

Types of Activities

This section of the handbook is divided into two parts. The first section highlights the planning of major events. The second section highlights the wide range of events and activities that may or may not be considered major events. The Student Life staff is available to assist organizations in their planning. The "Enforcement Procedures" of this handbook apply to all student organization activities on campus. The Major Events Guidelines are derived from the "Social Event Guidelines." That document is available at 101 Student Services Building.

Major Event Guidelines

Introductions and Definitions

1. These procedures apply to major events sponsored by an MSU student organization. The following are characteristics of a major event: (a) 300 or more people are present, (b) there is a need for security, and (c) the event involves several university departments or services. Major events will be scheduled into facilities appropriate for the type and nature of the event.
2. All major events must be approved by: the manager of the facility, the MSU Police, and a designated Student Life staff member.
3. For dances and social events, take note of special procedures related to admission, ticket sales, and guest policy (as outlined below).
4. These guidelines do not apply to events planned by a residence hall organization in the organization's hall where only that hall's membership is invited to attend. Students planning these types of activities should consult with the residence hall's director and manager.
5. Any alleged violations of the Major Events Guidelines, University Regulations and State Laws will be investigated by Student Life staff. This may result in the student organization and/or individual students being referred for further disciplinary action. See "Enforcement Procedures".

Initiating the Activity Planning Process

1. An Activity Planning Form (APF) should be initiated with the Department of Student Life providing as much lead time as possible. At least a month prior to the desired date of the event is preferred. This lead time is necessary to secure space for the event, coordinate security, and support the planning efforts of the student organization. All groups involved in sponsoring the event must be listed on the APF.
2. Members of the sponsoring organization(s) are expected to consult their advisor about the event, and encourage their presence at the event.
3. The sponsoring student organization must designate a student representative(s) to be in charge of the planning and carrying out of the activity.

4. The organization's representative(s) are encouraged to consult with a Student Life staff member regarding the logistical details of the event, and provide post-event feedback about the event's successes and shortfalls.

Contact with Facility Management

1. Within five working days after the APF has been released to the organization, the student representative(s) must meet with the facility manager to discuss logistical details of the event. The manager should review expectations for use of the facility by the student organization.
2. If the event is approved by the facility manager, the representative(s) must be at the event and serve as liaison with the facility supervisor. Any change in plans for use of the facility not approved by the facility manager may result in the cancellation of the event.
3. When the facility manager determines it necessary, a facility supervisor will be at the event to assist with facility issues such as lights, emergency procedures, clean up, etc. There may be a charge to the organization.
4. All major events held in a campus facility will end by 2:00 a.m. on Friday and Saturday, and by 12:00 a.m. on Sunday through Thursday.

Security

The safety and security of participants at major events are of significant concern. When the student organization's representative(s) initiates a major event in the activity planning process, there will be a discussion with a Student Life staff member about all aspects of security that will be most appropriate for the event.

The security plan for major events must be approved by the MSU Police and the designated Student Life representative. All or combinations of the following security measures may be required:

1. The student organization's advisor must be present for the duration of the event, and is also expected to sign a statement to that effect as part of the activity planning process.
2. Student Affairs staff members will be in attendance at selected events to observe and also assist the student organization in presenting a successful event.
3. Members of the student organization sponsoring the event must provide Student Life with a student security team list of at least 12-15 students that will "work the event".
4. MSU Police Department will review and approve the overall security plans.
 - a) Generally MSU Police will be present when the expected attendance is 300 or more persons. This requirement may be waived after consultation of Student Life staff with the facility

manager, and approval by MSU Police.

- b) The nature of the event, the anticipated crowd and history of similar events and/or the sponsoring organization are factors that will be considered in determining whether or not a waiver will be granted.
 - c) Security needs, both inside and outside the facility, will determine the number of officers assigned.
 - d) If the event requires MSU Police officers, it will not be scheduled in a residence hall building.
5. In certain RSO events, the student organization may be expected to provide its own student security team. This committee will consist of a minimum of ten persons that must be available to assist with a number of pre-determined functions.
 6. After the event, the facility manager and/or supervisor and, if in attendance, the MSU Police officers will file separate post-event reports with the Department of Student Life. These reports should note any unusual incidents, including any observed violation of these procedures or University regulations or laws.

Admission to Major Events

Decisions about who may be admitted to major events will take into account the following factors: (a) the number of projected participants, (b) history of similar events on the MSU campus, (c) nature and goals of the event, (d) history of the organization in successfully implementing major events, (e) security needs both inside and outside the facility. In most cases, the following guidelines apply:

1. For dances and parties with attendance of 300 or more persons, admission may be limited to only MSU students with MSU picture ID.
2. For dance and parties, student organizations and security committees will supervise the checking of the I.D. cards prior to a person being admitted into the event. MSU Police and/or Student Life staff present will observe the process and provide assistance, if necessary.
3. For all other events, students and the public may be required to show I.D.
4. Advertisements for all major events must contain information regarding whether the event is open to MSU students only or general public, the type of identification that must be shown, if any, and how many tickets may be purchased.

