organizations, Greek life, and leadership services.

Campus Activity Board (CAB)

The Campus Activity Board (CAB) produces entertainment, cultural, recreational, and educational programs for the University community. CAB also provides leadership and organizational experience for its student leaders and general membership. CAB has five program committees with individual goals and responsibilities:

Catch A Rising Star (CARS): This series includes a wide variety of "up and coming" contemporary artists, bands, comedians and novelty performers.

Center Stage: This committee is responsible for producing opportunities to showcase student talent.

Cinemagic: This committee presents a wide variety of films for the enjoyment of the

University community including foreign films, classics and first-run movies.

Special Events: This series includes some of the more popular student participation programs sponsored by CAB such as The Roommate Game, Exam Jam, and Twister Competition.

Spectrum Productions: This series includes a broad range of programs in the fine and performing arts.

UC Gamesters Program

The Gamesters Series provides student-union-style recreation programming such as card game tournaments, pool tournaments, table tennis competitions and other indoor recreation activities. Additionally, Gamesters coordinates novel activities such as Corporate Monopoly (a life size monopoly game).

Homecoming Committee

The Homecoming Committee includes student leaders appointed by SGA, ex officio members from various campus departments including Student Affairs, UCSA, Recreation, Housing, Alumni Affairs, Public Affairs, and Athletics. The committee plans and produces a week long homecoming celebration each year. Members of the UCSA staff will serve as ex officio and ad hoc members of the Homecoming Committee assisting in programming, promotions, and other essential operations.

Fall Frenzy

Fall Frenzy is a cooperative program between UCSA, Recreation and Sports Services, and the Housing Office. Planned for the first or second week of fall term, Fall Frenzy is a festival type program designed to expose new and returning students to a range of fun activities and to each other. Program components include free food, music, recreational sports exhibitions, fun competitions, and a number of special attractions.

College Bowl

Co-sponsored with the University Honors Council, the College Bowl is a nationally recognized program known as the varsity sport of the mind. Collegiate teams compete locally for the University championship and are then eligible for regional and national competitions.

Web Spinners

Web Spinners' goals include developing and maintaining World Wide Web sites for student activities and organizations. Web Spinners will provide a basic template or a customized web site for any interested student organization.

Lagniappe

Lagniappe (a Cajun term meaning a little bit extra) is organized as an agency or brand function of the department and serves as the label under which the department sponsors or co-sponsors events and activities outside the scope of existing activities. The primary function of Lagniappe is a student development lecture series featuring speakers on academic, professional, and personal leadership and success.

Welcome Week

Welcome Week is a University-wide programming effort that is planned by a committee made up of representatives from both student affairs and academic affairs. The purpose of Welcome Week is to provide a selection of fun and interactive programs during the first week to ten days of the fall term.

University Commons Operations and Services

Student Life Offices

In addition to the University Commons and Student Activities Office, the University Commons houses the Student Government Association Offices, the African-American Student Association Office, and the CLOVE Office.

University Commons Service Desk

The University Commons Service Desk provides a variety of useful services to UWF students, faculty, staff, and guests. Services include facility reservations; general campus information; event information; a public fax machine; banner-making supplies for student groups; and a full range of ticket services for the Campus Activity Board, the university's theater and music departments, athletics, and other event sponsors. Additionally, the Service Desk coordinates curriculum material distribution for Kaplan test preparation services.

University Commons Conference Services

University Commons Conference Services works with non-University event sponsors who wish to use University facilities (the University Commons and all other University venues). Rental rates are organized into different categories that provide for discounted rates to schools and non-profit entities.

University Commons Event Services

University Commons Facility Scheduling and Event Services is coordinated and delivered jointly by the Service Desk staff and the Event and Technical Services staff. Facility reservations and related event/technical services are provided for UWF Student Organizations in all campus facilities and facility reservations are provided for UWF Departments in the University Commons and event/technical services for UWF Departments (for non-

instructional/class events only) are provided in all campus facilities.

University Dining Services

Food service in the University Commons is provided by Sodexo Services. Dining options include a well-appointed food court in the UC Cafeteria (south wing) including Burger King, Sub City, a large soup and salad bar, a a'la cart line and other speciality items. Argo's Grill, in the UC's west wing, features both "grab-and-go" and cooked to order grill items.

Additionally, University Dining Services provides a full range of catering services suitable for all sorts of special events. The food service and catering office is located on the 1st Floor of the University Commons.

Food service contract administration is provided by the Division of Administrative Affairs.

University Bookstore

The University Bookstore, located in the east wing of the University Commons, is managed by Follett Higher Education Group. The Bookstore offers all required texts plus a complete of supplies, emblematic clothing, trade books, software, snacks and more. The Bookstore offers many additional services including special orders for books, graduation apparel rental, and UPS service.

Bookstore contract administration is provided by the Division of Administrative Affairs.

University Post Office

The University Post Office is located in the UC's east wing, next to the bookstore, and provides mail boxes for all resident students and complete mail services for all students, faculty and staff.

The Post Office is administered by the Division of Administrative Affairs.

Bank of Pensacola

The Bank of Pensacola has a branch in the University Commons. While the branch hours are limited, the Bank offers a full range of banking services — checking and savings accounts, consumer loans, and check cashing. The Bank of Pensacola maintains an ATM in the UC west hall and has a larger branch at the corner of University Parkway and Nine Mile Road.

Bank contract administration is provided by the Division of Administrative Affairs.

< How do we become a registered student organization?

Prospective organizations must apply to the Director of the University Commons and Student Activities with the following documentation:

constitution
completed registration agreement form
list of charter members

Prior to submitting this material any new or reactivating group may hold one organizational meeting and conduct publicity exclusively for that meeting.

After reviewing this material and (if necessary) meeting with the organization's leadership, the Director of the University Commons and Student Activities evaluates the application subject to the following established criteria (which are incorporated into the required registration agreement):

1. The organization's purpose and activities must be lawful and consistent with University objectives.
2. The organization's membership must be open to all regardless of race, color, creed, religion, age, physical handicap, disability, marital status or national origin and it may not illegally discriminate on the basis of sex. Specifically, pursuant to the Americans With Disabilities Act (ADA), student organizations are obligated to ensure that their meetings, programs, services or other activities are accessible to individuals with disabilities and that reasonable accommodations are made as necessary.
3. The organization must warrant that it will comply with the University's policy on hazing practices. (See Student Handbook)
4. The organization must conduct its affairs in accordance with its constitution and University regulations.
5. The organization must conduct its affairs in accordance with sound business procedures and appropriate University requirements.
6. The organization must have an advisor (faculty, staff, alumni, or other responsible party) approved by the Director of the University Commons and Student Activities.

Upon completion of the above criteria, the Director recommends to the Associate Vice President of Student Affairs that the organization become a Registered Student Organization.

To maintain Official Registration an organization must continue to comply with the above criteria plus reapply for registration each Fall by a specified date and each time new

officers are elected. Registration renewal forms are located at the University Commons and Student Activities Office.

< How do we write a Constitution?

One of the requirements for registration as a University organization is to submit a constitution. The purpose of a constitution, in its simplest form, is to establish the long term goals, structure and identity of the organization. Bylaws may be established and attached to the constitution. Bylaws outline specific operating rules and should be fairly easy to modify to permit development of the organization's procedures.

The outline that follows provides a menu for developing or revising your constitution. In addition, a generic sample constitution is included in the appendix for you to use as a model or "parts" store.

1. Name of organization (include any national affiliation)
2. Define purpose (goals) in clear, concise terms.
3. Define membership: how to join; qualification; terms of membership; how to withdraw; eligibility to vote.
4. Meetings: frequency of regular meetings, authorization to call special meetings, quorum.
5. Finance: dues, fees, etc.
6. Officers: list of positions and duties; terms of office; method of selection; duties of faculty advisor and method of selection; procedure for filling a vacant office during the term. Note: It is recommended that officer selection occur in Spring term with a brief training and transaction period between selection and assuming office.
7. Committees: executive committee, program committees, authorization for ad-hoc committees.
8. Warranties:
 - a. The organization's purpose and activities are lawful.
 - b. The organization does not illegally discriminate in membership practices on the basis of sex and its membership is open to all regardless of race, creed, color, national origin, marital status, or handicap.
 - c. The organization agrees to abide by the University's policy on hazing (see Student Handbook).
9. Amendment: procedures; voting.
10. Rules of Order: Robert's or other rules to be followed.

< How does our organization receive mail?

The University Commons and Student Activities Office provides mailboxes for all registered student organizations.

The mailboxes are located in the Student Programs Office (2nd floor University Commons). These boxes are an important means of communication for our office, as well as other university offices and organizations. The following address applies to all student organizations who maintain a mailbox:

Organization's Name (as registered)
c/o University Commons and Student Activities
11000 University Parkway
Pensacola, FL 32514

Mail is delivered daily to the boxes. Material in boxes not checked and emptied regularly may be removed and forwarded to the organization's advisor.

< How should we manage our funds?

Most registered student organizations at the University of West Florida are not funded by the University. These organizations raise money in a variety of ways including the collection of dues, soliciting donations, and sponsoring fund raising promotions (i.e., sales, etc.). Whereas these organizations are basically private associations registered with the University rather than functional entities of the University, it is not appropriate nor desirable for the University to be involved in the collection, deposit and maintenance of these funds beyond providing guidelines related to sound business practices.

1. Registered student organizations should establish and maintain, at minimum, a checking account in the name of the organization. Organizational funds should not be co-mingled with the private funds of any officer or member.
2. Prior to opening any bank account, banking regulations require that the organization apply for and maintain a Federal Employers Identity Number (FEIN), similar to a Social Security Number for an individual. It is not appropriate to use any individual's SSN for the organization's banking purposes. No organization is authorized to use the University's FEIN. FEIN applications are available in the University Commons and Student Activities administrative office.
3. It is recommended that, when establishing or renewing an account, two authorized signatures be required on checks.
4. All financial obligations should be paid promptly. Failure to do so could result in the organization's suspension based on violation of good business

practices as specified in the organization's registration agreement.

5. Deposits should be made promptly and appropriate security should be maintained over any cash or checks collected.
6. Receipts should be issued for any money collected or disbursed by the organization.
7. It is recommended that the treasurer be required to submit monthly reports to an appropriate executive officer and/or to the advisor and that the organization's books be "closed out" and audited during the transition from one treasurer to the next. Treasurer's reports/records should include records of all deposits and disbursements.

< Can we get student activity fee funding from the University Commons and Student Activities?

No, Activity and Service fee funds are allocated to student organizations by the Student Government Finance Committee. The University Commons and Student Activities Department receives most of its funding from Student Government but is not budgeted nor authorized to fund accounts for organizations.

There are two ways to get funding from Student Government:

18. An annual budget — this is based on a fiscal year cycle (July 1-June 30) with requests for the coming year generally due in January. This is good for organizations with very broad and general appeal, doing "all campus" programming, and with considerable continuity (by the nature of the funding cycle, this year's officers ask for next year's money).
19. Loan and Grant — this is a common approach for most registered organizations. The Loan and Grant account is administered by SGA's Finance Committee (as is the annual budget process described above) and is designed to meet special program and service needs expressed by groups rather than to fund general operations (i.e. supplies).

Information and special policies on each of these processes is available from the Student Government Office on the 2nd Floor of the University Commons.

For your convenience, The Activity and Service Fee Manual is incorporated into this handbook as Part Five.

< What is a FEIN and how do we get one?

A FEIN (federal employee identification) is basically a social security number for your organization. It is required by any bank before an account can be opened for the organization. Additionally, a FEIN is required by the University for any billing to the organization that might be necessary. Forms and instructions for applying for a FEIN are available in the University Commons and Student Activities Office. It is possible to apply for the number by phone to facilitate opening your account. Having a FEIN does not make your organization tax exempt nor does it make your organization officially non-profit. Those are separate processes that your group may or may not qualify for.

< **How do we reserve facilities for our meetings and activities?**

The Manager of Event and Technical Services, assisted by the UC Service Desk staff, is responsible for coordinating reservations of the University Commons for all authorized users, reserving all other University facilities for student organizations, and processing work orders. Reservations may be made by calling 474-2408 or by coming by the UC Service Desk. Please note that University Commons facilities are not available for individual use nor for academic activities (classes, projects, study groups, etc.)

Meeting Rooms and Other Facilities in the University Commons

The UC Auditorium is primarily intended for special events and large scale programs. Series reservations (i.e. regular weekly meetings) are generally not authorized without the approval of the Director.

The UC Great Hall is primarily a public use space but is available for reservations for special events and activities. By its nature, the Great Hall is not suitable for events that require privacy or quiet nor for events that generate excessive sound. Private use is guaranteed only after published operating hours. Reservations for the Great Hall are subject to considerations for how the event or activity will affect other activities already scheduled for the facility.

UC Meeting Rooms are primarily intended for routine meetings, workshops, conferences and similar activities. Weekly series reservations are welcomed. To avoid conflict with other scheduled activities or meetings sound reinforcement equipment generally will not be provided for meeting rooms.

UC Concourse (west hall) and UC Galleria (Argos' entry hall) table spaces are available for a variety of uses including rentals. The UC Galleria is also occasionally used for art displays and related activities.

Argos' Stage (in Argos' Grill and Gameroom) is primarily a public use space but is available for reservations for

special events and activities. By its nature, Argos' Stage is not suitable for events that require privacy or quiet nor for events that generate excessive sound (except for authorized special events). Private use is guaranteed only after published operating hours. Reservations for Argos' Stage are subject to considerations for how the event or activity will affect other activities already scheduled for the facility.

The UC Cafeteria is available for usage after operating hours and for limited usage during regular operating hours. Such usage must be approved by the UCSA Director and the Director of University Dining Services. Usage is generally limited to catered events.

The UC Conference Center is primarily for conferences, workshops, and other special events and activities. Series reservations (i.e. regular weekly meetings) are generally not authorized without the approval of the UCSA Director and when authorized, reservations are subject to change to accommodate events and activities more appropriate to the facility's mission. Reservations for the Conference Center are subject to considerations for how the event or activity will affect other activities already scheduled for the facility and to considerations related to the nature of the activity or event.

< **What is *Event Registration* and how do we do it?**

Certain student organization-sponsored events must be registered in advance with the University Commons and Student Activities department. 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.

< **What if we need equipment, such as a sound system or a projector?**

Simply specify your needs to the UC Manager of Event and Technical Services when making your reservation. The UCSA provides technical services for all CAB programs, all users of the University Commons, student organization and department events around campus, and for rental customers. The department maintains an inventory of supplies and equipment to support this service.

In the interests of providing effective and efficient event and technical services, the following service charge policy is established:

1. Requests for event or technical services made less than 3 working days before an event are subject to appropriate staffing fees if services require that additional staff be scheduled to satisfy the request or if requested equipment must be obtained from another source.
2. Changes in set-up requirements after the event has been set according to the original request will result in appropriate staffing charges.

< **Can we use banners to promote our activities?**

Banners may be hung outdoors by student organizations as long as they do not create a safety problem or interfere with normal activities and operations. Organizations are responsible for removing banners and related materials in a timely fashion. Generally, there is no limit on the number of outdoor banners.

