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The handbook is divided into six sections: Advisor Information, Organization Registration Process, Select University Policies and Processes, Forms, and an Appendix.

The information in these sections will encourage participants of organizations to make the most of their UT experience.

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Introduction and Student Organization Provisions

Student organizations are an important part of the educational experience at The University of Tampa. Student organizations provide students with opportunities to form new friendships with individuals that share common interests and to experience leadership development opportunities that will be beneficial in college and later in a chosen career. *The University of Tampa Student Organization & Advisor Handbook* is designed to familiarize an organization’s leadership with the policies related to registered student organizations thereby helping the organization to be both compliant and successful at UT.

Organizations are afforded privileges within the campus as recognition of the importance of co-curricular opportunities. These privileges are given to those registered organizations that are in good standing with the Office of Student Leadership and Engagement (OSLE) and The University of Tampa. These privileges include the following, which are permitted under certain conditions:

- Access to campus bulletin boards and plasma screens for marketing use.
- Access to audiovisual equipment by reservation through Media Services.
- Ability to use University facilities for meetings and activities (subject to University program priorities and scheduling).
- Access to special services for organizations such as student organization workshops and any and all other services and activities developed for the benefit of registered student organizations (i.e., leadership development programs, conferences, retreats).
- Privilege of being included on the OSLE website and the Weekly Org President’s Update.
- Privilege of invitation to participate in the OSLE Student Organization Fairs (registration required).
- Privilege of an organization mailbox in the Student Organization Suite.
- Use of the Student Organization Suite (located in Room 209 of the Vaughn Center).
- Privilege of having an organization website hosted through UT technology.
- Tracking of organization community service hours performed through the PEACE Volunteer Center.
- Ability to participate as a team in UT intramural sports.
- Possibility of use of locker space either in the Vaughn Center or The Sykes Chapel which is determined through an application process.
- Privilege of Student Government (SG) funding if organization meets all the SG appropriation requirements and is approved for funding.

These privileges are reserved for UT registered student organizations only. OSLE can provide further explanation of policies and processes found within this handbook, which will help make student organizations successful.
Advisor Information

Role of the Advisor:

UT requires that all registered organizations have a faculty or staff advisor. **Advisors must be full-time employees of the University.** Advisors guide the group in accordance with the purposes and ideals of the University. They do not directly control the group’s programs and activities. The relationship of the advisor to the group will vary according to the needs of specific groups. The person filling the position defines the role of the advisor. Hopefully, each advisor will become involved in the organization through meetings, planning, programming, and activities.

Responsibilities of an Advisor:

- Guide the group in accordance with the purpose and educational objectives of the University.
- Assist students with following and understanding University policies.
- Be familiar with the policies and procedures listed within the University’s [Student Rights and Responsibilities](#) and Student Organization & Adviser Handbook.

Different Approaches to Advising:

There are many different approaches to advising. The most important aspect of advising is to remember that the main role is just that . . . to advise.

The following suggestions are meant to help the adviser work more effectively with the student organization:

- Help officers of the organization consider issues that relate to ideas being proposed by the organization.
- If an idea is inappropriate or violates a University policy or procedure, the advisor should challenge the students to consider other alternatives.
- Hold informal meetings for open and worthwhile discussions.
- Encourage officers to take an occasional chance on some less proven members by delegating authority.
- Periodically evaluate officers and current programming based on their/its effectiveness.

Motivational Styles:

It is helpful to look at the ways in which the advisor can motivate the student organization and its leaders. Each student leader will have their own motivational style and awareness of that assists the advisor in providing appropriate and effective motivation. The following are examples of motivational styles which might benefit the advisor in figuring out how he/she can motivate the student leaders best!

**Goal-Oriented:**

The student probably reaches for his/her goals through a direct and obvious route. This might lead them to a reference book, their computer, or to call an expert—whatever means is available. They usually prefer meeting in-person when it’s the most effective method and don’t find learning, itself, much fun.

**Relationship-Oriented:**

The student takes part in learning mainly for social contact. When he/she meets and
interacts with people, he/she learn things along the way. He/she may not like working independently or focusing on topics (separately from the people) because that doesn’t give him/her the interactivity he/she craves.

**Learning-Oriented:**
The practice of learning, itself, drives him/her. He/she searches for knowledge for its own sake, and may become frustrated by anything that requires him/her to spend more time on procedure and process than on actual learning.

If you would like to view or take the motivation assessment online, please visit [http://www.ftcfew.org/MotivationalStyleAssessment.pdf](http://www.ftcfew.org/MotivationalStyleAssessment.pdf).

**What a Student Leader May Expect of an Advisor:**
- Assistance in formulating long-range goals and in planning and initiating short-term projects.
- A resource person for alternative solutions to problems confronting the group.
- Assistance with University procedural matters.
- Suggestions of ways group meetings can be improved.
- Representation of the group and its interests in staff and faculty meetings.
- Assistance in evaluating group projects, performances, and progress.
- Suggestions that will permit the officers to improve leadership skills.

**What an Advisor Should Expect of a Student Leader:**
- Keep advisor informed of all organizational activities/events, meeting times, locations, and agendas by any means (phone, email, meetings, etc.)
- Provide advisor with minutes of all meetings.
- Meet regularly with the advisor, and use him or her as a sounding board for discussing plans and problems.

**How Can A Student Leader Best Utilize Their Advisor:**
- Meet with your advisor at least one day before meetings to go over agenda and topics to be discussed at the meeting. If you are unsure about how to run the meeting or deal with a situation that may arise, use your advisor’s knowledge and experience to come up with solutions.
- Meet with your advisor after the meeting to brief him or her on what happened if he or she could not attend. Be willing to ask for advice or comments on the way you handled the meeting.
- Share your advisor, and make him or her feel like part of the group. Introduce the advisor to new members or visitors. Ask for input on discussions. Both the advisor and organization should understand that the advisor is there to help the group and that the advisor is, with the exception of paid staff advisors, chosen and retained at the group’s discretion. Organizations should realize that an advisor has much to contribute to the success of the organization. Be sure to make your advisor feel welcome at your meetings as well as at social functions.
Student Organization Registration Process

Active Student Organization Annual Registration Process:
In order for a student organization to remain registered, the following steps must occur each academic year:

- Submit a completed Student Organization Registration Form (for the upcoming academic year) on Orgsync annually by the date decided by the Office of Student Leadership and Engagement (usually in April).
- Submit an Officer/Advisor Change Form whenever your organization changes officers or advisors.
- Submit one copy of the organization's updated constitution to the Office of Leadership and Engagement annually with the organization's registration form.
- Submit the Student Organization Anti-Hazing Compliance Agreement to the Office of Student Leadership and Engagement (included in the registration form).

Registering your organization for each academic year helps the Office of Student Leadership and Engagement remain aware of which organizations are active on campus as well as keeps the contact information up-to-date. Registration for each academic year will take place in the spring semester (usually in April) for the following academic year. For example, to register your student organization for the 2014-2015 academic year, the annual registration form must be completed in the spring 2014 semester.

If a student organization fails to re-register, that organization will be taken off of the registered student organization list and will not be able to partake in the benefits listed in the Introduction and Student Organization Provisions section of this Handbook. Any organizations failing to complete this process will be required to complete the New Student Organization Registration process to become a fully recognized organization again.

New Student Organization Registration Process:
We are always welcoming new clubs and organizations. To gain official recognition by The University of Tampa a club or organization must:

- Originate from interest of students and have a minimum of 4 students interested in starting an organization.
- Be open to all full time enrolled students without regard to race, creed, gender, age, physical ability, national origin, religion, political affiliation, or sexual orientation. National Greek lettered social fraternities and sororities are, through Title IX, exempt with regard to gender only.
- Promote and support the academic and social standards of the University in keeping with its stated educational mission.
• Submit a completed **New Student Organization Registration Form** to the Office of Student Leadership and Engagement, Vaughn Center 215 (email studentorganizations@ut.edu to receive a link to the form).
• New Student Organization representatives are required to attend a New Student Organization Orientation put on by the Student Coordinator of Organizations to review the policies noted in this handbook as well as other pertinent information.
• Student Organization Registration will not be final until all documents are successfully submitted, representatives have attended the New Student Organization Orientation with the Student Coordinator of Organizations, and he/she has notified the Coordinator of Leadership that the process has been completed.

**New Recreation/Sport Student Organization Registration Process:**
To gain official recognition by The University of Tampa a sport club or organization must:
  • Submit a completed **New Student Organization Registration Form** on Orgsync.
  • Have their registration form reviewed by the Student Coordinator of Student Organizations, Coordinator of Leadership, and the Director of Campus Recreation. This group will determine how the organization will be noted as in the student organization database:
    o Organization--groups that are recreational, do not compete and do not have high liability (i.e. World Dance Organization)
    o Interest Groups--groups that are pursuing becoming a club sport but do not have approval. These groups are able to hold informational meetings on campus, but unable to practice/compete until full club sport status has been achieved (i.e. Rugby)

*Other topics that will be discussed to determine the organization classification are: current, established group status and progress, schedules, liability waivers, level of risk, etc.

Organizations will not be referred to the Director Campus Recreation. All Interest Groups, that are pursuing Club Sport status, will be referred to the Director of Campus Recreation.
  • Meet with the Director of Campus Recreation to discuss the feasibility of becoming a club sport.
  • Notification that the Director of Campus Recreation has contacted the University Comptroller of Financial Management, informing her of each new interest group that is pursuing Club Sport status. Additionally, other areas will also be reviewed by the Director, including competition status, funding, travel, and other areas related to the formation of a new Club Sport.
Select University Policies, Procedures & Processes

*All registered student organizations and advisers should also be aware of policies found in the Student Rights and Responsibilities: Student Code of Conduct. Any violation(s) of University policy may result in suspension or termination as a registered University student organization.

The University of Tampa Student Organization Policies & Procedures

Regarding the Use of Alcohol

The University is committed to providing an environment that includes policies and educational elements to encourage responsible choices for the use or non-use of alcohol for those of legal age, and actively encourages low risk alcohol use for those who choose to consume alcohol. Further, the University believes in the importance of alcohol education programs for all members of the University community. It is upon this and the education-oriented philosophy of the University that the following alcohol policy is based.

The alcohol policy at The University of Tampa is based on compliance with Florida State Statute 562-111, chapter 562, Tampa City Ordinance Chapter 3, City Ordinance 3-40, Fraternal Information and Programming Group (FIPG) risk management recommendations, and the use of alcohol in moderation and under appropriate circumstances. This policy applies to all student organizations and those groups holding events on University property or in association with the University including off campus events. In the case of visitors/guests violating the policy, the host may be held responsible and depending on the violation, the visitor is also subject to arrest.

An event may be deemed as a student organization event if a reasonable observer would associate it with the student organization. The reason for the broadness of this policy is that legally, regardless of whether or not you believe an event to be a student organization event or not, your organization can be held responsible in a court of law if the jury is convinced that a reasonable observer would say the event was a student organization event. Factors that may make it more likely for an event to be deemed a student organization event are, but are not limited to:

- If the event is announced at a student organization meeting
- If t-shirts are made for the event
- If officers of the organization have knowledge or have planned the event
- If it takes place before or after an official organization event
- If pictures found on the internet (Facebook) suggest organization involvement.
- If there is a clearly followed theme to the event which suggests coordination.
General Policies for All Events with Alcohol

All events, sponsored or endorsed by the University and/or a student organization, or any event an observer would associate with the organization, including off-campus events, must be in compliance with the stated policies below:

1. All students and student organizations at The University of Tampa must observe Section 562-111, Chapter 562, and City Ordinance 3-4 that prohibits:
   a. any person under the age of 21 from possession or consumption of alcoholic beverages;
   b. the selling, giving, or serving of alcoholic beverages to persons under the age of 21 by any person or organization;
   c. any person from misrepresenting or misstating his/her age;
   d. open containers of alcohol.

2. A sign must be displayed at all times that states: “WE DO NOT SERVE MINORS. We reserve the right to refuse service to anyone who appears to be intoxicated, or who appears to be underage and cannot provide acceptable identification” or like statement.

3. Alcohol may only be served at events where bathrooms can be accessed without leaving the facility. Participants cannot leave and gain readmission to the serving area under any circumstances. (If you have identified a venue that has a bathroom in the facility, but not in the room of your event, please discuss this with the Office of Student Leadership and Engagement in advance to see if alternate, acceptable arrangements can be made that would meet the goal of this piece of the policy).

4. No kegs, or other common source alcohol containers (such as punch, party balls, etc.) are permitted. Only licensed third party vendors may have kegs.

5. Student organization funds, money generated from student activity fees, or admission fees collected at the event may not be used for the purchase of alcohol (this includes “passing the hat”).

6. No event shall include drinking contests or give out alcohol as a prize for a contest.

9. An appropriate amount of non-salty food and non-alcoholic beverages must be made available to all participants. If the non-alcoholic food and beverages run out, the alcohol sales must stop.

10. Open parties (those with unrestricted access by non-members of the sponsoring organization without specific invitation) are prohibited. A guest list must be turned in to the Office of Student Leadership and Engagement a minimum of 24 business hours prior to the event. This list must include each guest’s full name, date of birth, and host (if the individual is not a member of sponsoring organization).

11. Organizations must have a designated driver program in place.

12. No organization may co-sponsor an event with alcohol with an alcohol distributor or tavern (business generating more than 50% of annual gross sales from alcohol).

13. No organization may hold an event with alcohol during or 48 hours preceding an event period, at organizational recruitment induction, initiation events, or NCAA event unless granted an exception by the Associate Dean of Career Development and Engagement.

14. All venues used, whether on or off campus, must be used respectfully and left in the condition in which it was found. If damage occurs, or if the venue is not
properly cleaned, the proper authorities will make an effort to seek out the responsible individual(s) and refer them to The University of Tampa Office of Student Conduct. However, when this is not possible, the student organization, represented by the president at the time of the incident, will be responsible for any damage or extra costs incurred and will be turned over to the Student Organization Judicial Board. Failure to repay damages will result in individual holds put on the University accounts of all students in attendance (making it impossible to register for classes, request transcripts, etc. until all funds have been cleared).

Events off-campus are divided into two categories: events at establishments (e.g., bars, restaurants, etc.) and events at a private residence (e.g., apartment or house).

**General Procedures for ALL Events with Alcohol**

The following must be turned in to the Office of Student Leadership and Engagement with the Event with Alcohol Form for approval *a minimum of 10 working days prior to the event*:

1. Proof that the organization officer planning the event attended the risk management training session facilitated by the Office of Student Conduct and the Office of Student Leadership and Engagement and passed the quiz to be eligible to hold an event with alcohol.
2. Proof of one “C.A.R.E. for Your Friends” trained monitor for every 25 guests, plus 25% of total monitors as alternates (e.g., if you have 100 people at your event, you must have 4 monitors, plus one alternate). Names and student ID numbers will be required.
3. Proof of a designated driver program or other alternate transportation for guests.
4. Copies of all publicity materials (including, but not limited to: posters, banners, newspaper or Facebook advertisements, t-shirts, etc.). Publicity may not contain phrases that highlight the manner alcohol will be consumed (i.e., “Drink and Drown,” “All You Can Drink,” etc.). Publicity must also mention the availability of non-alcoholic beverages. The following statement MUST be included on all publicity: “Participants at the event must be prepared to present two forms of age identification, one containing a photo. Participants must be 21 years of age or older in order to consume alcohol.”
5. The student organization officer planning the event must meet with the Associate Dean of Career Development and Engagement or designee *no more than five working days prior to the event* to review all the details.
6. A finalized guest list must be turned in to the Associate Dean of Career Development and Engagement or designee *a minimum of 24 hours prior to the event*. This list must include each guest’s full name, date of birth, and host (if the individual is not a member of sponsoring organization).
7. All “C.A.R.E. for Your Friends” monitors must come to the Office of Student Leadership and Engagement *no earlier than two working days prior to the event* to check out their monitor shirts. All monitors must wear their designated shirt for the entire event, regardless of party attire, as well as carry their monitor identification cards with them at all times. It is the responsibility of each monitor to wash and return the shirt *no later than two working days after the event*. If s/he fails to do so, s/he will be turned over to the Office of Student Conduct.
8. A “C.A.R.E. for Your Friends” monitor should be at the entrance to the venue insuring that individuals on the guest list are admitted to the event.
9. The “C.A.R.E. for Your Friends” monitor, along with security, is responsible for not allowing intoxicated persons into the event.

