



The University of Toledo - Main Campus Policy

IV-18 3360-30-18 Policy on student-sponsored major events.

- (A) Concerts and other programs large enough and of sufficient importance to require the use of a facility with a capacity of five hundred people or more are termed major events in the context of this policy.
- (B) All major campus activities and programming (CAP) events will receive the same courtesies as any other promoter. Dates will be reserved on a first come, first served basis and, depending on the type of show, may be allowed some protection for one month before and one month after.
- (C) Any concert or similar event that is organized by students must be sponsored by a registered University student organization. The organization must be able to provide proof that they are financially able to sponsor the event.
- (D) The use of the name of The University of Toledo must be in conjunction with the name of the organization; e.g., the campus activities and programming of The University of Toledo.
- (E) A University organization may co-sponsor a major event with a promoter provided that the above regulations are followed.
- (F) The appropriate University office shall review any contract for substantive reasons and the protection of the sponsoring group, if it is deemed necessary.
- (G) Any sponsoring group is entitled to any profit that is realized from a major event, after expenses, and is also responsible for any loss.
- (H) Student tickets shall be purchased only upon presentation of a validated student ID card and these tickets are not transferable.
- (I) The University shall use a standard contract for all events requiring a contract. The vice president for finance, technology and operations must approve and sign all contracts. The contracts must reach the office two weeks prior to the event. Features of a contract may be reviewed with the University legal counsel.
- (J) Security for major events held on campus will be determined by the Office of Public Safety and the appropriate facility management office, in consultation with the Dean of Student's Office. Campus police will have the responsibility of assuring the health and safety of those patrons attending an event.
- (K) The overall supervision of major events held in Savage Hall shall be the responsibility of the Office of Special Events Management.

Effective date: August 1, 2003

Certification: Sandra A. Drabik

Secretary, Board of Trustees

Date: June 25, 2003

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

Prior effective dates: