Mission Statement for the Office of Student Leadership and Engagement

The Office of Student Leadership and Engagement is committed to the transformative learning through the holistic development of the individual.
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What we reserve: Vaughn Lobby, Reeves Theater, Vaughn Plaza, Tabling in Vaughn Lobby, Vaughn Center Conference rooms (212, 217, 219, and 221), 9th floor of Vaughn (Crescent Club, The Board Room, President’s Conference Room.) Please note: Vaughn Lobby, Plaza and the 9th floor of Vaughn require request forms to be completed before approval.

PLEASE NOTE: ALL RESERVATIONS SHOULD BE MADE AT LEAST 2 WEEKS IN ADVANCE AND ARE SUBJECT TO APPROVAL BASED ON AVAILABILITY

Scheduling Rules and Regulations:

• Only registered student organizations and academic departments can request space on campus.
• The space requests must be completed (14) business days prior to your event date.
• Requests are considered in the order of receipt. While late requests will be accepted, spaces do fill up fast.
• While we make every effort to confirm reservations within (3) business days, the timeliness depends on the space availability and the complexity of your event details. If your request has been approved, you will receive a confirmation via email. However, if additional information is required or the space/time is not available we will contact you to discuss alternatives.
• Request confirmations and denials – Submission of a request online through the Facility Request Center will result in an e-mail from the direct scheduler for the requested space either confirming or denying the space based on availability.
• At the time of the event YOU MUST HAVE YOUR CONFIRMATION; IF YOU DO NOT AND THE EVENT IS NOT IN THE SYSTEM YOU MAY LOSE YOUR ROOM.
• For additional services such as Media Services, Facilities, or Dining Services your request will not be approved until your room reservation is confirmed.
• Non-food vendors must be sponsored by an organization in order to offer their products on campus. Registration form and liability insurance must be submitted to OSLE prior to booking the vendor. These forms can be found on the Event Services portal on OrgSync.
• Food vendors must be approved at least two weeks in advance by Sodexo Dining Services. Release forms and liability insurance can be obtained on the Event Services portal on OrgSync.
• Tents in Vaughn Center Courtyard must not exceed 10ft x 10ft; if there are multiple tents, they must be 10 feet apart.
• To reserve any rooms on the 9th floor of the Vaughn Center you must complete a request form 4 weeks prior to the date of your event. The form is available on the Event Services portal on OrgSync or by emailing award@ut.edu
• Tabling events can only be scheduled between 8 am and 5 pm on weekdays. Tabling is only offered inside the Vaughn lobby and there are 8 tables to choose from. Due to space restraints and in order to be fair to all organizations, only 1 table per day per organization can be reserved.
• If you need more than one table for tabling please reserve the Vaughn Center lobby across from the Bookstore and indicate how many tables you will need. You will need to contact facilities for the additional tables.
• Should all inside tabling be full you may, if you have your own table, set up in the courtyard on the bricks off to the side by the picnic tables. All inside policies and procedures remain intact even if you are tabling outside.
• The Courtyard is not for tabling, it is reserved for special events and has a separate approval and reservation procedure.
• Your event is scheduled and confirmed only once you have received a confirmation email from Event Services.
How to Make a Room Request

1. Log onto OrgSync
2. Go to and join the Events Services Portal
3. Fill out the Vaughn Center Room Request form
4. Review your request and click the Finish button to submit your request. You will be notified, by email, if your room/facility request has been accepted or declined.
5. A confirmation email will be sent you with further information regarding your reservation.

How to Cancel a Room Request

Given the high demand for space, the cancellation and no-show policy is designed to maximize utilization of space by discouraging non-use of reserved space. It is important to cancel any reserved room(s)/tables that will not be used as soon as possible so that those spaces may be made available to other groups. Reservable spaces are monitored for attendance and use, and all no shows are recorded by the Event Services staff. Repeated no shows and/or late cancellations may result in the suspension of reservation privileges.

- You must cancel 48 hours in advance.
- Please email your cancellation request to eventservices@ut.edu 48 hours prior to your event.
- You will receive a cancellation confirmation once your request has been processed.
  - Your reservation will not be considered properly cancelled UNTIL you receive a cancellation confirmation via email

Check-In/ Check-Out Policy:

If your reservation starts or ends before 12 noon:

- CHECK-IN: Please go to Vaughn 215 to check in.
- CHECK-OUT: Please go to Vaughn 215 to check-out. Someone will walk through the space with you to check for any damages, trash, or misplaced equipment.

If your reservation starts or ends after 12 noon:

- CHECK-IN: Please go to the Spartan Game Room to the Building Manager on duty to check-in.
- CHECK-OUT: Please go to the Spartan Game Room. A Building Manager will walk through the space with you to check for any damage, trash, or misplaced equipment.
Check-In/Check-Out Process for Student Affairs locations:
- *This procedure applies for Student Affairs Spaces ONLY*; failure to comply with the following procedures could result in loss of reservation privileges for your organization or department.

<table>
<thead>
<tr>
<th>Room/Location</th>
<th>Check-In/Out Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaughn Center Tables</td>
<td>Vaughn Lobby Check In Kiosk</td>
</tr>
<tr>
<td>Vaughn Center Conference Rooms (VC 219, 221)</td>
<td>If checking-in <strong>before 12 pm</strong> please call or stop by the Office of Student Leadership and Engagement (VC 215) (813)253-6233</td>
</tr>
<tr>
<td>Reeve’s Theater</td>
<td>If checking-in <strong>after 12 pm</strong> please call or stop by the Spartan Game Room Desk (813) 253-7475</td>
</tr>
<tr>
<td>Spartan Game Room</td>
<td></td>
</tr>
<tr>
<td>Vaughn Center Lobby</td>
<td></td>
</tr>
<tr>
<td>Vaughn Center Courtyard</td>
<td></td>
</tr>
<tr>
<td>Sykes Chapel Main Hall – <strong>after 12pm only</strong></td>
<td></td>
</tr>
<tr>
<td>Sykes Chapel Conference Rooms (SC 107, 109, 155A, 115B) <strong>after 12pm only</strong></td>
<td></td>
</tr>
<tr>
<td>Austin Community Room</td>
<td>Check-in at respected residence hall’s front desk depending on which community room you are using. If there is no one present call Residence Life at (813) 253-6239</td>
</tr>
<tr>
<td>Brevard Community Room</td>
<td></td>
</tr>
<tr>
<td>McKay Community Room</td>
<td></td>
</tr>
<tr>
<td>ResCom Community Room</td>
<td></td>
</tr>
<tr>
<td>Straz Community Room</td>
<td></td>
</tr>
<tr>
<td>Jenkins Common Rooms</td>
<td></td>
</tr>
<tr>
<td>McNiff Basketball/Volleyball Courts</td>
<td>Check-in at McNiff Fitness Center front desk</td>
</tr>
<tr>
<td>Cass Gym</td>
<td></td>
</tr>
</tbody>
</table>
Additional Services

Media Services:
- **MUST** reserve two weeks in advance after your room is approved
- Can provide speakers, projectors, microphones, CD player, etc.
- [http://www.ut.edu/mediaservices/forms/](http://www.ut.edu/mediaservices/forms/)

In the event Media Services cannot provide equipment, OSLE has a limited number of projectors, screens, laptops, speakers and microphones as well as various cables that you can rent for 24 hours. You will have to reserve the above by going to the Event Services portal on OrgSync and using the Technology Request form. Then on the day of your event you will sign the appropriate agreement and pick up your equipment. Please note: OSLE will not provide technical assistance.

Facilities:
- **MUST RESERVE TWO WEEKS IN ADVANCE**
- Must contact Bethanie Shirk for facilities rentals
  Phone: 257-5235, Fax: 259-5406; Thompson Building, 2nd floor; Bshirk@ut.edu

Setup Items Available Through Facilities:
- **Round tables:**
  60” Rounds seat up to 8
  72” Rounds seat up to 10 (only available in Fletcher Lounge)
- **Rectangular Tables:**
  6’ and 8’ tables
- **Chairs:**
  Black vinyl for indoor events, black and grey folding chairs for outside events
- **Podiums:**
  *Must contact Media Services if microphone/sound is needed*
- **Stage:**
  Stages are only available for very special events and only in approved locations. Stage sections are 4’ x 4’

Additional Services Directions:
- **Media Services**- If Media Services is needed for an event; fill out the Media Services Request Form online at [ut.edu/mediaservices](http://ut.edu/mediaservices) under the Event Support Services link. Media Services is required for use of the projection screen in Reeve’s Theater or for any event requiring a projector, microphone, speaker, or electrical set-up.
- **Facilities**- If you will need any special set-up for an event (tables, chairs, podium, power box, etc.) please contact Bethanie Shirk, the Facilities Coordinator, at Bshirk@ut.edu.
- **Dining Services**- If you are going to be providing/selling food or drinks outside from Sodexo catering services you need to get approval through Dining Services. Please fill out an Outside Food Vender Waiver form in the Office of Student Leadership and Engagement (VC 215).
**Important Contact Information:**

- All event requests other than those for the Vaughn Center should be directed to the appropriate person listed below.

<table>
<thead>
<tr>
<th>Room/Facilities Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms (excluding Sykes 134 and 150) *Sykes 134 and 150 reserved by Joyce Keller at <a href="mailto:jkeller@ut.edu">jkeller@ut.edu</a></td>
<td>Deborah Gonzalez <a href="mailto:deborah.gonzalez@ut.edu">deborah.gonzalez@ut.edu</a> Registrar’s Office</td>
</tr>
<tr>
<td>Plant Hall Common Rooms (excluding classrooms) and Plant Park</td>
<td>Bethanie Shirk <a href="mailto:Bshirk@ut.edu">Bshirk@ut.edu</a> Facilities Coordinator</td>
</tr>
<tr>
<td>Residence Hall Community Rooms, McKay Volleyball Court, ResCom Courtyard</td>
<td>Elena Franqui <a href="mailto:efranqui@ut.edu">efranqui@ut.edu</a> Residence Life</td>
</tr>
<tr>
<td>McNiff Athletic Facilities/Courts and Cass Gymnasium</td>
<td>Chris Gottlick <a href="mailto:cgottlick@ut.edu">cgottlick@ut.edu</a> Campus Recreation</td>
</tr>
<tr>
<td>Additional Athletic Facilities (Fields, Swimming Pool, etc.)</td>
<td>Jerome Fulton <a href="mailto:jfulton@ut.edu">jfulton@ut.edu</a> Athletics</td>
</tr>
<tr>
<td>Rathskeller, Panache</td>
<td>Dining Services - Sodexo</td>
</tr>
<tr>
<td>Sykes Chapel/Center for Faith and Values (Main Hall, Rooms 107, 109, 115), Health and Wellness Center conference rooms</td>
<td>Lisa Ryan <a href="mailto:rlryan@ut.edu">rlryan@ut.edu</a> Health and Wellness</td>
</tr>
</tbody>
</table>

- Over the summer, all reservations for campus space go through Sandi Fernandez at [Afernandez@ut.edu](mailto:Afernandez@ut.edu) and Bethanie Shirk at [Bshirk@ut.edu](mailto:Bshirk@ut.edu) including Athletics Facilities, Cass Gym, Falk Theatre and non-UT student housing, with the exception of classrooms - through [Deborah.Gonzalez@ut.edu](mailto:Deborah.Gonzalez@ut.edu) Registrar’s Office.

- For Fall and Spring Semesters, reservations go through the Student Coordinator of Event Services at [Eventservices@ut.edu](mailto:Eventservices@ut.edu) or through the facilities scheduling request form – Ad Astra - on Spartan Web
  - Exceptions to this rule include the following spaces:
    - Riverside 102 (Admissions)
    - John Sykes 150 (COB)
    - Rathskeller (Dining Services and Sandi Fernandez and Bethanie Shirk)
    - Residence Hall Community Rooms (Residence Life)
The University of Tampa Posting Policy

General Campus Posting
All posters, fliers, banners, etc. must be approved, stamped and dated by the Office of Student Leadership and Engagement before being posted in designated areas across campus. Any such materials posted on campus that are not approved and stamped will be removed.

