



UNIVERSITY POLICY SA-31.04-02/24

TO: The University of West Florida Community
FROM: Dr. Martha D. Saunders, President
SUBJECT: Student Organization Event Registration
RESPONSIBLE OFFICE: Division of Academic Engagement and Student Affairs

I. Purpose:

This policy sets forth the approval process for Student Organization sponsored events at the University of West Florida (the “University”).

II. Definitions:

Student Organizations – All student clubs and organizations recognized by the University pursuant to SA-22, Student Organizations.

III. Policy:

- A. In order to manage University resources and comply with University regulations and policies, Student Organizations are required to register most events with the University. Student Organization sponsored events are subject to University Policy ES-05, University Risk Management and Insurance Policy, among other policies and regulations, and may be subject to staffing and equipment fees as required by appropriate services providers.
- B. The Student Organization event registration process and related procedures will be maintained and managed by the Office of Student Engagement (“Student Engagement”).
- C. Event registration will be required for Student Organization sponsored events taking place on or off campus that meet at least one of the following criteria:
 - 1. An event open to the public where food will be served.
 - 2. An event where alcohol will be served.
 - 3. An event featuring a non-University guest speaker.
 - 4. An event that, as judged by Student Engagement, requires risk management review.

5. A fund-raising activity that meets the scope of Policy DV-02, Fundraising and Solicitation, as it may be amended.
 6. An event involving travel and/or a trip that relates to the Student Organization's mission or where the group is representing the University.
- D. Events where food will be served must comply with FIN-07, Catering Policy, and FIN-10, Food Safety for Campus Events Policy, as each may be amended.
- E. Events where alcohol will be served may require police or security staffing at the sole discretion of the University Police based on the nature of the event and relevant context. Such staffing will be at the cost of the sponsoring organization and the event must comply with SA-24, Alcohol Policy for Student Organization Sponsored Events, as it may be amended.
- F. Events open to the public and events featuring a non-University guest speaker may require police or security staffing at the sole discretion of the University Police based on the nature of the event and relevant context. These events must comply with UWF Regulation 5.050, Speech, Assembly, and Public Expression in Outdoor Areas on Campus, as it may be amended.
- G. Events held pursuant to UWF Regulation 5.050, Speech, Assembly, and Public Expression in Outdoor Areas of Campus, as it may be amended, generally do not need to be registered with the University in advance unless specific criterion as outlined in that regulation are met.
- H. Any fund-raising activity must comply with DV-02, Fundraising and Solicitation, as it may be amended, and is subject to review and approval by the Division of University Advancement.
- I. The University has the right to withhold approval or to cancel or postpone an approved event when circumstances reasonably lead University officials to forecast substantial disruption or material interference with University activities or when the event constitutes a clear and present danger to the University's orderly operation.
- J. Facility reservations will not be considered confirmed until the event registration form is completed, submitted, and approved, regardless of any facility confirmation produced by a computerized reservation system. Reservations are subject to cancellation if event registration forms are not submitted to University Commons and Events Services for approval five (5) days in advance, or fourteen (14) days in advance if security staffing is required.

DocuSigned by:
Martha Saunders
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Approved by: _____
Dr. Martha D. Saunders

Date: 02/12/2024

Authority: Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties
UWF Reg. 5.050, Speech, Assembly, and Public Expression in Outdoor Areas on
Campus
ES-05, University Risk Management and Insurance Policy
DV-02, Fundraising and Solicitation
SA-24, Alcohol Policy for Student Organization Sponsored Events
FIN-07, Catering Policy
FIN-10, Food Safety for Campus Events

Cross Ref.: UWF Reg. 2.005, Use of Facilities
SA-30, Late Night Events

History: Approved June 2001; amended February 2012, May 2017, and February 2023.

Last Review: February 2023