10. Guests 21 or over must be given a wrist band at the door by a “C.A.R.E. for Your Friends” monitor, and must have it on at all times when purchasing or consuming alcohol.

11. The serving of alcoholic beverages is to be discontinued one hour before the end of the event. In cases where transportation is provided to and from the event to individuals place of residence (e.g., campus and off-campus residences) by a transportation service (e.g., bus company), the serving of alcoholic beverages may continue until the end of the event.

12. A post-event meeting will be held between the student organization officer planning the event and the Associate Dean of Career Development and Engagement or designee within five working days after the event.

Additional Procedures/Policies for On-Campus Events with Alcohol:

1. The Student Organization Registration Form for Events with Alcohol must be completed and turned into the Office of Student Leadership and Engagement a minimum of 10 working days prior to the event. It MUST include the signature of the Associate Dean of Career Development and Engagement or designee, and the Director of Safety and Security before final approval is given.

2. All organizations approved to hold an event with alcohol on-campus must use Sodexo Dining Services as their vendor unless a waiver is received from Sodexho and approved by the Assistant Dean of Students and Director of the Office of Student Leadership and Engagement.

3. The Director of Safety and Security will determine the number of officers to be present to check age identification for those entering the designated drinking area and/or to assist with crowd control. This number of officers will be figured in accordance with the number of persons expected to attend the event. Whenever possible, the Department of Safety and Security will provide off-duty University officers for events. The sponsoring organization is responsible for the cost of the off-duty officers. If it is not possible for University officers to staff the party, it shall be the sponsoring organization’s responsibility to obtain appropriate alternatives in conjunction with the Director of Safety and Security. If the event is sponsored by a recognized student organization, the cost of providing Tampa Police Department (TPD) officers to monitor parties will be the responsibility of the organization. The rate for a TPD officer is approximately $26/hour. Other alternatives (e.g., hotel security, etc.) must be approved by the Assistant Dean of Students and Director of the Vaughn Center.

Additional Procedures/Policies for Off-Campus Events with Alcohol:

1. Proof of the third party vendor license and the insurance policy of the third party vendor must be turned in to the Assistant Dean of Students and Director of the Office of Student Leadership and Engagement a minimum of 10 working days prior to the event.

2. The Director of Safety and Security will determine the number of officers to be present to check age identification for those entering the designated drinking area and/or to assist with crowd control. This number of officers will be figured in accordance with the number of persons expected to attend the event. If the event is sponsored by a recognized student organization, the cost of providing Tampa Police Department (TPD) officers to monitor parties will be the responsibility of the organization. The rate for a TPD officer
is approximately $26/hour. Other alternatives (e.g., hotel security, etc.) must be approved by the Assistant Dean of Students and Director of the Vaughn Center.

**Exceptions:**

1. Exceptions to this policy for religious services must be approved in advance by the Dean of Students or Assistant Dean of Students and Director of the Office of Student Leadership and Engagement.

2. Exceptions to the 10 working day rule will only be made in extenuating circumstances. You may ask to be granted an exception by turning in all the necessary paperwork as outlined above, along with a written explanation as to why your organization was unable to have all your materials turned in a minimum of 10 working days prior to your event. Exceptions are granted at the discretion of the Assistant Dean of Students and Director of the Office of Student Leadership and Engagement or designee.

3. It is of primary importance to the University and the Office of Student Leadership and Engagement that you host a safe event. We understand that different venues and different situations present different challenges. If you have questions about this policy, the procedures, want to know if something can be “tweaked” to fit the context of your event, etc. please just ask! In some cases, we may be able to find solutions that meet the goals of the policy, while still allowing you to have a safe and fun event.

**Failure to comply with any of the aforementioned policies will result in the student organization being referred to the Student Organization Judicial Board.**
Organizational Conduct Policies

A. Introduction and Jurisdiction

Please refer to pages 1-3 of The University of Tampa Student Rights and Responsibilities handbook (2013-2014).

B. Charges and Hearing

1. Any member, student organization, or department of the University community may file an incident report form against any student organization for misconduct to the Office of Student Conduct and Orientation. Charges shall be prepared in writing and directed to the Dean of Students and/or designee, who is responsible for the administration of the conduct system. Incident report forms must be submitted in a timely manner.
   a. In the event that the Office of Student Leadership and Engagement or the Office of Student Conduct and Orientation receives information from a third party (e.g., from someone off campus, an anonymous tip, etc.) that an organization may have violated the Student Code of Conduct and/or other University policies, this information will be forwarded to the Associate Dean of Career Development and Engagement and/or designee to determine whether the information has merit.
   b. The Coordinator of Fraternity and Sorority Life and the Coordinator of Leadership may not serve as designees to the Office of Student Leadership and Engagement or to the Office of Student Conduct and Orientation, as these individuals advocate for student organizations.
   c. If the Associate Dean of Career Development and Engagement and/or designee do not have enough information to be submitted to the Office of Student Conduct and Orientation, but believes the information to be credible, they will conduct an investigation appropriate to the context of the information provided. In cases where a large number of individuals need to be interviewed, the Associate Dean of Career Development and Engagement and/or designee may appoint other staff members to assist with the investigation.
   d. All individuals called in for an informational interview must be made aware that any information provided may be used in the writing of an investigative report.
   e. If the Associate Dean of Career Development and Engagement and/or designee find the information holds no merit, an incident report will not be filed. If it is determined that the report has merit, an incident report will be filed with the Office of Student Conduct and Orientation.

2. Incident reports are reviewed by the Dean of Students and/or designee. The Dean of Students and/or designee will determine whether the complaint is relevant as an organizational charge and/or an individual charge. In some cases the Dean of Students and/or designee can summarily suspend an organization pending the outcome of any conduct proceedings.
3. Any student organization president receiving notice of charges should have a mandatory incident review session with the Student Conduct Coordinator and/or designee no later than three school days following the receipt of notification:
   a. The president, faculty/staff advisor, and up to three other student organization members may attend the incident review where they will be advised of the hearing procedures.
   b. The student organization president may, if s/he is admitting responsibility of the organization, request the incident reviewer to hear the case; however, the incident reviewer may elect not to do so if s/he deems a Student Organization Conduct Board hearing to be more appropriate. Organizations may also request to refer the sanctions to a sanctions only hearing by the Student Organization Conduct Board.
   c. Sanctions received during incident review sessions may not be appealed.
   d. If the organization pleads not responsible, a hearing is scheduled with the Student Organization Conduct Board (comprising of three students in good standing with the Office of Student Conduct and Orientation (SG Judicial Chief or member of the Judicial Advisory Board, the Chairperson of the Student Conduct Board and one student-at-large to be selected and agreed upon by the Student Conduct Coordinator and Student Government President), one administrator and one faculty member (both to be selected and agreed upon by the Student Conduct Coordinator and Student Government President). If any of the students designated to sit on the board are not in good standing with the Office of Student Conduct and Orientation, s/he will need to be replaced by another student agreed upon by the Student Conduct Coordinator and the Student Government President. The Student Conduct Coordinator will serve as the Chairperson of the hearing. All charges shall be presented to the accused student organization in written form. A time shall be set for a hearing, no more than fifteen days after the student organization’s incident review meeting (with the exception of summarily suspension situations).
   e. The incident reviewer will explain fully the article(s) the organization is being charged with and possible sanction(s) involved in the case.
   f. The incident reviewer will counsel the student representing the organization about what subsequent steps should be taken. The incident reviewer will encourage the student organization president to raise any questions or problems related to the case.
   g. The incident reviewer will notify the student organization that they can choose to submit a written response to the Incident Report Form for the Student Organization Conduct Board to read at the time they read the materials distributed by the Chairperson. This response must be delivered to the Student Conduct Coordinator a minimum of 24 hours prior to the hearing.
   h. The incident reviewer will encourage the student organization president to notify the organization’s faculty/staff advisor and (inter)national headquarters/office if applicable of possible disciplinary action, especially if the student organization’s recognition at the University may be in jeopardy.
i. If a student organization president does not schedule or attend an incident review session, the organization will automatically be found responsible for all charges.

