


Name of Policy: Registered student organization events Policy Number: 3364-30-06 Approving Officer: President Responsible Agent: Vice President for Student Affairs Scope: All Campuses Registered Student Organizations		 Effective date: June 28, 2021 Original effective date: December 7, 2011	
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

All events hosted by registered student organizations (RSO) shall comply with specific guidelines established by the University of Toledo (UToledo) to create and maintain a safe and secure environment for the campus community.

(B) Purpose of policy

This policy has been adopted to create equitable treatment among registered student organizations and help create a safe and secure environment on campus.

(C) Scope

Registered student organizations as defined by the Office of Student Involvement and Leadership (OSIL) for Main Campus and the College of Medicine and Life Sciences – Office of Student Affairs (OSA) for Health Science Campus are eligible to host events. See policy [3364-30-12 Registered Student Organizations](#) for the appropriate process to follow for becoming a registered student organization.

(D) Event Registration Process

- (1) All on-campus events hosted or sponsored by registered student organizations at UToledo and off-campus RSO events that are fully or partially funded by any UToledo budgets must be submitted via the online Involvement Network (InvoNet) event registration process.
 - (a) Main Campus events must be submitted at least 28 days prior to the event.
 - (b) Health Science Campus events must be submitted at least two weeks (10 business days) prior to the event.
 - (c) Exceptions may be granted by OSIL/OSA or designee under extenuating

circumstances and dependent on space availability.

- (2) Space for each event is reserved through the event registration process. Reservations will be made in accordance with the policies of the facility.
- (3) OSIL/OSA or designee reserves the right to provide guidelines and/or restrictions for an event based on the information provided in the event registration submission, location, time, nature of the event, and past history. Guidelines and restrictions may include but are not limited to maximum number of participants permitted at the event, security needed, money handling procedures, signage needed, food safety procedures, event participant tracking, and guest procedures.

(E) Types of Events

- (1) Events hosted by registered student organizations fall into three categories: major events, large-scale events, and general events.
- (2) **Major events** are concerts and other programs of sufficient importance that are large enough to require the use of a facility with a capacity of 500 people or more.
 - (a) Any concert or similar event that is organized by students must be hosted by a registered student organization.
 - (b) The organization must be able to provide proof to the Dean of Students or designee that they are financially able to sponsor the event.
 - (c) A registered student organization may co-host a major event with a promoter provided that all university policies and procedures are followed.
- (3) **Large-scale events** are defined as large crowd, high impact, interactive activities that include a combination of three or more of the criteria below, and based on an assessment by OSIL:
 - (a) Alcohol is served
 - (b) More than 100 attendees
 - (c) Live music with no seating
 - (d) Dancing to music (i.e., participants dancing, not performers dancing on stage)
 - (e) Non-UToledo students / general public in attendance
 - (f) Outdoor event
 - (g) Event goes past midnight
 - (h) Thursday night, Friday night, or Saturday event
 - (i) Cash is collected at event
- (4) **General events** include all other registered student organization events that are neither major nor large-scale events.

(F) Event Planning Meeting

Registered student organizations may be required to hold an event planning meeting approximately two weeks or more before the event to discuss event logistics with OSIL/OSA, University of Toledo Police Department (UTPD) and/or security, grounds, and others individuals depending on the risk assessment of the event.

(G) Registered Student Organization Responsibilities

- (1) Registered student organizations are responsible for ensuring that all appropriate safety and liability precautions (e.g., participant liability waivers, additional liability insurance coverage, security, and food safety) have been incorporated into the planning and implementation of their event.
- (2) All student organizations must adhere to all university policies, including federal, state, and local laws.
- (3) A host organization must be in good standing with the university financially and with regards to conduct in order to host an event.
- (4) For major and large-scale events, the host organization must have a minimum of three members of the organization's leadership group and the organization advisor or designee present for the duration of the event.

(H) Participant Responsibilities

- (1) All UToledo students and their guests attending a university event must follow all university policies, including federal, state, and local laws.
- (2) Attendees who are university students must show valid university identification (e.g., Rocket Card or InvoNet Event Pass) when requested.
- (3) Only currently enrolled students are permitted to purchase student tickets and these tickets are not transferable to non-students.
- (4) Guests
 - (a) University students are responsible for their guest's behavior.
 - (b) Per the event assessment by OSIL/OSA or designee, guest parameters may be established for major and large-scale events, including limiting the number of guests allowed, requiring guests to present photo identification at the door, and utilizing a guest list/sign-in.

(I) Outside Speakers and Performers

Registered student organizations are encouraged to invite speakers and performers to campus within the following provisions:

- (1) Any speaker, presenter, entertainer or facilitator performing at UToledo at the invitation of a registered student organization shall abide by University policies (www.utoledo.edu/policies) while present on campus and/or during the event. Failure to adhere to University policies may result in cancellation of the performance.
- (2) It is the responsibility of the officers and advisers of the host organization to inform speakers and performers of the University policies.
- (3) Campus visits by candidates for political office must adhere to the related policy (3364-5-15).
- (4) The speaker or performer must be hosted by a registered student organization.

(J) Compliance

- (1) All activities associated with the event must follow all university policies and procedures as stated in the student handbook, student organization manual, and/or any other UToledo policies or procedures.
- (2) Failure to comply with any of the policies and procedures listed above may result in the following:
 - (a) The event being canceled, stopped, or shortened.
 - (b) A violation of the Student Code of Conduct.
 - (c) The student organization being put on probation or losing their registered status with the University.

(K) Procedures

- (1) Link to Main Campus Procedures (need to hyperlink once procedures are approved)
- (2) Link to [Health Science Campus Procedures](#)

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. President</p> <p><u>July 16, 2021</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Senior Leadership Team; Senior Vice President for Student Affairs; Dean of Students; Chief of Police</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-30-06 effective date March 17, 2017</i> • <i>Previous 3364-30-13, Student Sponsored Major Events, effective date December 20, 2011</i> • <i>Previous 3364-30-14, Policy on Outside Speakers and Performers sponsored by students, previous effective date December 20, 2011</i> <p>Initial effective date: December 7, 2011</p> <p>Review/Revision Date: March 17, 2017, November 17, 2020, June 28, 2021</p> <p>Next review date: June 28, 2024</p>
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