- Only registered UT students, organizations and academic departments can post on campus.
- Banners must not impede the flow of traffic and provide a minimum of 6’6” clearance. Banners that are not providing that minimum clearance will be taken down.
- Due to limited space, any organizations or individuals not affiliated with the University may have only one poster/flier stamped and hung on the Community Events bulletin board located across from Vaughn Center room 206.
- If you would like to hang anything in the residence halls, you must receive approval from the Office of Residence Life, located in Vaughn Center room 213.
- The Office of Student Leadership and Engagement and Office of Residence Life reserve the right not to approve posters/fliers that include material that is offensive in nature, violates state/national laws or the student code of conduct, or includes references to alcohol that are not in accordance with the University alcohol policy.
- Fliers and banners may not be posted more than two weeks before the event. The maximum amount of time a poster/flier/banner may be posted is two weeks. If the flier lists several dates, the two week period is based on the first date. Dates for certain fliers may be extended at the discretion of the OSLE Staff.
- Materials may not be placed on painted or glass surfaces, including windows, walls, or doors. Look for designated bulletin boards for your postings.
- Posting is not permitted on trees, benches, trashcans, rocks, telephones, banisters, or campus exteriors.
- Blue tape is the only tape to be used. Duct tape, masking tape, strapping tape and washable paints are prohibited.
- Nothing may be taped to the walls or doors in the building.
- Vaughn Center Building Managers and the Staff Assistant from the Office of Student Leadership and Engagement will assist with managing the posting policy.
- If a poster or banner is in violation of these policies, they will be taken down and violations will be given. See violations section for details.
- A total of 36 fliers may be hung, 23 around campus and 13 in residence halls.
- All fliers and banners MUST have contact information in order to get approved.
Where you can hang Fliers on Campus

Plant Hall
- Organizations may post ten (10) fliers:
  - Around the marble columns in Plant Hall Lobby and on marble columns near Fletcher Lounge.
  - On the 2nd, 3rd, and 4th floor Bulletin Boards (at the top of the stairs) and the pillars on these floors
  - The Science Wing Bulletin Board
- Organizations may hang one (1) banner:
  - Between the columns in Plant Hall Lobby
- Banners may NOT be hung between the columns outside of the President’s office.

Vaughn Center
- There is no posting allowed on the first floor of the Vaughn Center.
- A total of six (6) fliers may be posted on the bulletin boards located:
  - Bathroom Lobby (2nd floor)
  - Hallway by the PEACE Volunteer Center
  - Hallway by the Office of Student Leadership and Engagement
  - Spartan Club and Game Room
  - Commuter Lounge

John H. Sykes College of Business
- A total of two (2) fliers may be hung:
  - On the first floor Bulletin Board located in the vending machine area
  - On the second and third floor Bulletin Boards located around the faculty offices

Various Other Areas Around Campus
- A total of five (5) fliers may be posted in the following areas:
- One (1) flier may be posted in each the following areas:
  - Macdonald-Kelce Library-Bulletin Board inside the front door
  - Information Technology-Bulletin Board outside of Room 113 in the Jaeb Computer Center
  - Military Science-Bulletin Board outside of the ROTC building
  - Speech, Theater, and Dance-Bulletin Board located on B Street
  - Music Center-Bulletin Board in the Furman Music Center in front of room 110
- Fliers may be turned in for approval through Residence Life to be hung in the residence halls.
- Most buildings have one or more bulletin boards dedicated for postings. If there is no bulletin board, then you are not allowed to post in that building.
Chalking Policy

Purpose
The use of sidewalk chalk by students is considered an acceptable way to promote campus events; to make announcements; and to share messages. The intent of this policy is: 1) to describe expectations for students who wish to chalk on sidewalks; 2) to ensure chalking does not permanently or adversely impact the campus grounds, and 3) to ensure messages are consistent with the law and university policy.

Policy
The use of water-soluble chalk (sidewalk chalk) by students is permitted on University sidewalks provided the chalking complies with the following requirements:

• Chalking is permitted only in open areas that can be directly washed by rain. Chalking must be on a horizontal surface not covered by an overhang.
• Chalking is prohibited on all structures and vertical surfaces, including buildings, walls, benches, signs, columns, light poles, and trees.
• Chalking is prohibited on steps or brick.
• Chalking is permitted only on sidewalks around campus EXCLUDING near the chapel
• Each individual chalking must bear the name or signature of the sponsoring organization or student. The name and/or signature must be legible.
• The material used must be water-soluble sidewalk chalk. The use of markers, paints, oil-based products, sprayable chalk, or other aerosol-based products is prohibited.
• Overwriting, erasing, defacing, or altering the chalking of another person or organization is prohibited.
• The content of the chalking must adhere to the law and other university policies, including but not limited to, the following: Discrimination and Harassment Policy, Student Conduct Code, Registered Student Organization Handbook.
• Chalking must be a minimum of 10 feet from entrances.
• The department of Community Engagement located in the Office of Student Leadership and Engagement will notify students and/or student organizations, responsible for improper chalking and shall provide the said party a 24-hour period to clean up any chalking in violation. Should the offending party not remove the chalking within 24-hours the party will be sanctioned accordingly.
Violations
**Posting Violations:**
The College of Business and the Office of Student Leadership and Engagement have full authority to remove any fliers they feel are inappropriate, not hung in the correct manner, have been up for an unreasonable amount of time, or any other reason we see fit.

1st Offense: Written warning from the Office of Student Leadership and Engagement
2nd Offense: 4 weeks revocation of posting privileges
3rd Offense: Lose posting privileges for the remainder of the semester

- All warnings and sanctions will be noted by the Student Coordinator of Event Services and emailed to the president and advisor of the organization. Any questions regarding violations of the policy should be directed to the OSLE Staff Assistant.
- All warnings and sanctions will be communicated with the organization’s president. It is his/her responsibility to notify the group about the sanction.
- Please note that sanctions do NOT carry over from one academic year to the next; however, records of all violations will be considered when making decisions about group registration and privileges.
- Forgery or an intentional misuse of the Office of Student Leadership and Engagement stamp will result in an automatic loss of all posting privileges for the remainder of the academic year.

**Reservation and Tabling Violations:**
In order to keep our process fair for all parties, all registered student organizations and university departments will be held accountable for reservation/room usage violations. Violations include:

a. Missing a reservation without prior cancelation
b. Not properly checking in or out of a reserved space
c. Not showing up for a scheduled reservation

Any of the above violations will result in:

<table>
<thead>
<tr>
<th>First offense</th>
<th>Written Warning – Sent to the reservation maker and (for student organizations) President and Advisor of your organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Offense</td>
<td>Probation – Time on probation will be assigned at the discretion of the Coordinator of Event Services (no more than one semester). Any further room reservation violation that takes place during a probationary period may result in immediate removal of room reservation privileges.</td>
</tr>
<tr>
<td>Third Offense (while on Probation)</td>
<td>Removal of Room Reservation Privileges – Student organizations/departments will lose the privilege to reserve space in Student Affairs areas at the discretion of the Coordinator of Student Event Services (for no more than one semester).</td>
</tr>
</tbody>
</table>

- If you show up to table or to a room and you do not have a confirmed reservation (email confirmation from Events Services) you will be asked to leave and receive a written warning.
- If you are a “NO SHOW” to your reservation you will receive a written warning.
• Should you not check in or out of your reservation, whether tabling or room, your will receive a written warning.
• If you are late to your reservation for tabling and have not notified Event Services you forfeit your table for that day. Please make sure when you make the reservation you have a representative from your organization available to the reserved time.
• After 3 written warnings your reservation privileges for the Vaughn Center will be revoked for the semester. Any reservations that were confirmed prior to your suspension date will not be canceled however, you will not be able to make any new reservations for the Vaughn Center.

Helpful Information

• When UT hosts an Admissions Open House (usually held on the Sunday around the 15th of each month; dates can be found on the UT Admissions Website), all fliers, banners, and other advertisements will be taken down for these events and disposed of by Facilities. We recommend you postpone your advertising until after these events.
• Banner paper, markers, paint and other supplies are available for registered student organizations to use. These supplies are provided by Student Government (SG) and are available in the Student Organizational Suite (Vaughn Center, 2nd floor).