4. Hearings shall be conducted by the Student Organization Conduct Board according to the following guidelines:
   a. The president of the student organization and up to three other student organization members may attend and participate (i.e., interact with the conduct board) in the hearing.
   b. The faculty/staff advisor may be present at the hearing (this means a full-time UT faculty/staff member, not a chapter or alumni advisor), but shall not have the privilege of answering questions posed by the chairperson or board members. However, s/he may communicate with the accused and may direct any questions/concerns regarding the process of the hearing directly to the chairperson by asking for a recess in which concerns will be addressed.
   c. In hearings involving more than one student organization, the chairperson of the conduct body, at his or her discretion, may permit the hearing concerning each organization to be conducted separately.
   d. If the Student Organization Conduct Board fails to meet quorum (all members listed in section 3.d), the accused organization and the party bringing the charges before the board may agree to continue with the hearing if and only if both parties agree to proceed with the hearing. The continuation of the hearing process without quorum cannot be a criterion for appeal.
   e. The complainant and the accused shall have the privilege of presenting witnesses, which may be questioned by the conduct board. In addition, accused student organizations who are found responsible for conduct violations may present character witnesses during the sanctioning phase of the hearing.
   f. Pertinent records, exhibits and written statements may be accepted as information for consideration by a conduct body at the discretion of the chairperson.
   g. All procedural questions are subject to the final decision of the chairperson.
   h. After the presentations of all parties, the conduct board shall determine by simple majority vote whether the student organization has violated each article of the student organization code of conduct that the student organization is charged with violating. The conduct board’s determination shall be made on the basis of whether it is more likely than not that the accused student organization violated the student organization code of conduct.
   i. There shall be a single verbatim record, such as a tape recording, of all hearings before a conduct board. The record shall be the property of the University. This record may be destroyed at the conclusion of all appeal options.
   j. If the accused organization is not present for the hearing, the board has the right to postpone the hearing or hear the case in the organization’s absence.
   k. A written statement of the conduct board’s decision shall be mailed to the accused not less than ten days after the hearing.
C. Appeals

1. A decision reached by the conduct board may be appealed by the accused student organization to an appellate board within five school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Coordinator.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the student organization code of conduct was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
   b. To determine whether the sanctions imposed were appropriate for the violation of the student organization code of conduct, which the organization was found to have committed.
   c. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the organization appealing at the time of the original hearing.

3. The appellate board shall be chaired by the Associate Dean of Residence Life and/or designee, and comprised of the Student Government President, a University faculty member, a University staff member and an additional Office of Student Leadership and Engagement student staff member (except for the Student Coordinators of Fraternity and Sorority Life and Student Organizations). The Student Conduct Coordinator will be present as an ex officio member. Any member of the appellate board can appoint a designee if he/she is unable to serve in this capacity. If any member on the appellate board has a conflict of interest, they may be replaced by the Student Conduct Coordinator.

4. The appellate board has the authority to: (a) mitigate the sanctions delivered by the board of original jurisdiction, (b) hold a new hearing on all issues, (c) refer a case for a rehearing to the board of original jurisdiction or (d) affirm the decision of the original board.

5. All decisions of appellate boards are final, with the exception of cases that affect a student organizations continuance at the University, which may be appealed to the Dean of Students.

6. The student organization is to be notified, in writing, of the results of the appeal hearing by mail within five working days after the hearing.

D. End of Year Cases
Modification of procedures for cases which cannot be heard in a fall/spring semester:

1. Any incidents that are reported within ten days before the end of classes may be referred to an off-term board. This board will be conducted by the appeals board (see section C, number 3) and operate according to the established conduct board format and procedures. The accused student organization will be asked to submit a statement in writing regarding the incident that may include statements by any witnesses by a prescribed date. The board, in conjunction with the incident report form, will consider this statement. The accused student organization will be notified of the board’s decision in the mail. This board will also handle incidents that occur during summer sessions conducted at the University. If the accused student organization wishes to appeal the decision of this board, they must do so within five days of the start of the following term. The Student Conduct Coordinator has the prerogative to suspend the hearing of any cases until the following term.
Student Organization Reservation and Usage Policy

Registered student organizations are granted the privilege of reserving rooms on campus. Student organizations organizing fundraisers on-campus for non-profit organizations must first receive approval by the Associate Dean of Career Development and Engagement or his/her designee and/or the Vice President of Development and University Relations or his/her designee.

Student Affairs Space Policy

Student Affairs space is defined as space that resides in or is overseen by departments within the Office of Student Affairs at the University of Tampa. Spaces include those in the Vaughn Center, Sykes Chapel, Wellness Center, Residence Halls, McNiff Courts and Cass Gym, and Career Services.

Reservation Policy

- There are two different options for student organizations and departments to make reservations.
  - Student organizations/departments may elect to go online to Spartan Web, click the “Campus Life” tab and click the “Facilities Scheduling” link;
  - Student organizations/departments may elect to email eventservices@ut.edu
- The contact name on the program request is the individual who will be contacted on event details.
- All requests must be submitted at least two weeks in advance. While late requests will be accepted, spaces do fill up fast.
- Reservations will be handled on a first come, first serve basis and can be made one academic year in advance of the event.
- 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.
- Multiple dates and “second preference dates” are allowed when emailing your request to Event Services.
- Confirmations will be sent via e-mail.
- 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. THIS IS VERY IMPORTANT.

Student Affairs Conference Rooms

The Offices’ of Student Leadership and Engagement, Career Services, and the Dickey Health and Wellness Center each house a small conference room. All three conference rooms can be reserved during business hours (8:30am – 5:00pm) by organizations or departments that align with the mission of the department. In order to reserve the space after hours, a full-time staff member must be present. Reservations for conference rooms are coordinated by the staff assistant in each department and are not available for reservation on the Ad Astra system.
Cancellation Policy
Registered student organizations and university departments wishing to cancel an existing reservation in any Student Affairs space must do so at least 10 days before the start of the reservation. Exceptions will be made at the discretion of the Coordinator of Student Event Services on a case by case basis. Failure to cancel an event may result in penalties (see Room Reservation Penalties below).
To cancel an existing space reservation:
- Email eventservices@ut.edu at least 10 days before the start of your event.
- Include your name, organization or department name, event name, event time, event date, and reason for cancellation in the body of your email.
  - Only the person listed on the original reservation can submit a cancellation request.
- Event Services will process cancellation requests within 2 business days.
- 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.

Damage Policy
We ask that all registered student organizations and university departments leave spaces in the same condition as when they arrived. Any group who causes damage to a space will be held accountable in the following ways:
- Registered student organizations and/or individuals will be sent through the Conduct process with the Office of Student Conduct and Orientation.
- University departments will be billed for the costs incurred as a result of any damage.

The group or individual members of the group will be held accountable for all damages. Damages include but are not limited to paint damage, wall damage, floor damage, missing/broken furniture, and/or broken/missing media equipment. Rooms should also be free of trash and debris at the end of your reservation. Unclean rooms will also result in fees and/or penalties. In order to avoid fees or other penalties, we ask that all groups inspect the space at the beginning of their reservation. Any preexisting damage should be immediately reported to the staff.

Check-In/Check-Out Procedure
Groups who have space reserved must check-in at the beginning of their reservation. In order to check-in, a group must:
- If the reservation begins during normal business hours (M-F 8:30am – 5:00pm), please go to the office who oversees that space. A list of spaces and corresponding offices is listed at the end of this document.
- If the reservation begins outside normal business hours, please go to the Vaughn Center Front Desk. A desk employee will unlock the space for you (please see footnote #2 for Residence Life spaces).

In order to properly check-in, you will need your reservation confirmation and University of Tampa ID. Only the person who makes the reservation can check-in. Make sure to alert the

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1 As determined by Facilities
2 If you have a reservation in a Residence Hall space, you will need to check in with the front desk staff of that residence hall.
staff person of any damages you notice at the start of your reservation. Failure to do so could result in penalties and/or fees.

Upon completion of your event, you must check-out. In order to check-out, a group must:

a. If the reservation ends during normal business hours (M-F 8:30am – 5:00pm), please go to the office who oversees that space. A list of spaces and corresponding offices is listed at the end of this document.3

b. If the reservation begins outside normal business hours, please go to the Vaughn Center Front Desk.

c. A staff member will physically walk through the space with you, checking for any damages or misplaced items. The Check-Out Form will be emailed to you for you to review. Upon review, you will need to complete the Damage Agreement Form, which will be attached to the initial Check-Out Form.

If no damage is found, once the form is signed, the reserving organization will be free from any penalties or fees associated with future damage to the space.

Check in/out forms will be on OrgSync.

Check In Form: [https://orgsync.com/52845/forms/79721](https://orgsync.com/52845/forms/79721)
Check Out Form: [https://orgsync.com/52845/forms/79722](https://orgsync.com/52845/forms/79722)
Damage Agreement: [https://orgsync.com/52845/forms/79731](https://orgsync.com/52845/forms/79731)

**Room Reservation Penalties**

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-out of a space upon completion of your event

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>Written Warning – Sent to the President and Advisor of your organization or the Director of your department &lt;br&gt;<strong>Probation</strong> – Time on probation will be assigned at the discretion of the Coordinator of Student 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><strong>Removal of Room Reservation Privileges</strong> – 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>

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3 If you have a reservation in a Residence Hall space, you will need to check in with the front desk staff of that residence hall.
Violations will be reported to and tracked by the Student Coordinator of Event Services (eventservices@ut.edu).

**List of Student Affairs Spaces:**

<table>
<thead>
<tr>
<th>Space</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaughn Center 212</td>
<td></td>
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<tr>
<td>Vaughn Center 217</td>
<td></td>
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<tr>
<td>Vaughn Center 219</td>
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<tr>
<td>Vaughn Center 221</td>
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<tr>
<td>Reeves Theater</td>
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<tr>
<td>Spartan Club</td>
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<tr>
<td>Vaughn Center Lobby</td>
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<tr>
<td>Vaughn Center Lobby Tables</td>
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<tr>
<td>Vaughn Center Courtyard</td>
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<tr>
<td>Sykes Chapel Main Hall</td>
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<tr>
<td>Sykes Chapel 107</td>
<td></td>
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<tr>
<td>Sykes Chapel 109</td>
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<tr>
<td>Sykes Chapel 115</td>
<td></td>
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<tr>
<td>Vaughn Center Lobby Tables</td>
<td></td>
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<tr>
<td>Vaughn Center 215</td>
<td></td>
</tr>
<tr>
<td>Office of Student Leadership and Engagement</td>
<td>Vaughn Center, Room 215</td>
</tr>
<tr>
<td>Vaughn Center Lobby</td>
<td></td>
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<tr>
<td>Vaughn Center Lobby Tables</td>
<td></td>
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<tr>
<td>Vaughn Center Courtyard</td>
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<tr>
<td>Sykes Chapel 115</td>
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<tr>
<td>Vaughn Center Lobby Tables</td>
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<tr>
<td>Vaughn Center 217</td>
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<tr>
<td>Office of Residence Life</td>
<td></td>
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<tr>
<td>Vaughn Center, Room 217</td>
<td></td>
</tr>
<tr>
<td>Brevard Community Room</td>
<td></td>
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<tr>
<td>McKay Community Room</td>
<td></td>
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<tr>
<td>ResCom Clubhouse</td>
<td></td>
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<tr>
<td>Straz Community Room</td>
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<tr>
<td>West Kennedy Common Rooms²</td>
<td></td>
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<tr>
<td>McNiff Courts</td>
<td></td>
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<tr>
<td>Cass Gym</td>
<td></td>
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<tr>
<td>Office of Campus Recreation</td>
<td></td>
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<tr>
<td>McNiff Fitness Center</td>
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</tr>
</tbody>
</table>

² A separate request form will need to be filled out for all West Kennedy Hall space requests. The form can be found in the Office of Residence Life.
Other Campus Space Policies

Reservation Procedures:
- There are two different options for student organizations to make reservations.
  - Student organizations may elect to go online to Spartan Web, click the “Campus Life” tab and click the “Facilities Scheduling” link;
- The contact name on the program request is the individual who will be contacted on event details.
- All requests must be submitted at least five business days in advance.
- Reservations will be handled on a first come, first serve basis and can be made one academic year in advance of the event.
- 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. THIS IS VERY IMPORTANT.

Usage Policy
Please follow these general guidelines when using any University space for an organization meeting or any other use:
- Leave room as you found it (white board clean, remove trash from building, chairs and tables arranged neatly).
- If your room is locked, please contact Campus Safety, (813-257-7777 or x7777), for access to space reserved. Be ready to show reservation confirmation.
- Do not exceed your allotted time.
- Contact Campus Safety, (813-257-7777 or x7777) to lock space after event.
- No fire/candles allowed in any space at any time.
- Do not use any other rooms than what you have requested. They may have an early morning event the following day and will already be set.
- Do not use tape on walls in any rooms. Any damages resulting from wall decorations, will be referred to the Office of Student Conduct and Orientation.
- No smoking allowed in any room.

General Notes:
- Any misuse or abuse of rooms may result in loss of privileges for future meeting space at The University of Tampa and payment of damages as determined by Facilities Rental.
- In the event of a cancellation, please call the Office of Student Leadership and Engagement at 813-253-6233 or email eventservices@ut.edu at least 10 days prior to the event.
- If sound or lighting is requested by the organization, they must fill out a Media Services Request form at least two weeks in advance. Media Service requests are available in the library or online at www.ut.edu/mediaservices.
- Media equipment will be available upon a first come first serve basis for the responsible party, but must be reserved through Media Services.
- All equipment rentals must be contracted out by Facilities Rental.
- Please note: Departments may have specific policies in place for usage of different spaces on campus.
• Any event with alcohol must follow The University of Tampa Policies and Procedures Regarding the Use of Alcohol (p. 6).
• All groups must consult Sodexo Catering Services for food and/or drinks at least two weeks prior to the event.
• Any group wishing to serve their own food and/or drinks must obtain approval from Sodexo Catering Services through submission of a food waiver and the liability form for the preferred vendor. These forms can be found in the Office of Student Leadership and Engagement.
• Reserved spaces will be made available at the time indicated on your confirmed reservation as the “scheduled start time” and must be vacated at the “scheduled end time.”
• The organization and individual who made the reservation are responsible for leaving the room in the same condition as when the event began.

Please Note: The online Facilities Request Form is only a request form. Completing and submitting the form at least 10 business days in does not guarantee your organization the space.
Student Organizations Outdoor Sound Policy

VC Plaza
- Amplified sound is allowed during the following times
  - 12:00 pm-10:00 pm from Monday-Thursday
  - 12:00 pm-11:00 pm on Friday and Saturday
  - 2:00pm-10:00pm on Sunday
- Full Bands (three more performers) and DJ’s must setup in the Northwest corner of the Plaza. All other artists will be determined by Media Services and the Office of Student Leadership and Engagement.
- For social and DJ events the SPL DB (Sound Pressure Level Decibel) is not to exceed 84 db A weighted at 20 feet from the loud speaker.
- For Bands and other larger scale events the SPL DB is not to exceed 94 db A weighted at 20 feet from the loud speaker.
- Under no circumstances can sponsored talent go above the above stated levels during the entire duration of their set.
- Sound reading will be taken by the Media Services Office.

Other Outside Venues (East and West Verandah, Parking Lots, Front of the John H. Sykes College of Business)
- No amplified sound will be allowed during academic hours in the above mentioned spaces so as not to interrupt students’ classes.
- Appropriate times for amplified sounds:
  - Friday after 5:00pm
  - Saturday and Sunday after 12:00pm (times may vary on Saturday and Sunday depending on testing.

Plant Park and the UT Pool
- Plant Park and the UT Pool may have amplified sound during academic hours, but must be kept at a minimum and responsible level. If any complaints are received, the sponsoring organization will be forced to either lower the sound or turn it off.
Panache Request Policy

Panache is located in the Stadium Center Residence Hall.

**Requesting Panache:**
- All requests must come from a University of Tampa officially sponsored student organization or department.
- The Panache Request form can be found in OSLE.
- Any campus organization wishing to request Panache must be in good standing with The University of Tampa (Definition of good standing is in The Student Organization Manual) and Student Government as defined in the Constitution.
- Once the room request has been submitted, the Coordinator of Student Event Services will set up a meeting to talk about the program in more depth.
- All requests for Panache must have a typed timeline of the event including set up, event start and end time.

**If the Request is Approved**
- The Coordinator of Student Event Services or the Student Coordinator of Event Services will do a walk through with the sponsoring organization. This walk through will consist of acknowledgement by both parties of any damage prior to the event.
- When deemed necessary, an Office of Student Leadership and Engagement staff member will be assigned to support the event.
- After the event, the Coordinator of Student Event Services or the Student Coordinator of Event Services and the sponsoring organization will do another walk through to assess any damages to the venue.
- If damages have been found, the sponsoring organization will be responsible for the costs. Facilities Management will assess damage costs.
- If the organization does not pay for the damages assessed to them, they will lose their organizational status and all privileges until the bill is paid in full.
- If individuals are found to have done damage to Panache, they are subject to judicial sanctions as defined in the *Student Rights and Responsibilities*.
- Any individuals who are not affiliated with The University of Tampa are the responsibility of the sponsoring organization.
- No alcohol will be permitted.
- No smoking is allowed in Stadium Center.
- The set-up of the room determines the fire code count. The Facilities Event Coordinator will determine fire code count.
- No taping, stapling, or use of tacks on the walls, window or doors will be allowed in Panache.
- All catering services will be through Sodexo Catering Services.
The University of Tampa Posting Policy

All posters, table tents, 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.

The posting guidelines are as follows:
- Only registered UT students, organizations and academic departments can post on campus.
- 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.
- Duct tape, masking tape, strapping tape and washable paints are prohibited.
- Chalking must be a minimum of 10 feet from entrances and may not be done on steps.
- Vaughn Center Building Managers and staff assistants will assist with managing the posting policy.

Helpful Information
- 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).
- The Office of Student Leadership and Engagement has a professional poster maker available for organizations to use. Please note that there is a charge for the poster maker: $2 for a 17’ poster and $3 for a 23’ poster.

Plant Hall
- Organizations may post ten (10) flyers:
  - Around the marble columns in Plant Hall Lobby
  - On the 2nd, 3rd, and 4th floor Bulletin Boards (at the top of the stairs)
  - The Science Wing Bulletin Board
  - In the Hazel Ward Lounge (the area next to Fletcher Lounge)
- Organizations may hang one (1) banner:
  - Between the columns in Plant Hall Lobby
  - Between the columns in Hazel Ward Lounge
- 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) flyers 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
  - Commuter Lounge

**John H. Sykes College of Business**
- A total of two (2) flyers 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**
- One (1) flyer 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.
- Table tents will be allowed in the Cafeteria, Spartan Club, Stadium Center, and the Rathskellar. Table tent size must be 5 ½’ by 8 ½”; Students may place up to 25. Table tents must be approved through OSLE and Sodexo Dining Services and dates for placement can be arranged with Sodexo.

**Violations**

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 academic year.

- All warnings and sanctions will be noted by the Student Coordinator of Event Services and emailed by the Student Coordinator of Student Organizations. Any questions regarding violations of the policy should be directed to the Coordinator of Leadership.
- 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.
Vendor Policy

Organizations may wish to sponsor an approved company, person, etc. to come on to campus and sell their goods or services. In exchange for sponsoring, the organization usually receives 10-15% of the vendor’s gross sales, or another amount agreed upon by both parties. There is a list of approved vendors available in OSLE however, other vendors can be used if this policy is followed. There is a required Vendor/Organization Agreement Form that must be filled out and turned in to OSLE by the scheduled date of the vendor coming onto campus. The organization is completely responsible for the vendor and the vendor’s actions.

How to Sponsor a Vendor as a Student Organization Fundraiser
1. You MUST be a registered student organization.
2. Ask Tiffany Garcia, tgarcia@ut.edu, for a list of the approved campus vendors and copy of the Vendor/Organization Agreement. (Approved vendors must have proof of a Florida Sales Tax Registration and a Business Tax License, formerly known as an Occupational License on file in the OSLE Office).
3. Discuss within your organization which vendor(s) you would like to sponsor. Pick a few just in case your first choice cannot come on the days you would like.
4. If the vendor that your student organization chooses sells food or beverage items, you must receive permission from Sodexo and fill out a release form. This form can be found in OSLE as well as out of the Sodexo office on the 2nd floor of the Vaughn Center.
5. The following are policies vendors must follow:
   o A vendor can only come to campus for two days in one month for an organization.
   o A vendor can come back each month, for as many months as the organization chooses.
   o An organization may have as many different vendors in one month as they wish.
   o An organization may only sponsor one vendor per day.
6. Before you reserve space on campus, make sure that you have talked to the vendor and you know how many tables and chairs the vendor will need.
7. Request space online via SpartanWeb to book a table in the Vaughn Courtyard for the vendor. Please request this space at least 5 days in advance. A space request is not a guarantee. Once you receive confirmation that your space has been reserved, it is very important to call the vendor and let him/her know the day(s) and times that he or she may come to campus.
8. The sponsoring organization and the vendor must sign the Vendor/Organization Contract. The student organization must mail/fax the Vendor/Organization Agreement so that the vendor can sign the contract. The contract must be signed and given to the Office of Student Leadership and Engagement before noon the day before the vendor is to come onto campus or the contract is void and the vendor may not come to campus.
9. Obtain your parking permits from Tiffany Garcia, at tgarcia@ut.edu, and make arrangements for your vendor to pick them up from you on the day of your sale.
10. The day(s) that your vendor comes to campus, stop by and check on them to see if everything is okay. This is also a great chance to actually meet the vendor you have been talking to over the telephone. (After the vendor is done, refer back to
the contract on how to receive your payment. A vendor must pay the sponsoring organization either at least 10% of that day’s profits or another amount agreed to by both parties.)

**Other Advertising Contacts**
- Ad in the Minaret (x3636)
- Table in the Rathskellar (x2752)
- Advertise in the Residence Halls (x6239)
- OSLE Weekly Update (marketing@ut.edu)
- Marketing Screens in Vaughn Center behind Information Desk and next to elevators (utplasmas@ut.edu)

Please contact the appropriate number to check on Policies.

