



## The University of Toledo - Main Campus Policy

### IV-17 **3360-30-17 Social events policies.**

It is the University's responsibility to maintain order in all of its operations. To this end, social events are subject to the following regulations and all other University regulations intended to ensure safety and order.

- (A) Social events include dances, parties, mixers and similar events sponsored by student organizations and typically held in the Student Union auditorium, T-Section, Ingman room, McComas Village, the Attic, cafeteria, Scott Park cafeteria and cavern.
- (B) Such events will be open to University students and other college students upon presentation of a valid identification card. These events may not be open to the public except by special invitation and with prior approval by the Dean of Student's Office and the senior director of the student unions or Scott Park Student Center.
- (C) If there is an admission charge for the event, all revenues collected must be deposited with the University. Student organizations with University accounts will then have the revenues placed in the appropriate account from which disbursements may be made. Student organizations without University accounts will, after all bills associated with the event are paid, have the balance returned to the appropriate organization officers for deposit into the organization's account. Under no circumstances may revenues be disbursed before they are deposited with the University.
- (D) The director of public safety will be responsible for determining the number of security personnel to be assigned to the event. The nature of the event, location, expected attendance, beverages served, sponsoring organization, and other events which may be occurring simultaneously will be among the factors considered in assigning security. The security personnel will pay special attention to the surrounding campus area during and after the social event.
- (E) Student organizations sponsoring social events are responsible for abiding by all relevant University policies, procedures and regulations including:
  - (1) Timely contact with the Student Union or student center reservations manager to secure facilities and equipment and to arrange catering if desired.
  - (2) Completing the required forms with the Student Union or student center office and or student activities center.
  - (3) Conducting a safe and orderly event and cooperating with security personnel and Student Union/center personnel to check I.D.s, comply with time regulations, etc.
  - (4) Assuring that only University students or other college students participate in the event.
  - (5) If there is an admission fee, collecting all revenue, recording it on the required form, and depositing it with the University.
  - (6) Paying all bills and related charges associated with the event.

- (F) Failure to comply with the above regulations or any other relevant University regulation will be cause for the offending student organization to lose the privileges of use of University facilities and possibly their registration status. Questions of this nature which arise will be reviewed by the dean of student's administrative staff, the director of student union coordinator of reservations, who will jointly determine whether an offense occurred and the duration, if applicable, of loss of use of facilities.
  
- (G) These policies may be complemented by special orders of the campus police, in consultation with the Dean of Student's Office, and/or specific facility policies and procedures needed by Judicial Affairs.

Effective date: August 1, 2003

Certification: Sandra A. Drabik  
Secretary, Board of Trustees

Date: June 23, 2003

Promulgated under: RC section 111.15  
Statutory Authority: RC section 3360  
Rule amplifies: RC section 3360

Prior effective dates: