

Student Event Policies and Procedures

Event approval policies only apply to undergraduate student clubs and organizations registered with the Department of Student Life via the Student Government Association. All departments, offices, and organizations not registered with the Department of Student Life via the Student Government Association should refer to their respective event approval policies for any type of event.

All policies herein are subject to national, state, local, and STU policies as outlined in the Student Handbook.

Notification

All events must be approved through the Department of Student Life via Student Government Association at least 10 business days before the event. Student Organizations may request an array of services and spaces through course dog. A student club or organization must complete the Project Approval Form provided by Student Government Association so that we can accurately assist with logistics, audio/visual requests, and work orders.

Club or Organization Advisor

Advisors must submit all event/room reservations via course dog. Please note that if the advisor does not submit the event/room reservation requests in a timely matter, the organization may be hindered as the event/meeting will not be fully approved until the advisor reviews the event overall. This can/will hinder the minimum 10 business day rule policy.

Travel

Any registered student club or organization under the Department of Student Life via Student Government Association sponsoring student travel to conferences, presentations, etc. must register any student travel with the Department of Student Life via Student Government Association. All students traveling on behalf of a student organization, using University funds must complete and submit a travel request form before travel.

If the student organization is sponsoring the student travel through the use of student organization funding, the student organization must adhere to the travel policies and procedures set forth.

Outside Companies/Vendors/Speakers

When inviting any companies onto campus, student organizations must request \$1 million liability insurance from the company that specifically indemnifies St. Thomas University as the additionally insured. This document is called the "Certificate of Insurance" (COI). For food vendors, they must also provide a copy of their current food license. All documents must be turned into the Department of Student Life at least 10 business days before the event takes place.

No student, group of students, or student organization is permitted to invite or bring an outside vendor, organization, or group on campus property or properties without the prior approval of the Department of Student Life. Any outside vendor, organization, or group that is visiting campus property or properties without the prior approval of the Department of Student Life shall be escorted off the campus property by Public Safety.

Guest Speakers

St. Thomas University is committed to providing a forum for free and open expression of divergent points of view by campus speakers. The use of university facilities by outside speakers is not to be construed as an endorsement by the University of any speaker's views. Any student organization, after consultation with the advisor, may invite speakers of its choice to address gatherings on campus. In keeping with University rules and regulations, all students and student organizations must observe the policy governing outside speakers.

Outside Speakers must be approved by the Department of Student Life, before coming to campus. Students may appeal the decision of the Department of Student Life by submitting in writing 24 hours following the decision to the Students Affairs Administration.

Security Policy

Overview

The Department of Student Life is required to make sure all events are secure and safe. Security Policies are specifically designed for student organizations; however, offices may use these as guidelines for their respective events. Any events that meet any of the following criteria must have security on campus and may need Emergency Medical Services (EMS):

- Outside groups or individuals are invited to the event (totaling more than 20 guests)
- The event expects over 150 people to attend
- Alcohol will be served
- The amount of security and EMS required will be at the discretion of the Director of Student Life or designee. The Director of Student Life or designee may change the criteria for having Security present, based on the risk associated with the event or activity.

Cost

Student organizations may be required to have security at their event, per the above policy. Student organization leaders will need to meet with a staff of Student Life two weeks before their event to discuss final logistics.

Viewing of Video Recording

Individuals or groups wishing to show a video recording online or any other means may do so only if:

- Written copyright permission has been granted.*
- The event is educational (i.e. **for a class or an educational seminar**).
- The movie is available from SUTV

*The Federal Copyright Act makes it unlawful to show a film or video recording in public without the explicit permission of the film's copyright owner. Renting or purchasing a video recording solely provides the customer the right to view the film, but not to show it in public or to a larger audience. The Copyright Act defines "public" in this context as "any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered". Several major production and distribution companies have arranged for university campuses to show their films/video recordings publicly

Fundraising

When a student organization and/or organization is planning to raise any funds for their organization or for another non-profit (i.e. bake sales, selling t-shirts, book sales, charging admission to events, etc.), the organization must register the fundraiser with the Department of Student Life via Student Government

Association at least 10 business days before the commencement of the fundraiser and must be approved before the start of the fundraiser.

University On-Campus Alcohol Policy

Alcohol Policy

St. Thomas University, as an institution of higher education, is dedicated to the well-being of all members of the university community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of STU to endeavor to prevent substance abuse through programs of education and prevention.

STU recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is STU's policy to work with members of the STU community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. STU also recognizes that the possession and/or use of certain substances are illegal. STU is further obligated to comply with all local, state, and federal laws.

The policy governing the use of alcohol by students at St. Thomas University complies with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by individuals less than 21 years of age.

1. The university will not authorize the use of student funds collected and administered by the university to provide alcoholic beverages for any student event.
2. The sale of alcoholic beverages on any property owned and controlled by STU during a student event is strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.
3. The exception to this prohibition is made for university housing residents of the legal drinking age. The possession and use of alcoholic beverages in university housing are governed by the Student Handbook.
4. The University President, or an appropriate designee, may approve other exceptions to this prohibition, to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.
5. The use of alcoholic beverages off-campus by students of the legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws about the possession and consumption of alcoholic beverages. Any violation of these laws may result in disciplinary action including, but not limited to, probation, suspension, or expulsion from the university.

Guidelines for the Use of Alcohol at University Student Events

1. St. Thomas University functions, which are student-oriented, may serve alcohol by Pro Staff only. All requests for such events must be coordinated through the Department of Student Life.
2. Entry fees may be charged, but this fee is only for admission to the event, not for the sale of alcohol.
3. A one-quarter hour before the approved ending time listed on the exemption, ticket sales will stop.
4. Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.

5. An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined by the Director of Student Life.
6. No organization or individual may purchase alcohol for an event. All alcohol must be purchased and served by the Department of Student Life. No other alcohol is permitted.
7. All Advisors must be present during an event at which alcohol is served.
8. The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies, but rather, these guidelines should be used in conjunction with any other university policies.
9. Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, screening people entering the event, and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline the identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having enough alcohol before or during the event.
10. Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all STU policies and procedures are strictly obeyed.
11. It shall be at the discretion of the Department of Student Life whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.
12. Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the AVP of Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

Student Club & Organization Social Media Platforms

Students and/or student organization has the ownership of the social media platform and the ability to manage the platforms. However, any content being posted or written shall adhere to any applicable University policies, University rules for the student handbook.

Social Media pages maintained by student clubs and organizations are considered “unofficial” social media pages. Putting a statement in their profile announcing that all postings reflect their own opinions or their organization’s opinions and do not necessarily reflect the views of either the broader student population or of St. Thomas University is strongly encouraged.

Best practices for social media accounts should be considered. Best practices consist of widely recognized guidelines, ethical considerations, and conventions for creating successful social media campaigns and accounts. Visit each social media support site/page for more information.

Be sensitive to posting confidential information. Do not post student information, (including phone numbers, e-mail addresses, or student identification numbers) without student permission.

If college guidelines are violated or disregarded, or if a complaint is made concerning the material on a student organization Web site and/or social media site/platform, the University reserves the right to act in the best interest of the University, its faculty, staff, and students, which might include but not limit to suspend organization’s activity, etc.

Student clubs and organizations are strongly encouraged to have their advisor as an administrator on their social media page. If club leaders change or graduate, the club advisor can still grant access to new club officers and members.

Any social media posting should not contain commercial advertisements or other commercial materials.

Accessibility

Student organizations should think ahead about designing events that are accessible to all. In situations where that is not possible, Student Life Administration will assist student organizations with obtaining auxiliary aids and services for students with disabilities who wish to participate in programs and activities. Student organizations are encouraged to cover the costs associated with the provision of auxiliary aids and services by building them into the overall feel of an event or by budgeting for projected expenses each year. Student organizations can apply for funding to support any costs associated with the provision of auxiliary aids and services.

If a program or activity for which auxiliary aids and services are requested is canceled, postponed, or rescheduled, the student organization is obligated to pay any costs incurred to fill the request.

Contracts

Students shall not enter into verbal or written contracts of any kind. All students must follow St. Thomas University's contract policy. Students may not sign invoices, except to receive delivery of items for an event or confirm pick-up after an event.

Fire Safety

Each event has unique fire safety needs and will be assessed as such. Generally, the principles for fire safety include:

- No open flames.
- No moving flames.
- Decorations must be flame retardant.
- No free-floating decorations; all decorations should be affixed to a surface.
- Use battery-operated candles whenever possible.
- Candles, if approved, must be in fire-safe containers.
- Fire extinguishers are required at any event with BBQs.
- Fire exits must be kept clear of equipment, chairs, tables, etc. at all times throughout the event.

Most events will require submitting approval to Student Life Administration.

Late-Night Events

In addition to any applicable policy about campus events, this policy is in effect for student events that are scheduled to go past 10:00 p.m.

1. All events must be approved by the Student Life Administration at least 3 weeks in advance.

2. The event is to end no later than 3:00 a.m. Exceptions may be granted for around-the-clock type charity events.
3. Adequate water for estimated attendance is required.
4. No outside beverages are allowed; bags will be checked; no large bags/backpacks are allowed in the venue
5. Student Life Administration reserves the right to assign officers to the event if deemed necessary, scheduled, and paid for by the sponsoring organization.
6. The sponsoring organization's advisor is required to be in attendance for the duration of the event.
7. Additional staffing (e.g. custodial support) may be required, per STU, scheduled and paid for by the sponsoring organization.

Damages

STU reserves the right to ensure that facilities and/ or equipment are used and maintained properly. Accidental damages to STU facilities and/ or equipment will be handled on an individual case basis.

Decoration

All decor must be constructed of non-flammable materials. To ensure safety and guard against property damage, and/or personal injury, decorations may not obstruct entrances and exits and must allow for emergency egress at all times. Decorations cannot cover emergency signs, fire lanes, or exits, or be posted in elevators or stairwells.

Posters and signs may not be placed on STU facilities or campus grounds without prior permission. Painters tape is the only accepted fastening material. Scotch tape, nails, pushpins, or potentially damaging fasteners (staple guns) may not be used to hang signs or other materials. Confetti, glitter, rice, and shredded tinsel are not permitted. The use of these materials will result in cost recovery for excessive cleaning.