**Helpful Phone Numbers**

<table>
<thead>
<tr>
<th>Services</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinko’s Copies</td>
<td>876-7011</td>
</tr>
<tr>
<td>Discount Signs</td>
<td>243-1598</td>
</tr>
<tr>
<td>Docusource</td>
<td>875-6068</td>
</tr>
<tr>
<td>Advance Signs and Designs</td>
<td>931-4500</td>
</tr>
<tr>
<td>Black Dog Signs and Graphics</td>
<td>659-3606</td>
</tr>
<tr>
<td>Just Signs</td>
<td>800-840-8948</td>
</tr>
<tr>
<td>Fast Signs</td>
<td>287-0110</td>
</tr>
<tr>
<td>Pro Copy</td>
<td>988-5900</td>
</tr>
<tr>
<td>Printing Express Center</td>
<td>924-1934</td>
</tr>
</tbody>
</table>
Gambling Policy:

It is prohibited to play in an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student organization unless it is an event approved by the Office of Student Leadership and Engagement strictly for entertainment purposes and no exchange of actual money. Additionally, student organizations may not sponsor or co-sponsor events at gambling establishments. To sell, barter, or dispose of a ticket, order, or any interest in a scheme of chance by whatever name on University premises or at any affair sponsored by a student organization is prohibited. Additionally, to wager on a University team or organization in a competition with a direct interest in the success of the competition is prohibited.

Resources on gambling are also available in the Office of Student Leadership and Engagement.

Raffle Policy:

Student organizations are permitted to hold raffles if they follow all of the provision in the Florida Statue for Charitable Non-Profit Drawings. (http://www.floridastateparks.org/cso/docs/2005Manual/Section849-0935FloridaStatuteCharitableNon-ProfitDrawings.pdf)

Specifically noting:

(1) *(e) That no purchase or contribution is necessary.* On all advertisements and tickets they need to state “no purchase required”.

Date auctions as raffles and fundraisers are strongly discouraged, if you are interested in an event of this nature please contact the Coordinator of Leadership in the Office of Student Leadership and Engagement.

In order to hold any type of raffle you must contact the Coordinator of Leadership in the Office of Student Leadership and Engagement, to gain approval.
Marketing Policies

**Web sites**
Web sites are a great way for other UT students to learn more about the mission of your organization, how they can become a member, when you meet, the types of events you host, and much more! The Office of Student Leadership and Engagement lists all currently registered student organizations on their [web page](#). If the organization provides the web address to their web site on the Student Organization Registration Form, we will hotlink to their site. Basic guidelines include:

- No inappropriate material, including, but not limited to: anything that breaks the law and/or University policy, references to or photos of underage or irresponsible drinking, and no sexually explicit materials.
- Outdated material should be removed promptly.
- All web sites hot linked off the Office of Student Leadership and Engagement page will be monitored regularly by the Student Coordinators of Marketing and Organizations to ensure that the material presented is both current and appropriate. If it is not, the web site will be removed and the President of the organization will be contacted by the Student Coordinator of Organizations to be made aware. Once the material is updated and/or inappropriate materials are removed, the web site will be able to be re-linked.

**OSLE Weekly Global Update**
Each Monday during the academic year, the Office of Student Leadership and Engagement sends out a global email to all students, faculty, and staff. The purpose of the email is to provide information on upcoming campus events planned by student organizations and to highlight opportunities to get involved in organizations. To have a message included:

- Complete the form at [https://orgsync.com/52844/forms/66408](https://orgsync.com/52844/forms/66408).
- All submissions must be received by 5p.m. on Thursday to be included in Monday’s global message.
- All messages must be 75 words or less. Please do not include graphics.
- Messages may be included for a maximum of two weeks.
- Student organizations may include messages about regular meeting times, but they will only be included in the Global Email for a maximum of two weeks. Any messages thereafter about meeting times for special meetings such as those with guest speakers or elections will have to be re-submitted and will be put up for a maximum of two weeks.

**University Student Activity Web Calendar**
Currently registered student organizations may submit information to be included on the University-wide Events calendar located on the UT homepage. All events submitted must be open to the entire campus community. Student organization meetings are not eligible for inclusion. To have an event added, send an email to marketing@ut.edu that includes the following (If you have submitted a form for inclusion in the OSLE Weekly Global Update, then your submission will automatically be added to the Web Calendar):

- Name of your organization
- Event name
- Event start date and time
- Event end date and time (enter the same date as the start date if the event is one day)
- Event location
- Event price
- Event description
- Link to more information
- Contact name
- Contact email
- Contact phone number

Please allow five business days for your event to be added to the calendar.

**Organization Email Accounts**
Registered student organizations are able to secure a UT email account (e.g., sg@ut.edu). To request an email address be set up, have your faculty/staff advisor send an email to utmail@ut.edu. Please have your faculty/staff advisor provide the following information:
- Name of student organization
- Name and contact information of faculty/staff advisor
- Email address requested

Please be aware that it is the responsibility of the organization to make sure that passwords get passed on from year to year, and that all account users are aware of the University’s email policy.

**SpartanWeb UT Groups**
The UT Groups feature on SpartanWeb enables users to work together creating a members-only area. On your customizable UT Groups page you can have an organization calendar, announcements section, discussion board, etc. To create a UT Group for your student organization on SpartanWeb, your faculty/staff advisor will need to complete the “New Group Application.” This can be found on SpartanWeb under the UT Life tab.

**Other Advertising Contacts**
- Ad in the Minaret (x3636)
- Table in the Rathskellar (x2752)
- Advertise in the Residence Halls (x6239)
- OSLE Weekly Update (marketing@ut.edu)
- Marketing Screens in Vaughn Center behind Information Desk and next to elevators (utplasmas@ut.edu)

Please contact the appropriate number to check on Policies.

**Helpful Phone Numbers**

<table>
<thead>
<tr>
<th>Services</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinko’s Copies</td>
<td>876-7011</td>
</tr>
<tr>
<td>Discount Signs</td>
<td>243-1598</td>
</tr>
<tr>
<td>Docusource</td>
<td>875-6068</td>
</tr>
<tr>
<td>Advance Signs and Designs</td>
<td>931-4500</td>
</tr>
<tr>
<td>Black Dog Signs and Graphics</td>
<td>659-3606</td>
</tr>
<tr>
<td>Just Signs</td>
<td>800-840-8948</td>
</tr>
<tr>
<td>Fast Signs</td>
<td>287-0110</td>
</tr>
<tr>
<td>Pro Copy</td>
<td>988-5900</td>
</tr>
<tr>
<td>Printing Express Center</td>
<td>924-1934</td>
</tr>
</tbody>
</table>
The University of Tampa Student Organization Policies & Procedures
Regarding the Use of Catering Services

All University clubs and organizations MUST use UT Dining Services when planning an event. If your organization would rather use an outside store/company, you need to submit a Catering Release Form at least 20 business days prior to your event and attach the stores/companies certificate of liability insurance demonstrating that they have at least two million dollars of coverage for UT events on campus group.

**Bake Sales: The University of Tampa prohibits food/bake sales.**

For your convenience, the Office of Student Leadership and Engagement has valid certificates of liability for the following stores/companies:

- Pizza Fusion
- Too Jay's
- Publix
- Panera Bread

Please keep in mind that UT Dining Services has the right to deny your request to use an outside store/company, regardless of the amount of liability insurance they possess.

To secure catering services for your event, contact the catering department (257-3121 or Vaughn Center Room 223) a minimum of two weeks prior to your event. Be prepared to provide them with the general details of your event including the date, time, location (must be reserved before you can secure catering services), the number of people you expect, your menu selections (visit www.dining.ut.edu) and the type of service you will require.

**Confirmation:**
Once the details of your event are final, you will receive a confirmation sheet. Check that all the details are correct, and then have your faculty/staff advisor sign it. You must return the signed form to the catering department at least five business days prior to the event.

**Guarantee:**
To ensure proper service, you must provide the catering department with a final guarantee of the number of guests eating a minimum of three business days prior to the event and by Wednesday at 12:00p.m. for all weekend functions. You will incur additional charges for increases to the guaranteed number made with less than three business days notice, beyond the additional cost of food. The catering department is always prepared to serve five percent over the guaranteed number, and will bill you for whichever is greater... the actual number served or the guaranteed number of people.

**Cancellation:**
To ensure that you do not incur cancellation charges, notify the catering department at least five business days prior to the event. Canceling an event after this period will result in a charge of no less than 50% of your total bill. Cancellation within 48 hours of a function will result in having to pay 100% of the bill.
**Linen:**
A variety of colored napkins and tablecloths are available for your convenience. Standard floor length linen for food tables and one registration table is included. The catering department is pleased to offer, for an extra fee, an additional selection of colors, styles, fabrics, and chair covers to enhance your event.

**Service Personnel:**
To ensure the smooth progression of your reception, waiter/waitress service is required. All charges for non-UT groups are subject to an 18% service fee. For any lunch or dinner exceeding two hours, you will be billed an additional service fee of $17.00 per hour/per server.

**Ancillary Services:**
We will be happy to assist with any arrangements you might need, including music, flowers, and photography. We work with several industry professionals, keeping in mind any budgetary concerns.

**Miscellaneous:**
- All published prices are for events held on The University of Tampa campus. There are individual charges for other venues.
- Any event under $100 may be subject to a $25 service charge.
- There is a minimum delivery charge of $50 for all events. If your order is less than $50, you can arrange to pick-up your items from the café. Any events scheduled for a pick up after 8pm must be picked up at the Spartan club.
- Served meals for fewer than 20 guests, which require an attendant to remain with guests, will incur an additional charge of $17.00 per hour/per server for labor.
- Catered events include disposable service ware. China and glassware are available at an additional charge of $2.00 per guest (UT events).

_The University of Tampa Catering Guide_
Risk Management

The Office of Student Leadership and Engagement’s philosophy regarding risk management is focused on the care and concern of our students. We are committed to helping students understand the broader implications of their behaviors and organizational events and to empower students to see themselves as responsible for the safety of their peers and the liability their organization is taking on.

We ask that when planning an event that each student organization takes the Spartan Code into consideration.

Spartan Code Values: Honesty, good citizenship, trust, respect, and responsibility

- Promote and practice academic and personal integrity
- Commit to actions that benefit the community, as well as engage in activities that better others
- Discourage intolerance and acknowledge that diversity in our community shapes our learning and development
- Conduct myself in a manner that makes me worthy of the trust of others
- Recognize the ideas and contributions of all persons, allowing for an environment of sharing and learning
- Accept full responsibility and be held accountable for all of my decisions and actions
Forms
Student Organization Registration Form
For Events with Alcohol

All events with alcohol should be organized by the student organization representative(s) that attended the Risk Management Seminar sponsored by the Office of Student Conduct and the Office of Student Leadership and Engagement. This form, and all supporting materials, should be completed by that representative(s), and turned in to the Office of Student Leadership and Engagement for approval no later than 10 working days prior to the event.

Sponsoring Organization:

Primary Contact Person:

Contact Phone #: Email:

Event Information

Event Name:

Event Date:

Event Location:

# of Members in Sponsoring Organization:

Total # of Attendees (including guests):

Total # of Monitors (1 per 25 attendees):

Total # of Monitor Alternates (# of monitors x .25 = # of alternates):

Please provide a brief description of why you would like to serve alcohol at your event including how this relates to the stated mission of your organization:

Please provide a brief description of your designated driver program. Keep in mind that you also need to ensure that commuter students make it safely from campus to their residences off-campus.
For events, please attach copies of the following:

☐ Proof of third party vendor license and insurance policy.
☐ Proof of licensed security personnel (may not be members of the sponsoring organization) to be present at the event.
☐ Copies of all publicity materials.

Please attach the following information for each of your C.A.R.E. for Your Friends monitors and alternates:

☐ Name
☐ Phone #
☐ Email address
☐ UT student ID #
☐ Monitors and alternates initials to indicate the acceptance of this role

Faculty/Staff Adviser Information

Advisor Name: ________________________________

Phone #: ________________________________ Email: ________________________________

As the faculty/staff adviser of ________________________________ I am aware that the organization is hosting an event with alcohol on the date, time, and location listed above. I have read the policies regarding events with alcohol, and should a problem arise, I will assist the Office of Student Leadership and Engagement, Office of Student Conduct, or other appropriate authorities with the processes outlined for resolution.

Adviser Signature: ________________________________ Date: ________________________________

Approval and Future Important Dates

☐ Finalized guest list due to the Coordinator of Fraternity and Sorority Life no later than (24 business hours prior to the event)
   Due date/time: ________________________________

☐ Event organizer has post-event meeting with Coordinator of Fraternity and Sorority Life or designee (no more than 5 business days after the event)
   Scheduled for date/time: ________________________________

Approval Signature: ________________________________ Date: ________________________________
On Campus Food Release Form

Our organization, _________________________________, is having an event to be held on _________________________________ at _________________________________ (location), during the hours of _________________________________ to _________________________________ (AM/PM) and the estimated number of guest we believe will be attending is _________________________________.

It is our intent to bring in our own food purchased or donated from a local retail grocer or other such business.

We do not hold Sodexo Dining Services (located at The University of Tampa) and The University of Tampa liable for any foods from outside vendors that could possibly cause illness to any of our event participants. We do not hold Sodexo Dining Services responsible for any of the set up or cleanup of our event. We understand that set up, utensils and cleanup is the responsibility of our organization.

Effective July 5, 2006 you are required to attach a certificate of liability insurance in the amount of two million dollars ($2,000,000) for the vendor involved with an on campus group and five million dollars ($5,000,000) for any vendor involved with an off campus group. This form must be submitted to the Sodexo catering office located in the Vaughn Center in room 223.

Vendor we are asking to be brought in is:

__________________________________________________________
(Vendor’s name and address)

Type of food that we will be bringing: (raw products will not be released)

___________ Covered Dish          ___________ Bar-B-Q

___________ Pre-Package (like Publix)    ___________ Pizza

___________ Ethnic          ___________ Kosher

Dated this day of _________________________________

Name of UT representative _________________________________

Contact number _________________________________

Forms must be submitted a minimum of 10 days prior to event. Forms will be reviewed and available for approval notification 8 business days after.

This release form must be signed, dated and approved by a Sodexo manager to be valid.
Vaughn Center 9th Floor Request Form

Name of Requesting Organization: ____________________________________________

Contact Person (Box and Phone #): __________________________________________

Email: __________________________

Room (please circle):
- Crescent Club
- President’s Conference Room
- The Board Room

Day and Date of Event: ______________________________________________________

Reservation Start: _________________  Event Start: _________________
Reservation End: _________________  Event End: _________________

Estimated Attendance: __________

Please read the ninth floor request policy and answer the following questions on a separate sheet of paper.

1. Please give a brief description of the event you are proposing.
2. Who is the event intended for?
3. Is your event open to the public?
4. Is there an admission fee?
5. What is the attire for the event?
6. What are your plans for the use of the room? Please include room setup, tables for registration, decorations used, AV equipment needed, if a dance floor needs to be installed, how many trash cans needed, etc. Be as detailed as possible.
7. Who will staff the event? What security measures will be taken to make sure only invited guests are allowed in?
8. Why would you like to use the ninth floor instead of other available facilities?
9. What significance does your event have for the University of Tampa community?

Please note: This is a request for the Ninth Floor, not a guarantee. If the Office of Student Leadership and Engagement approves the request, it will be sent to the President’s Office for final approval. If you have any questions, please call the Office of Student Leadership and Engagement at 253-6233.