Student organizations may also hang banners from the balcony railing in the Great Hall of the University Commons. There is a general limit of one banner per organization on a first come basis. Due to the lack of space, banners can generally stay on the railing for a maximum of two weeks. Banners must be hung from the balcony with string. Banners taped to the balcony will be removed and discarded.

Banners may be removed to accommodate special activities.

< **How do we make banners?**

A banner production room and banner material are available to any student organization. The banner production room is available on a first come, first served basis at no charge.

Officially Registered Student Organizations, Sports Clubs, and Student agencies such as Student Government, Campus Activities Board, and RHA will each be eligible for five (5) free sheets of banner paper per semester. Additional use will result in a usage fee based on the amount of paper used: \$.50 (plus tax, if applicable) per roll.

University departments and individual users will be charged for all paper used (no free paper benefit).

Funded organizations and departments may charge the fee directly to their university accounts. Non-funded organizations and individuals must pay at the point of use.

The banner making room may be used to paint sheets at no charge. Groups and individuals must provide their own sheets and paint. Our banner markers may not be used for sheets: (1) the sheets require an excessive amount of ink and (2) the ink will run when exposed to rain or dew.

In addition, the University Duplicating Service produces professional style banners that are suitable for long term use. Call Duplicating for information on styles and costs.

< **Can we put things up on bulletin boards?**

The University Commons Service Desk is responsible for various bulletin boards in the University Commons and throughout campus in most high traffic areas. All information to be posted on bulletin boards must be registered and approved by the Service Desk. Materials are normally posted within 48 hours after receipt if possible.

In general, the standard posting size for classified ads is limited to 5" x 7". All other items are limited in general to 8 1/2" x 11". Larger items will be posted on a space available basis and are subject to removal to accommodate regulation sized material. Classifieds may be taken down to make room for University related items. Material will be posted for 21 days or until the day after the event. University related items have priority over other items.

< **What are the rules related to fund raising activities?**

In general, only University registered student organizations may engage in fund raising activities to sell products, publications, or services and to collect donations. No sales or solicitation by individuals will be allowed in the University Commons.

Off-campus organizations or businesses wishing to solicit or sell items are restricted to the University Commons

must contact the UCSA Office Manager (474-2406) for Vendor Table Rentals.

Displays and sales in the University Commons are usually conducted at tables in the UC Concourse (west hall), but they may be done at other locations with prior approval.

All tables and other spaces must be reserved in advance. Table reservations with all pertinent event information and appropriate signatures must be submitted at least five business days in advance of the event date.

Sales and fund-raising projects must be conducted in a lawful manner and in compliance with the following regulations:

1. Before approval is granted, the student organization must submit in writing to the University Commons and Student Activities department a description of the proposed project including purpose, a schedule of events and financial plans.
2. The sale of prepared food items (i.e., brownies) is prohibited in the University Commons except with the consent of the University Dining Services Director. This does not prohibit the advance sale of doughnuts or the sale of commercially packaged candies and similar items.
3. Use of tables:
 - a. Tables in the University Commons hallways, the Library patio, and other campus locations are available on a first come, first served basis.
 - b. Student Activities reserves the right to restrict the number of tables available at any given location.
 - c. Table spaces generally may be reserved for no more than a week.
 - d. Unclaimed table spaces may be reassigned at the discretion of the University Commons and Student Activities department.
 - e. Unattended materials may be removed by the University Commons and Student Activities department.
4. Organizations sponsoring sales activities by commercial vendors must meet additional criteria established in **Vendor Reservations Policy and Procedure**.
5. Fund-raising projects must be conducted in a lawful manner and in compliance with University regulations. State law prohibits raffles and lotteries except within very specific perimeters involving sales promotion activities which are strictly regulated.

< If we can't do a raffle, what can we do?

As provided in s.849.094 of Florida State Statutes, any person, firm, corporation, or association or agent or employee thereof may (under specific criteria) promote, operate and/or conduct a game promotion in connection with the sale of consumer products or services. A game promotion is defined by statute as a contest, game of chance, or gift enterprise in which the elements of chance and prizes are present (i.e., drawing a winning number, etc.).

To operate within the perimeters of state law and the practices of the University, the following requirements must be met:

1. Must be limited to student organizations and their bona fide fund-raising activities and must be registered as an event with the University Commons and Student Activities department.
2. Results of the game cannot be manipulated in any manner.
3. Officers and members of sponsoring organization cannot be eligible to win.
4. Sponsor cannot arbitrarily remove, disqualify, disallow, or reject any entry.
5. Sponsor must award prizes offered.
6. Sponsor cannot print, publish or circulate false, deceptive or misleading information regarding the promotion.
7. Sponsor cannot require an entry fee, payment or proof of purchase as a condition of entering a game promotion. ("NO PURCHASE REQUIRED")
8. Must publish and prominently display the game rules which, as a minimum, must include the following:
 - A. NO PURCHASE REQUIRED (may reasonably limit number of free entries daily at any single location).
 - B. List of prizes (include any restrictions or limitations, i.e., free meal, buy only on weekdays).
 - C. Method of determining winner, including whether they must be present to win, and procedure for awarding unclaimed prizes.
 - D. State what the proceeds of the sales activity will benefit.

9. Any promotion with prizes totaling over \$5,000.00 must be registered with the Florida Department of State as per s.849.094.
10. Any such promotional event is subject to the approval of the University Commons and Student Activities department through the Event Registration process.

< **What if we want to have alcohol at our activity?**

The complete text of the alcohol policy is included in Part 2. In general, the event must be registered and approved and follow appropriate laws and policies and will generally require one or more police officers be present.

< **Who do we call if we have questions or need help?**

For help, call one of the folks below at 474-2406.:

Elizabeth Bourgeois, Student Involvement Advisor
Jim Hurd, Director UCSA
Ann McKinney, Associate Director
Cheryl Ezell, Assistant Director

Part two: Important Policies and Procedures

Student Organization Diversity Programming Support Program Procedure

This program is established to support those student organizations planning a program, activity or service that would contribute to the diversity of the University's campus life either by presenting themes, featured speakers or performers that represent some aspect of human diversity. The program can be social, educational, or cultural. Examples might include theme parties and other special events; programs that address minority issues, gender role issues, international concerns, physical challenges or other such concepts; or performances by artists representing culturally diverse populations.

The University Commons and Student Activities would provide promotional support for such a program, activity or service including design by a professional graphic artist, printing (up to 2 colors) and distributing 11x17 posters (50), 8 ½ x 11 flyers (1500 – enough for all residential mail boxes and for faculty) and table tents (50). This promotional support is worth up to \$150.00.

To apply, student groups should submit an application to the Director at least 3 weeks before the material is required.

Decorative Crest Project Procedures and Specifications

In order to decorate the University Commons, to spotlight the contributions of student organizations and to engender a sense of tradition to campus life, the management of the University Commons is seeking student organization crests to be permanently displayed in various locations in the facility.

Procedures:

Interested organizations must submit an accurate rendering of the proposed crest to the Director of Student Activities for review and acceptance before a display location will be assigned. Once accepted by the Director, a location will be assigned and a deadline established for completion of the crest. The Student Activities Office will arrange for hanging of the crest. Upon receipt the crest becomes the property of the University Commons.

Specifications :

Each crest must be uniformly 4' x 4', made from 3/4" interior grade plywood.

Any 3 dimensional elements may not exceed 3/4" high.

Design must include a border at least 2" wide and must be either blue, green or white.

Design may be an organizational crest or logo or other appropriate symbolism. Remember that this is intended to be positive, lasting depiction of the organization's mission and impact on the quality of campus life. All designs are subject to review. Proposals may be rejected if the design is deemed unsuitable for display for any reason.

Crest should be painted with a durable enamel paint and covered with a clear polyethylene coat (to protect and extend the life and beauty of the crest).

Locations:

Locations will be assigned by the Director of University Commons and Student Activities. We reserve the right to relocate crests as necessary.

Student Activities Alcohol Policy

On-campus Alcohol Events

This policy is applicable to Officially Registered Student Organizations and Sports Clubs. Any organization that wishes to register an on-campus event at which alcohol will be served must first receive approval from the Director of University Commons and Student Activities. Student organizations are expected to comply with all applicable local and state laws and University policies pertaining to alcoholic beverages at sponsored events.

The University requires one or more University Police Officers be present at any event where alcohol will be present unless an exception has been approved by the Director of University Commons and Student Activities. No exception will be made for any event open to the public. The organization is required to bear the cost of this police service.

This policy applies equally to events where the organization provides free alcohol, where participants provide their own alcohol (BYOB), and where a cash bar is made available. See addendum for special rules governing registered social fraternities and sororities.

When alcoholic beverages are provided free by the sponsoring organizations, beverages must be purchased from and served by a third party licensed vendor (i.e. caterer or licensed non-profit organization). Sponsor organizations may not purchase from a retailer or wholesaler and serve free alcoholic beverages directly. The sale of alcoholic beverages is strictly limited by Florida law to employees of a licensed vendor. Charging admission at the door of the facility where alcoholic beverages are available free or soliciting donations from those attending the event may be defined as selling alcoholic beverages and is therefore prohibited under this policy. Provisions must be made to ensure that guests' consumption is appropriately limited. No individual should be served more than two (2) drinks per hour not to exceed six (6) drinks per event.

BYOB is authorized for closed parties only. Closed parties are defined as events open only to organization members and a maximum of three guests each. Each member should be individually responsible for the conduct of his or her guests at the event. The amount of alcoholic beverages brought into the event is limited to no more than one (1) six pack of 12 oz. cans (no bottles) per person or no more than 1 liter of wine per 2 people. If an event is to be BYOB, then beer and wine must be checked in at the event, marked and held by a bartender. This allows the organization to control for age and consumption.

Cash bars must be operated by a licensed vendor and the vendor will take appropriate measures to limit and control consumption according to the standards governing their license. If a cash bar is provided the vendor will be responsible for compliance with applicable sales regulations but the sponsoring organization is still responsible for the conduct of the overall event

The sponsor organization must complete and submit a Request to Serve Alcohol at an On-Campus Event. The document must be submitted no less than ten working days prior to the event.

No publicity for any event may indicate free alcohol or emphasize alcohol themes. Specifically, publicity may not visually

depict alcohol (i.e., mugs, bottles, kegs, cans, etc.) and may not name any alcohol brand or type. Additionally, descriptive terms such as “wine and cheese social” or “BYOB” must appear at no more than 33% scale of the largest element in the poster, flyer, banner or other promotional item.

The sponsoring organization must designate two or more members of the organization who will have primary responsibility for ensuring that all appropriate laws, policies, and procedures are properly observed. Appropriate laws, policies, and organizational responsibilities will be reviewed by the Director of University Commons and Student Activities for individuals interested in assuming responsibility for their organization. The University Commons and Student Activities Office will maintain dated signature cards of authorized personnel. Only students who have attended an alcohol policy meeting will be qualified to sign Request to Serve Alcohol forms. These individuals will be qualified for a specified period before they are required to attend another meeting. In addition, qualified individuals may be required to attend another meeting in the event that Florida law or University policies change.

Food and non-alcoholic beverages should be served at any event where alcoholic beverages are available. When alcoholic beverages are provided free of charge, non-alcoholic beverages and food must also be available at no cost.

The sponsoring organization is responsible for monitoring the behavior of persons who attend the event. Anyone who becomes intoxicated or disorderly should be escorted from the event by University Police.

Proof of age must be exhibited by all persons in attendance before they are served alcoholic beverages. Only a valid driver's license, non-driver's state I.D., or passport are accepted as proof of age under Florida law.

In accordance with Florida law, alcoholic beverages consumed in a licensed facility must have been purchased there. The University Commons is covered by a license held by the University's food service contractor; therefore, if an event is held in the University Commons, the sponsoring organization must assure that persons attending the event do not bring alcoholic beverages into the facility.

Wristbands or a two-stamp identification system must be used to identify both persons of legal drinking age and those underage. Exceptions to this procedure must be approved in advance by the Director of the University Commons and Student Activities.

Common containers (i.e. kegs, party balls, etc.) are not permitted at “free” or “BYOB” events.

Registered student organizations are expected to adhere to the procedures and requirements listed above. Failure to do so may jeopardize the status of the organization and could result in one or more of the following actions:

1. Requirement that all organizational functions, with or without the service of alcoholic beverages, be attended by a University chaperon and/or University police, the cost of which must be absorbed by the organization.
2. Suspension or cancellation of the organization's privilege to serve alcoholic beverages at sponsored functions.
3. Suspension or cancellation of the organization's privilege to use University facilities.
4. Suspension or cancellation of the organization's registration with the University.

Off-campus Alcohol Events

The University of West Florida will not prohibit nor condone the availability of alcohol at off-campus events sponsored by student organizations. The University recognizes that it has neither the practical ability nor the legal authority necessary to control student's private conduct.

Organizations sponsoring off-campus events at which alcohol is served are urged to provide their members with alcohol and drug abuse awareness training.

Dry Rush

The University of West Florida enforces a Dry Rush Policy which is on file in the University Commons and Student Activities Office.

ADDENDUM

Rules Governing Social Greek Fraternities and Sororities

Greek Fraternities and Sororities are expected to follow all policies outlined above except as specified below.

All active members of UWF's Greek Life system may be allowed admission to sponsored events unless denied admission by the host organization. UWF Greeks will be checked in at the gate with a master list created by the IFC. IFC is responsible for collecting an accurate roster from all NIC, NPC, and NPHC organizations. Additionally, the sponsoring organization will be allowed to give out two (2) invitations per ACTIVE member addressed to the guest. Only UWF students and alumni of the host organization are eligible for invitations. Guests' names will then be checked at the point of admission and matched to the person's Nautilus Card (students) or Driver's License (alumni). All guests will sign in and this guest book will be submitted to the police officer in charge at the conclusion of the event for forwarding to Student Activities.

The sponsoring organization is required to hire three (3) University Police Officers for each On-Campus Alcohol Event. Officers must be requested at least 10 days in advance through Student Activities. A completed Event Registration Form and Request to Serve Alcohol Form is required before a security detail is requested. One (1) officer will be assigned to working the main entrance and two (2) officers will be roving the party. The police officer in charge retains the discretion to cancel the event at any time should any applicable University policies or State laws be violated or if the event is not sufficiently controlled.

The organization will be required to provide event staff to include at minimum two (2) active members at each of 2 gates and three (3) active members roving in the event. These seven (7) members are allowed to switch between the gate and the event but they must maintain their duties throughout the night and are not permitted to consume alcohol. Only students who have been briefed by the Student Activities Office staff on the alcohol policy can work as event staff. The student in charge must submit a list of the event staff to the police officer in charge for forwarding to Student Activities. The officer in charge will verify the presence of these students before the event is authorized to proceed.

Student Organization Promotion Policy for Off Campus Alcohol Events and Establishments

Whereas the underage drinking, binge drinking, and other issues related to student alcohol consumption is considered a major

college and university health, safety, and conduct issue the following policy is established.

Off campus bars and pubs (used in this context to describe an establishment at which alcoholic beverage sales comprise a significant portion of the gross income) must adhere to the University's general posting procedures, student distribution of written material policy, and alcohol marketing guidelines.

