UNIVERSITY POLICY SA-06.01-06/01

DATE: June 21, 2001

TO: University of West Florida Community

FROM: Morris L. Marx, President

SUBJECT: Student Organization Event Registration Policy

AUTHORITY: Section 240.227 F.S.

Policy/Purpose: Interprets Rules 6C6-3.023 and 6C6-3.021, F.A.C.

Event Registration forms will be required for registered student organization sponsored events that meet at least one of the following criteria:

- An event open to the public at which food will be served (this does not include refreshments at routine business meetings which are not advertised as open to the public)
- Any event at which alcohol will be served (vendor, free provided by sponsor, or BYOB)
- Any event featuring a non-university guest speaker
- Any event open to the general public and/or advertised formally or informally off-campus
- Any fund-raising activity
- Any distribution of written materials other than via approved bulletin boards.

Events at which alcohol will be served will continue to generally require police officers as determined by the University Police based on the nature of the event and other relevant context. Events open to the public and/or advertised formally or informally off-campus may require police coverage based on the nature of the event and other relevant context.

Facility reservations will not be considered confirmed until the event registration form is completed, submitted, and approved by the University Commons and Student Activities Office, regardless of any facility confirmation form printed out by the computerized reservation system. Reservations are subject to cancellation if event registration forms are not submitted to the University Commons and Student Activities Office five (5) days in advance, or ten (10) days in advance if alcohol is to be served.

APPROVED: \\
DATE: July 5, 2001

Dr. Morris L. Marx, President

06-21-01