Ticket Policy (student social events)

1. Members of the sponsoring student organization are encouraged to sell tickets before the social event. In the event that student organizations want to sell tickets at the door they must request and submit a plan for selling tickets at the door through the original APF process. On-site ticket sales

only will be approved at those facilities that have ticket booths (see facility matrix in the addendum).

2. The Department of Student Life must approve on-site ticket sales. If the event is granted approval, unsold tickets may be purchased at the social event from the time the doors open until 11:45 p.m.
3. Price for tickets sold at the door and the price for tickets sold prior to the event must be identified in the original APF process. The price for tickets sold at the door must be significantly inflated to encourage pre-purchase of tickets.
4. If tickets are to be sold at the door, two MSUPD officers will be assigned to the ticket sale location. MSU Police must be notified via the original APF process. No ticket sales will take place without police officers present. Note: this will result in increased event costs for the sponsoring student organization.
5. A locked box and drop bag for collection of money at the door will be provided to the student organization by the Department of Student Life. All money collected at the door must be kept in this box until it is deposited at the end of the evening.
6. After the doors close, all funds collected at the event must be deposited at the Night Depository at the Administration Building in a drop bag provided by the Department of Student Life. The student organization coordinator for the event or his/her designee and a police officer will drive to the Administration Building to deposit the funds. The police officer will return the student to the event.

Guest Policy (student social events)

1. MSU students may bring one (1) guest to an event.
2. The MSU student host and the guest must surrender their photo IDs (MSU ID for students and guests may use Official Drivers License/State ID Card) to event staff. These IDs will be kept together and may only be claimed when:
 - a. The MSU student host and guest come to the ID area together to pick up their respective IDs and leave the event at the same time;
 - b. The guest leaves the event before the host. Both the MSU student host and guest come together to collect their IDs at the same time. At that time the IDs will be returned to each person. An MSU student host may not leave his/her guest alone at the event.
3. An MSU student host may transfer responsibility for his/her guest to another MSU student as long as the student has not brought in another guest, The new MSU student host and guest must be together when the new student host surrenders his/her ID and has it attached to the guest's ID.

4. Guests of the sponsoring organization may be on a security volunteer list. These guests must surrender their IDs to be attached to the person in charge of security for the event. These IDs will be returned at the end of the event when the MSU student organization coordinator in charge of security and the guest come together to the check-in/check-out point to claim their IDs.
5. The sponsoring student organization is responsible for collecting and returning IDs to students. Student organizations must post a sign at the check-in area that the University/student organization is not responsible for lost and/or stolen IDs. There must be at least one student organization representative at check-in/check-out point at all times.

Other Events

Campaigning, Canvassing and Petition Drives

Student groups interested in conducting political activities on campus should obtain a copy of "[Guidelines for Campaigning, Canvassing and Petition Drives on the Michigan State University Campus](#)" from the Student Life Office, 101 Student Services Building.

Voter Registration Drives

Student groups interested in conducting voter registration activities on campus should follow the following procedures:

- Activity Planning Forms must be completed for all voter registration drives. A copy will be sent to the Director of Residence Life.
- Voter registration drives in residence halls will be advertised by posters, telephone or mail fliers to affected students.
- A letter will be sent to each hall government president notifying them of voter registration activities in their hall.
- An email will be sent to the Directors of Residence Life and University Housing to notify them of nights when voter registration staff will be in the halls.
- Voter registration staff will be identified with a t-shirt or name badge. The student organization will supply these items to the staff.
- All voter registration staff will leave the halls by 10:30 pm.
- Any information regarding concerns about voter registration activity will be forwarded to the student group leader as quickly as possible.

Commercial Sponsorship

Student groups receiving assistance from commercial establishments must make it clear on all advertising that the event is being sponsored by the student group with only "assistance from" the outside group. The commercial product or company may not be advertised in a manner greater than the activity and/or the sponsoring student

organization. No alcohol related sponsors are allowed. Questions should be referred to the Student Life Office, 355-8286.

Events Involving Alcohol

Student groups wanting alcohol at their event should first read the State and University regulations in this handbook under the heading "Alcoholic Beverages." If the student believes the event complies with these rules, the group representative and advisor should visit the Student Life office. This activity requires a letter signed by both the group's president and advisor stating that everyone in attendance at the event will be at least 21 years of age. This letter must be reviewed by the Department of Student Life, and approved by the Secretary to the Board of Trustees. The APF will not receive final approval until these initial steps in the approval process have taken place.

Mailbox Distribution

Registered student organizations, major governing groups, ASMSU, COGS and living unit organizations may have material placed in residence hall mailboxes provided the material carries the student's name and room number. For registered student organizations, the Department of University Housing requires proof that the group is indeed registered with the University. Student organizations must file an APF with the Department of Student Life, 101 Student Services Building. Students must take an approved APF, along with the mail to be distributed to each residence hall's manager's office during the day **Monday through Friday 8:00 a.m. - 5:00 p.m.** Campus mail is intended for official University communications. Mail from student organizations cannot be distributed through the campus mail system, but can be delivered to individual students through the above procedure.

Outdoor Events with Amplified Sound

Student groups requesting to have an outdoor event that involves amplified sound should visit the Student Life office. A staff member will review the process, and indicate the departments needed for approval of the event. The Secretary to the Board of trustees has the final approval over all outdoor events with amplified sound. When the APF is initiated, submitted, and processed, the group representative will be contacted about the disposition of the APF by way of an email. The sponsoring student organization is responsible for keeping the sound at a level so as not to disturb others.

Raffles

Student groups wanting to hold a raffle on campus should visit the Department of Student Life, 101 Student Services Building, 355-8286, and meet with the Assistant Director of Student Life regarding the proper procedure for conducting a raffle.

Guidelines for Organizing a Raffle

Step One

Any Student Organization requesting to hold a raffle must meet the following guidelines. First, the student organization must be registered with MSU and have an "active/open" University account. Second, the organization must have been in existence for five (5) years, and be able to provide documentation (such as old bank statements). The Department of Student Life can also document the group's existence (in writing).

Step Two

Now that the organization has met the above requirements, a representative should then meet with a Student Life staff member in 101 Student Services Building. A letter will be drafted, and signed, stating that the organization is currently a registered student organization. The organization may then complete and submit an APF to obtain the approval to hold the event on campus.

Step Three

1. Request information from the Charitable Gaming Division, Bureau of State Lottery to hold a raffle for an educational subordinate organization. The phone number is (517) 335-5780.
2. Fill out the Raffle License Application. (The Bureau of State Lottery does not allow educational subordinate organizations to raffle off prizes over \$500.00 per day).
3. Submit the Raffle License Application and appropriate fee, a constitution stating that if your organization should dissolve, the funds would revert back to the University, the letter from the Department of Student Life, and the proof that the student organization has been in existence for five (5) years to the Bureau of State Lottery.
4. It usually takes approximately 4 - 6 weeks for the Bureau of State Lottery to approve your application.

For additional information on organizing a raffle, contact the Student Life office at 355-8286 to make an appointment.

Rallies/Marches/Protests

Student groups wanting to hold a rally, March, or protest should contact the Student Life office and make an appointment with a professional staff member in Student Activities to discuss the event. This person will tell the student group representative what other things must be done in order to secure approval for the event. If the event includes any form of public address equipment or amplified sound, the group should read the regulations in this handbook regarding public address equipment before planning the event.

Record Breaking/Endurance Events

Student organizations wishing to hold a record-breaking/endurance/marathon event should visit the Student Life office, 101 Student Services, 355-8286, at least one month prior to the event to discuss the parameters of the event being planned.

Revenue-Producing Events

If a student group wants to have a revenue-producing event or project on campus, they must complete the appropriate revenue-producing attachments of the APF. Student organization members should be familiar with the regulations in this handbook pertaining to revenue-producing events. Most importantly, all groups wanting to have a revenue-producing project on campus must have an active/open University financial account, and all revenue and expenditures from the event must go through this account, unless the revenues are under \$50.00. The University, through the Student Affairs and Services Division, reserves the right to review and audit this account periodically.

Student groups should follow the APF procedures appropriate to the facility they will be using. If it is a social event (dance, party, etc.) when persons outside of the organization's membership are invited, review the section entitled "Major Events".

Sales at Athletic Events

Student groups wanting to sell articles at athletic events should complete an activity planning form with the Student Life office at least ten (10) class days prior to the selling date.

Sandwich Board/A-Frame Signs and Abbott Entrance Banners

For Sandwich Board/A-Frame Signs and Abbott Entrance Banners, **students do not need to initiate an APF**. Students must complete a document called a "Request for Temporary Sign Permit" at Engineering and Agricultural Services, 101 Physical Plant Building, 355-3372.

Applicant must present valid MSU student ID.

REGULATIONS:

As provided by the Codified Ordinance regarding Erection/Maintenance of Structures, adopted by the Michigan State University Board of Trustees and effective October 12, 1990, this will authorize a variation to the ordinance, according to the Administrative Ruling for Colleges, Departments and Students Regarding Erection of Temporary Exterior Signs on the Campus of Michigan State University (attached). **"No sign or banner shall be secured to trees or other natural elements in the landscape, or to**

building identification signs.” Any violations will be removed without notification and a \$40.00 fee will be charged (per sign/banner).

Signs may be displayed for seven (7) days, maximum per semester. Group name, contact and telephone number must be posted on the inside of A-frames or on the back of banners. Generally, signs should be legible from a car. No commercial advertising is allowed. No in-ground posts. Signs not claimed within 30 days will be destroyed.

Banners shall be placed by Physical Plant: 517/355-8485 (www.pp.msu.edu). Please take your banner(s), EAS approval, and service request to Physical Plant two days before your approved date. Customer shall provide two ropes @ 28' by 3/8" thick minimum.

Speakers from Outside the University

Student groups sponsoring a speaker from outside of the University must indicate on the APF the speaker's name and the topic being addressed. Student groups must be familiar with the regulations regarding speakers as outlined in this handbook under the heading "[Speakers Policy, Outside](#)." The APF should be processed according to the procedures for the facility being used.