Student organizations (including registered student organizations, sports clubs, athletic teams, and other student groups and agencies) at The University of West Florida are prohibited from participating in alcohol or bar and pub promotional activities, except as described below. There can be no on campus promotional "giveaways" such as tee shirts, glasses, cups, signs, etc. to individual students, faculty, or staff nor to student living groups such as residence halls. University student organizations will not accept money or products from any promoter or other entity in exchange for any promotional consideration. This will include but not be limited to equipment and materials that bear some establishment or industry brand name or symbol. There will be no student organization sponsored programs held on campus which directly or indirectly facilitate or promote the use of any alcohol product.

Whereas the notion of utilizing "third party vendors" (that is, working with a licensed facility to host a social event at which alcohol will be present) is a valid mechanism for risk management, student organizations may advertise, within established guidelines and practices, events they are sponsoring at a local establishment. The following guidelines apply:

1. Must adhere to the University's general posting procedures, student distribution of written material policy, and alcohol marketing guidelines.
2. No publicity for any event may indicate free alcohol or emphasize alcohol themes.
3. Publicity may not visually depict alcohol (i.e., mugs, bottles, kegs, cans, etc.) and may not name any alcohol brand or type.
4. The name of the establishment must appear at no more than 33% scale of the largest element in the poster, flyer, banner or other promotional item and the publicity must clearly indicate that the event is sponsored by the organization at the establishment in question.

The University Commons and Student Activities Office is responsible for the enforcement of this policy. Violations by student organizations will be handled in accordance with the current student handbook. Questions regarding this policy should be addressed to the Director of the University Commons and Student Activities Office.

University Alcohol Marketing Guidelines

The following guidelines shall govern alcohol marketing practices at the University of West Florida. These are supplementary to existing rules and regulations regarding alcoholic beverages.

5. Alcohol beverage marketing programs held on campus or specifically targeted for students shall conform to the Code of Student Conduct and shall avoid demeaning sexual or discriminatory portrayal of individuals.
6. The promotion of alcohol shall not encourage any form of alcohol abuse nor shall it place emphasis on quantity and frequency of use.

7. The consumption of beer or wine shall not be the sole purpose of any promotional activity.
8. No uncontrolled sampling is permitted. No sampling, or other promotional activities shall include drinking contests.
9. When controlled sampling is permitted, it shall be limited as to time and quantity. Principles of good hosting shall be observed including availability of alternate beverages, food, and planned programs.
10. Promotional activities shall not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.
11. Display or availability of promotional materials shall be approved by the University Commons and Student Activities Office. Large displays, hot balloons, etc., will not be approved.
12. Advertising and other promotional activities shall not portray drinking as a solution to personal or academic problems or as necessary to social, sexual, or academic success, nor shall it be associated with the performance of tasks that require skilled reactions such as the operation of motor vehicles, machinery, or athletic participation.
13. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
14. Alcohol beverage marketers should support campus alcohol education programs that encourage informed and responsible decisions about the use and non-use of beer, wine or distilled spirits.
15. Donations of alcoholic beverages to student organizations and/or residence halls must be approved by the University Commons and Student Activities.
16. Kegs or cases of beer shall not be provided as free awards to individual students or campus organizations.
17. All alcohol marketers must agree to abide by the above guidelines or they will not be permitted on campus.

University Tobacco Promotion Policy

Whereas the use of tobacco products is widely considered a major community health issue and whereas the State of Florida prohibits smoking in all public facilities, the following student organization policy is established.

Student organizations at The University of West Florida are prohibited from participating in tobacco product promotional activities. There can be no promotional "giveaways" such as tee shirts, glasses, cups, signs, etc. to individual students, faculty, or staff nor to student living groups such as residence halls. University student organizations shall not accept money or products from any promoter or other entity in exchange for any promotional consideration. This shall include but not be limited to equipment and materials that bear some industry brand name or symbol. There shall be no student organization sponsored programs held on campus which directly or indirectly facilitate or promote the use of any tobacco product.

Catering and Food Service Policy

Food may be served at campus events in any of four ways (with certain special restrictions in the University Commons):

1. Catered by University Dining Services
2. Catered by an approved caterer other than University Dining Services (except within the University Commons)
3. Prepared by the sponsor
4. Purchased from some off-campus source and either picked up or delivered but not catered (i.e. set-up, served, and removed)

Organizations that wish to have an event catered by University Dining Services may make arrangements for catering service by contacting University Dining Services's Catering Manager.

Organizations funded by Activity and Service fees that wish to have an event outside of the University Commons catered by a caterer other than University Dining Services must contact Purchasing to determine if the desired caterer has been pre-qualified to provide this service. If they are not pre-qualified and sufficient lead time exists, the business may provide the necessary information to Purchasing to become a registered food vendor. If the desired caterer can not or will not pre-qualify, then the purchase will not be authorized.

Organizations not funded by Activity and Service fees that wish to have an event outside of the University Commons catered by a caterer other than University Dining Services must provide the name and address of the caterer on the Food Service Registration Form.

Organizations that wish to serve food prepared by its membership or purchased from an off-campus source must complete and sign a Food Service Registration form. The sponsoring organization will receive a copy of this policy and an overview of general food handling procedures.

Organizations sponsoring events are not allowed to sell food or drinks except for approved fund raising activities meeting specific guidelines.

Organizations providing their own food or purchasing from off-campus must provide all the necessary supplies (including paper products, flatware, serving containers, ice, etc.) University Dining Services nor Student Activities has any responsibility for providing any materials or supplies. Some materials and supplies may be purchased from University Dining Services if appropriate arrangements are made.

Organizations providing their own food or purchasing from off-campus must promptly remove all left over items at the end of the event or activity.

Organizations providing their own food or purchasing from off-campus must comply with all appropriate food service food handling and sanitation requirements.

Policy on Late Night Events and Activities Sponsored by Student Organizations

In the interests of personal security and safety, the security and maintenance of equipment and facilities, and to support an academic environment the following limitations are placed on late night events and activities:

1. In the **Residence Halls** no event shall be scheduled past 12:00 a.m. on Sunday thru Thursday nights and past 2:00 a.m. on Friday and Saturday nights. Exceptions to this rule may be approved by the Director of Housing (for Residence Halls).

2. In **outdoor venues** no event shall be scheduled past 12:00 a.m. on Sunday thru Thursday nights and past 2:00 a.m. on Friday and Saturday nights. Exceptions to this rule may be approved by the Director of the University Commons and Student Activities.
3. Sponsors of events using **amplified sound in residence halls or outdoor venues** will be expected to respect the campus environment and monitor moderate volume levels, especially in the late evening. Sponsors must reduce the volume level in response to any complaints from campus officials. Failure to respond to complaints may result an order from the campus police or other appropriate University official for the sound system to be turned off or that the event be closed down. In the event that UCSA staff is providing and/or controlling the sound system and the sponsor resists reducing the volume, the UCSA equipment will be removed.
4. In the **University Commons** no event shall be scheduled past 1:00 a.m. on Sunday thru Thursday nights and past 2:00 a.m. on Friday and Saturday nights. Exceptions to this rule may be approved by the Director of the University Commons and Student Activities.
5. Any event scheduled after 12:00 a.m. requiring event or technical services from the University Commons and Student Activities will be charged a \$15.00 per hour event services fee (billed in 1 hour increments) for any time after 12:00 a.m.
6. No event shall extend more than 15 minutes past its scheduled ending time.

Willful/Careless Damage to Property/Equipment

Furniture, equipment, and University Commons property/fixtures are for general use by the University community and the public. Any person causing willful or careless damage to any of these items will be reported to the University Commons Management and the Campus Police. The Director will recommend either restitution or replacement by the responsible party as a part of the appropriate University disciplinary action.

Moving/Removal of Furniture/Equipment

The unauthorized removal of furniture or equipment from the University Commons is strictly prohibited.

Rearranging furniture or equipment to accommodate the needs of a formal or informal activity is permitted, however the furniture or equipment must be returned to its original set-up. If our staff must restore a room's standard set-up then the sponsoring organization may be billed for such unscheduled work.

Newspapers, Magazine and Book Racks

Any printed material (newspapers, magazines, books, etc.) to be distributed in the University Commons must be approved by the Director before distribution. This would include any placement of racks (magazine, newspapers, brochures, etc.) in the University Commons.

Signs, Posters, Banners, and Flyers

Only signs and posters intended for the Student Activities Bulletin Boards are required to be approved and stamped by the University Commons Service Desk before they are displayed. However, no one may post a sign or poster that contains material that is obscene, vulgar, libelous, or that advocates the deliberate violation of any federal, state, or local law. No sign or poster may be placed on glass, painted surfaces, or posted on the outside of any buildings. It is the responsibility of the sponsoring organization to remove the signs and posters after the event has occurred.

Food/Bake Sales

The sale of prepared foods, including bake sales, is prohibited in the University Commons. Food and bake sales may be conducted outside of the building, or at other locations on campus, as long as advance approval is obtained from the UCSA. Orders for food to be delivered at a later date (e.g., doughnut sales) may be conducted within the University Commons. An event registration form is required for any food sales.

Candles, Open-Flames, and Incense

The use of candles, open-flames, incense and any other incendiary devices are strictly prohibited in the University Commons, except for catered events, unless authorized by the UCSA. This includes offices, open areas, and meeting rooms.

Delinquent Accounts

Any student organization with an account that is delinquent over 30 days will not be permitted to reserve or use University facilities or equipment until the account is settled.

Failure to pay a delinquent account will result in the cancellation of existing reservations and may result in loss of status as an officially registered organization.

University Commons Facility Scheduling and Event Services is coordinated and delivered jointly by the Service Desk staff and the Event and Technical Services staff. Facility reservations and related event/technical services are provided for UWF Student Organizations in all campus facilities and facility reservations are provided for UWF Departments in the University Commons and event/technical services for UWF Departments (for non-instructional/class events only) are provided in all campus facilities. Instructional/class activities requiring a.v. support is serviced by ITS/IMC.

The tables below outline the services and (when applicable) charges for student organizations and for departments.

Table 2: Event Services for University Departments

No Charge	Charge (See fee schedule)
Reserve facilities within the University Commons only. (Departments should reserve all other facilities directly)	Failure to cancel reservation within 24 hours that results in a staffed set-up and strike.
Perform set-up and strike for all events in the University Commons to include chairs, tables, stages, and other common items.	Providing technical support staff at events.
Provide necessary equipment and furnishings as available to include sound systems, tv's, projectors, screens, and other audio visual items for events. (Academic activities are the responsibility of IMC)	Provide Building Manager for events in the University Commons (M-F before 8 am and after 5 pm and on Weekends)
	Significant reset required to a standard set-up.
	Excessive clean-up due to food (excluding catered events), decorations, or other activities.
	Damage or loss of equipment checked out to department.
	Any charges from other departments (police, physical plant, etc.) will be charged directly to the department.

Part three: Facility Reservation Policies and Procedures

Schedule of Event Services Staffing Charge

Services and Applicable Charges	Department	Student Organization
Failure to cancel reservation within 24 hours that results in a staffed set-up & strike	\$32.00*	\$32.00*
Provide technical support staff at events before midnight.	\$8.00/hr	-0-
Provide technical support at events after midnight.	\$15.00/hr	\$15.00/hr
Provide Building Manager for Event (M-F before 8am/after 5pm & weekends only)	\$8.00/hr	-0-
Significant reset required to a standard set-up	\$16.00	\$16.00
Excessive clean-up due to food (excluding catered events), decorations or other activities	\$16.00	\$16.00
Damage or loss of equipment checked out to organization/department	direct cost	direct cost
Charges from other departments	direct cost	direct cost

*Charges are one-half of typical cost to UCSA Event Services.

Facility Scheduling

A. Student Organizations Reservations Procedures

- The Manager of Event and Technical Services will be responsible for coordinating reservations and related services for Student Organizations in the University Commons and all other available university facilities including classrooms and recreational spaces.

- When the reservation process is initiated, a preliminary confirmation will be sent to the organization.
- The organization is responsible for providing the UCSA Event Manager with set-up and technical requirements at least one week prior to the event.
- When all set-up and technical requirements are provided a final confirmation will be issued.
- It is the responsibility of the client to review the final confirmation for accuracy.

B. Department Reservation Procedure

- The Manager of Event and Technical Services will be responsible for coordinating reservations and work orders related services for University Departments in the University Commons only.
- Departments may make reservations by telephone, in person, by memo, or by e-mail. Departments may send a diagram of the requested set-up.
- When the reservation process is initiated, a preliminary confirmation will be sent to the department.
- The department is responsible for providing the UCSA Event Manager with set-up and technical requirements at least one week prior to the event.
- When all set-up and technical requirements are provided a final confirmation will be issued.
- It is the responsibility of the client to review the final confirmation for accuracy.

C. Non-University Sponsor Reservation Procedures

The Manager of Conference Services will coordinate reservations and related services for Non-University Sponsors in the University Commons and all other available university facilities including classrooms and recreational spaces.

D. General Scheduling and Reservations Procedures

- All reservations and/or setup requests of any kind must be made with the Service Desk staff.
- Failure to notify the Service Desk within 24 hours prior to an event of the cancellation of a reservation requiring a set-up will result in an appropriate labor charge (See fee schedule).
- For events or meetings co-sponsored between a University department and any off-campus organization, the University department is considered the responsible party. Some fees may be applicable to Revenue Generating Co-sponsorships (see Conference Services E Rate).
- Reservations can generally be made up to one year in advance.
- All reservations, unless otherwise noted, should be made ten (10) business days in advance of the requested date(s). Final attendance and setup requirements are required at least five (5) business days in advance. Changes to reservation set-up and technical requirements can be accommodated up to one full

Table 1: Event Services for Student Organizations

No Charge	Charge (See Fee Schedule)
Reserve facilities anywhere on campus.	Failure to cancel reservation within 24 hours that results in a staffed set-up and strike.
Perform set-up and strike for all events to include chairs, tables, stages, and other common items.	Providing technical support staff at events after midnight.
Provide necessary equipment and furnishings as available to include sound systems, tv's, projectors, screens, and other audio visual items.	Significant reset required to a standard set-up.
Provide technical support staff at events until midnight to include delivery, operation or supervision, and return of technical equipment.	Excessive clean-up due to food (excluding catered events), decorations, or other activities.
	Damage or loss of equipment checked out to group.
	Any charges from other departments (police, physical plant, etc.) will be charged back to the group

business day in advance (24 hour minimum) without an additional service charge. Changes or additions within 24 hours, requiring additional unscheduled staff time, will result in an appropriate staffing fee.

6. All reservations, unless otherwise noted, are on a first-come, first-served basis
7. Since the UCSA does not have the resources to service each standard meeting room after each use, those meeting rooms with standard set-ups should be left in the same condition as when the meeting started. If tables and chairs are rearranged by the user, the user is responsible for returning the room to the original set-up. Any damage to the room(s) or loss of equipment will be the responsibility of the sponsoring organization. There will be a clean-up charge for any facility that is not returned in the same condition, as well as a charge to groups leaving food items in a meeting facility (excluding catered events - food service will clean-up food remains).

G. Reservation Cancellation Policy and Procedures

1. In the case that the sponsor is a student organization, cancellations must be done by an officer of the organization.
2. Cancellations must be done at least 24 hours in advance of the scheduled reservation.
3. Failure to cancel a scheduled reservation may result in one of the following sanctions:
 - a. Written notification that future reservations may be canceled.
 - b. Written notification and meeting scheduled to discuss problem/situation and inform user about consequence of next absence.
 - c. Remainder of semester's reservations are canceled. Future reservations are put on hold until all bills are paid and organization meets with the Assistant Director, Operations & Services, to discuss the chronic problem and propose alternatives.
 - d. In the event that the reservation required a special set-up or clean-up, a "No Show" will result in the sponsor being assessed appropriate fees.

F. Using rooms and other facilities in the University Commons

1. In order to maintain general availability for meetings and special events, the University Commons is not available for academic classes or related activities (i.e. study groups, tutoring, etc.). Requests for academic use should be referred to the academic space coordinator in Records and Registration.
2. The UC Auditorium is primarily intended for special events and large scale programs. Series reservations (i.e. regular weekly meetings) are generally not authorized without the approval of the Director. Student Government Association's meetings are a standing exception, except that they may on occasion be requested to relocate to accommodate some special event or program.

3. The UC Great Hall is primarily a public use space but is available for reservations for special events and activities. By its nature, the Great Hall is not suitable for events that require privacy or quiet nor for events that generate excessive sound. Private use is guaranteed only after published operating hours. Reservations for the Great Hall are subject to considerations for how the event or activity will affect other activities already scheduled for the facility.

4. UC Meeting Rooms are primarily intended for routine meetings, workshops, conferences and similar activities. Weekly series reservations are welcomed. To avoid conflict with other scheduled activities/meetings sound reinforcement equipment generally will not be provided for meeting rooms.

5. UC Concourse (west hall) and UC Galleria (Argos' entry hall) table spaces are available for a variety of uses including rentals. Rental customers should contact the UCSA office manager @ 474-2406. All other users should contact the Service Desk. The UC Galleria is also occasionally used for art displays and related activities.

6. Argos' Stage (in Argos' Grill and Gameroom) is primarily a public use space but is available for reservations for special events and activities. By its nature, Argos' Stage is not suitable for events that require privacy or quiet nor for events that generate excessive sound (except for authorized special events). Private use is guaranteed only after published operating hours. Reservations for Argos' Stage are subject to considerations for how the event or activity will affect other activities already scheduled for the facility. The Argos' Stage is subject to the same food service policy as other UC facilities. Sponsors are encouraged to utilize University Dining Services but are not required to do so.

7. UC Cafeteria is available for limited usage during regular operating hours. Such usage must be approved by the UCSA Director. Usage after operating hours is limited to catered events.

8. UC Conference Center is primarily for conferences, workshops, and other special events and activities. In general, the Conference Center will be not be open for non-reserved use, therefore the entire wing will typically be secured when not in use. Series reservations (i.e. regular weekly meetings) are generally not authorized without the approval of the UCSA Director and when authorized, reservations are subject to change to accommodate events and activities more appropriate to the facility's mission. Reservations for the Conference Center are subject to considerations for how the event or activity will affect other activities already scheduled for the facility and to considerations related to the nature of the activity or event. The Conference Center is subject to the same food service policy as other UC facilities. Sponsors are encouraged to utilize University Dining Services but are not required to do so.

G. Reservations outside regular operating hours

1. Student organization reservations for any room in the University Commons that fall partially or entirely outside of established building operating hours are subject to staffing fees. In the event that the reservation only partially falls outside of established

operating hours, only that portion after hours is subject to charge.

2. University departments will be assessed a staffing fee for a building manager M-F before 8 am and after 5 pm and on Weekends.
3. Student organizations will be assessed staffing fees based on the "Late Night Events Policy":
 - a. In the University Commons no event shall be scheduled past 1:00 a.m. on Sunday thru Thursday nights and past 2:00 a.m. on Friday and Saturday nights. Exceptions to this rule may be approved by the Director of the University Commons and Student Activities.
 - b. Any event scheduled after 12:00 a.m. requiring event or technical services from the University Commons and Student Activities will be charged a \$15.00 per hour event services fee (billed in 1 hour increments) for any time after 12:00 a.m.
 - c. No event shall extend more than 15 minutes past its scheduled ending time.
4. Staffing fees are based on the requirements for the event but will be a minimum of \$8.00 per hour.

Event and Technical Services

The Event Services staff will provide set-up and strike as required for all events in the University Commons and for any events sponsored by Conference Services anywhere on campus. Types of set-ups and the extent of services provided will vary by event. Technical equipment will be provided to non-academic departments during business hours; an hourly fee will be assessed to departments requiring technical personnel support. (See Event/Technical Services Fees for student organizations and departments, maintained by Assistant Director and/or Manager of Event Services.)

A. Guidelines for Equipment Usage

The University Commons and Student Activities Office has a limited amount of audio-visual and theatrical equipment available to student organizations, university departments, and off-campus sponsors with a registered event.

1. Technical equipment reserved by a sponsor shall not leave the campus.
2. Most equipment, excluding a limited amount of equipment designated for checkout, must be attended by a member of the technical staff.
3. Any event for which technical equipment is needed must first be registered through UCSA. Equipment is generally reserved on a first-come, first-served basis.
4. Cancellations should be made as soon as possible, either by the person originally requesting the equipment, or by an officer of the organization. Event cancellations should be made within 24 hours of the scheduled starting time.
5. Any person or organization requesting equipment that is not actually used or requesting equipment for an event that is canceled without proper cancellation notice

being provided will be assessed appropriate staffing charges.

6. The University Commons and Student Activities Office reserves the right to deny services or equipment to any student organization not requesting such services/equipment at least three (3) business days (one [1] business day for departments) prior to the event or when honoring the request is impractical or hazardous to staff or equipment.

B. Equipment Available

1. Sound systems. Several systems are available to provide for a variety of needs, from a simple set-up for music or public address for a small gathering to major concert support. Equipment includes speakers, monitors, mixing consoles, mixer/amplifiers, cassette or CD players, microphones, etc. Contact the Manager of Event and Technical Services for further details. Note: UCSA does not provide music or DJ staff for events.
2. Lighting. Lighting systems are available to provide for a variety of needs. Portable lighting consists of 2 light trees with PAR fixtures and colored gels. Each tree has 4 light fixtures of 500 watts each; the total system of 2 trees allows 4,000 watts of light at full brightness. This system is ideal for bands or where additional outdoor lighting is needed. Permanent stage lighting is installed above the stage area in the Auditorium, and specialized fixtures (including a mirror ball) are available for dances or theatrical lighting effects within the Auditorium. One follow spotlight is available for use within the University Commons only. Contact the Manager of Event and Technical Services for further details.
3. Audio/Visual. Lecterns with microphone (for public address), Slide projectors (35mm), film projectors (16mm), overhead transparency projectors, opaque projectors, cassette players, CD players, television monitors, VCRs, and other equipment items are available.

C. Electrical Hook-ups

Extension cords and "quad boxes" (longer, heavy-duty extension cords with 4 outlets) are available. The Event and Technical Services Manager will attempt to meet any special electrical needs by consulting with a University electrician.

D. Teleconferences

Arrangements for teleconferences will be made for student organizations by consulting with the Manager of Event and Technical Services and IMC's TV/Audio department. For non-university groups, arrangements for teleconferences will be made by consulting with the Manager of Conference Services. A fee for these services will be charged for non-student organizations.

F. Telephone/Computer Hook-ups

Telephone jacks with voice and data lines are located in the University Commons Auditorium and all meeting rooms (except Nautilus Chamber). Another telephone jack is available in the Great Hall. Charges may be incurred for the use of these lines.

Vendor Reservations Policy and Procedure

To enhance the consistency of billing and collections, to ensure equitable and consistent access for vendors, to provide for adequate control and appropriate limits on vendor activities and to reduce the incidence of double booking, Student Activities and the University Bookstore share exclusive rights to the rental of vendor tables in and around the University Commons, including all perimeter and approach walks. Vendors are defined as any non-University entity that sells or promotes any product or service.

Vendors wishing to work with student organizations (for staffing tables or general promotional value) may do so, but must follow all vending guidelines including the space rental fee.

- A. Reservations for vendor tables should be made at least ten (10) working days in advance. Reservations are made by contacting the Student Activities Office.
- B. Vendors must sign a Sponsored Vendors Contract. Vendors are responsible for having the proper business license. **Any fines incurred are the sole responsibility of the vendor.**
- C. Tables may not be reserved for more than one consecutive week by the same vendor, unless special permission is granted by the Director of the University Commons and Student Activities.
- D. Cancellations must be made 24 hours (one working day) in advance or a penalty of 1 day's compensation will apply.
- E. Student Activities Vendor Table Rental Schedule (price includes 1 table and 2 chairs):
 - Individual Vendors** (small business)...\$50.00 per day.
 - Corporate Vendors and/or Credit Card Vendors**...\$100.00 per day or \$360.00 for a four day reservation.
 - Special rates** may be negotiated with the approval of the Director, University Commons and Student Activities.
 - Community service** (non profit community/governmental agencies providing information/materials of general interest to the university community)...no charge.
- F. Vendors or sponsors must submit payment no later than the first day of the reservation.
- G. Material taped or affixed in any way to the walls or windows of the University Commons must adhere to applicable regulations. The vendor may bring a display, an easel, or panels, provided those props fall within the area allocated for tables.
- H. Credit card vendors will be limited as follows:
 - 1. No more than one vendor at any time.
 - 2. No more than eight (8) days per calendar month total will be authorized for credit card vendors.
- I. Lack of storage space prevents the University Commons from offering overnight storage space to vendors. Vendors leaving materials in lobby space overnight assume responsibility for any items that may be lost or stolen as a result of leaving items unsecured.

- J. Vendors are responsible for any parking violations received while marketing/soliciting on campus.
- K. The following products are prohibited: any food product available through University Dining Services; text books, trade books, or any emblematic items available in the UWF Bookstore; calling cards or other long distance services; alcoholic beverages, firearms, fireworks, or other restricted or hazardous materials; pornographic materials or products; materials or products that create a clear and present danger to the University community; illegal items, bootleg materials, items made through copyright infringement. UWF reserves the right to review the type of products or services offered before the event.

University Commons Display Case Policy

The two display cases on either side of the UC Service Desk are primarily assigned to the Campus Activity Board to promote their programs and services. Other organizations wishing to utilize these cases for short periods of time may contact the UCSA Associate Director, Student Programs for permission. Permission may be granted, subject to availability and CAB priorities, based on the following requirements:

- 1. Only recognized University organizations or departments will be allowed to reserve the display.
- 2. Display cases may be used to promote University organizations or activities.
- 3. A display case generally may be "loaned" for a maximum of two (2) calendar weeks.
- 4. The same group is generally not allowed to request consecutive periods of time.
- 5. The reserving group is responsible for the removal of all materials and decorations at conclusion of the reservation period. Failure to remove the display may result in future loss of display case privileges.
- 6. **THE UNIVERSITY COMMONS AND STUDENT ACTIVITIES DEPARTMENT IS NOT RESPONSIBLE FOR ANY LOST, DAMAGED, OR STOLEN ITEMS CONNECTED WITH DISPLAYS.**
- 7. The use of staples, nails, paints, etc. in the display cases is prohibited. Fees will be assessed for all damages.

The official and full text of these and other policies and procedures can be found in *The Big Book: Policies, Procedures, and General Information about the University Commons and Student Activities*.

Appendices

Model Constitution

Name of Organization *Constitution*

University of West Florida

(Note: this is not intended to be a “fill in the blank form” but to be a generic sample that you can use as a guide to develop your own document. Your constitution may be much shorter or much longer depending on your needs. We are suggesting these elements as basic parts that should be useful.)

Article 1 Scope and Authority

This constitution shall provide the operating rules and guidelines for the University of West Florida *****. These rules may be suspended or amended only by a *3/4 majority vote* of the organization.

The purpose of ***** is:

To.....

To

etc.....

Article 2 Membership

- A. ***** will be open to all students who satisfy any selection criteria listed herein regardless of race, color, creed, religion, age, physical handicap, disability, marital status or national origin and ***** will not illegally discriminate on the basis of sex. Specifically, pursuant to the Americans With Disabilities Act (ADA), ***** will ensure that all meetings, programs, services or other activities are accessible to individuals with disabilities and that reasonable accommodations are made as necessary.
- B. Special selection criteria (non protected categories): GPA, Major, Classification, etc.

Article 3 Officers

- A. Officers will serve a *one year* term being elected and installed no later than one month prior to the end of Spring
- C. The officer selection process will be as follows: the outgoing *Parliamentarian* shall open the floor for nominations/applications for the *Chairperson/President* position. Candidates may be allowed to speak and answer questions. Balloting should be by written ballot. In the event the outgoing *Parliamentarian* is a nominee/applicant then another officer should chair the selection process. After the new *Chairperson/President* is selected, he or she will complete the officer selection process following the same procedure.
- D. The duties of the Chairperson/President:
 - 1. Preside at all meetings.
 - 2. Appoint adhoc committees as needed to accomplish the goals of *.
 - 3. Develop meeting agendas for all regular meetings.
 - 4.
- E. The duties of the Vice Chairperson/President:
 - 1. Perform the duties of the Chairperson/President during the absence of that officer.
 - 2. Provide direction to the standing and adhoc committees as needed.
 - 3. Assist Chairperson/President with developing meeting agendas for all regular meetings.
 - 4.
- F. The duties of the Secretary:
 - 1. Maintain complete and accurate records of all meetings.
 - 2. Distribute minutes to all members

3. Notify all members of meeting schedules, distribute meeting agendas.
- G. The duties of the Treasurer:
1. Manage and account for * funds to include initiating and posting payments, posting collections and generated appropriate reports.
 2. Report on financial status at each meeting.
- H. The duties of the Parliamentarian:
1. To insure that business meetings are conducted in an efficient and consistent manner.
 2. To advise on matters of parliamentary procedure.

Article 4 Meetings

- A. * shall meet *weekly/monthly* at a time and place *agreed upon at the first meeting of each term*. Members must be notified of in advance of any changes in the meeting schedule.
- B. An agenda will be prepared by the Secretary, as directed by the Chairperson/President, and distributed *not less than seven (7) calendar days prior to a regular meeting*. Items to be placed on the agenda are to be submitted to the Chairperson/President, Vice Chairperson/President or Secretary ten (10) calendar days prior to a regular meeting. Agendas for special meetings will be disseminated as appropriate.
- C. Quorum shall be defined as 50% plus 1 of the membership.

Article 5 Committees

- A. Committees shall be established as necessary to accomplish the mission of the Council:
 1. Ad hoc committees shall be created as necessary to deal with specific issues and concerns that can likely be resolved in a foreseeable time frame.
 2. Standing committees shall be created and maintained to deal with ongoing issues and concerns that either is of a recurring nature or that can not likely be resolved in a foreseeable time frame. Standing committees shall be listed in this document as they are developed.
- B. The standing committees and their charges:
- C. The reports of standing and ad hoc committees shall become part of the general minutes and files.