

Types of Activities

The “Types of Activities” section 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 are not considered major events. The Student Activities staff is available to assist organizations in their planning. Stop by the Student Life Center, 101 Student Services for assistance. Be reminded that the “Enforcement Procedures” of this handbook apply to all 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

1. 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) 200 or more people are present, (b) there is a need for security, (c) projected budget of the event is in excess of \$750, and (d) 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 designated Student Activities staff member, and MSU Police.
3. For dances and mixers, take note of special procedures related to admission and ticket sales in the guidelines below.
4. These guidelines do not apply to events planned by a residence hall organization for a facility in the organization’s hall where only that hall’s membership is invited to attend. Students planning these types of activities should be consulting 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 Activities staff. This may result in the student organization and/or individual students being referred for further disciplinary process. See “Enforcement Procedures”.

2. Initiating the Activity Planning Process

1. An Activity Planning Form (APF) should be initiated in the Student Life Center with as much lead time as possible. At least two months prior to the desired date of the event is preferred. The lead-time is necessary to help secure space for the event, coordinate security, and support the planning efforts of the student organization. All sponsoring organizations must be listed on the APF.
2. Members of the sponsoring organization are expected to be consulting their advisor about the event and activity planning process.
3. The sponsoring student organization must designate a representative(s) to be in charge of the planning and carrying out of the activity.

4. The organization's representative(s) must consult with a Student Activities staff member regarding the logistical details of the event. The staff member will assist by giving feedback and support about the design and implementation of the event. The Student Activities staff member will also assist with coordination and communication with other departments involved with the event.
5. The APF will be returned to the student organization's representative(s) no later than six working days after it is originally submitted.

3. 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 facility manager to discuss logistical details of the event. The manager should review expectations for use of the facility by the student organization. This discussion should also include details of how the event is to be managed inside and outside the room and the building (if appropriate). Based on this discussion, the manager will determine if the event is appropriate for the facility.
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. The organizational representative(s) must meet again with the facility manager, no later than five days prior to the event, to confirm all plans and expectations discussed regarding the event. Any changes in plans for use of the facility or the event 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, telephones, etc.
4. All major events held in a campus facility will end at 1 a.m. on Friday and Saturday, 12 a.m. Sunday through Thursday.

4. Security

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

Decisions about security needs at major events will take into consideration 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, and (e) security needs both inside and outside the building.

The security plan for major events must be approved by the MSU Police and the designated Student Activities representative. All or combinations of the following 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 Activities Security Team are present. (This program is currently under construction.)
4. MSU Police Officers are expected to be present and a representative from the MSU Police must approve security plans.
 - a) Generally MSU Police Officers must be present when the expected attendance is 300 or more persons; however, the designated Student Activities staff member can waive this requirement after consultation 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 needed.
 - d) If the event requires MSU Police Officers, it will not be scheduled in a residence hall building.
 - e) If the event requires MSU Police Officers, it will be expected that the student representative(s) meet with the designated MSU Police Department representative to discuss security plans for the event.
5. In events that require MSU Police Officers, the student organization may be expected to provide its own security committee. This committee will consist of a minimum of six persons that must be available to assist with the following functions:
 - a) Identify and mediate potential conflict situations when possible.
 - b) Alert police officers and/or student affairs staff of potential or active problem situations and/or persons.
 - c) The committee will also meet with the police officer, facility personnel, and/or Student Affairs staff thirty minutes before the event to identify themselves and review special needs for the event.

6. After the event, the facility manager and/or supervisor and, if in attendance, the MSU Police officers will file separate reports with the Student Activities Office. These reports should note any unusual incidents, including any observed violation of these procedures or University regulations or laws.

5. 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 mixers with attendance of 300 or more persons, admission will be only MSU students with MSU picture ID.
2. For dance and mixers, 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 Activities 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.

6. Ticket Sales and Managing Finances

For information on ticket sales and managing finances, please see a Student Activities staff member.

Other Events (Non-Major)

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 Activities Office, 101 Student Services Building.

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 Activities Office, 355-8286.

Events Involving Alcohol

Student groups wanting alcohol at their events 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 should visit the Student Activities office, along with a letter signed by both the group’s president and advisor stating everyone in attendance at the event will be at least 21 years of age, to the Student Life Center for review. When the APF is ready, the group representative will be contacted to pick up the APF and get any additional signatures needed for approval of the event. The signed APF should then be returned to the Student Activities office three (3) class days prior to the event for final approval.

Mailbox Distribution

Registered student organizations, major governing groups, ASMSU, COGS and living unit organizations may place material in residence hall mailboxes provided the material carries the student’s name and room number. For registered student organizations, the Department of Residence Life requires proof that the group is indeed registered with the University. Student organizations must file an APF at the Student Activities office, 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 any 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 Activities office. A staff member will review the process and indicate the signatures needed for approval of the event. When the APF is ready, the group representative will be contacted to pick up the APF and obtain the other signatures of approval required. The signed APF should then be returned to the Student Life Center three (3) class days prior to the event for final approval.

Raffles

Student organizations are considered a separate entity from MSU. Organizations must obtain a valid State license using their own name and tax id number for any raffles they wish to perform. If organizations wish to

conduct licensed raffles on campus, the organization must present to the Student Life Office (101 SSB) a copy of the raffle license at least 2 weeks before the raffle is to be held. License presentation is for the sole purpose of confirming the event is authorized and MSU will not assist the group in obtaining a license or complying with State raffle requirements.

Rallies/Marches/Protests

Student groups wanting to hold a rally, march or protest should contact the Student Activities 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 of the event. If the event includes any form of public address equipment/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 Activities office, 101 Student Services, 355-8286, at least one month prior to the event.

Revenue-Producing Events

If a student group wants to have a revenue-producing event or project on campus, they must fill out a revenue-producing attachment to the APF. This form can be obtained from the Student Activities office at the same time in which the student representative picks up the APF. Students should be familiar with the regulations in this handbook pertaining to revenue-producing projects. Most importantly, all groups wanting to have a revenue-producing project on campus must have an 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.

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

The revenue-producing attachment must be attached to the white copy of the APF when returned to the Student Activities office.

Sales at Athletic Events

Students groups wanting to sell articles at athletic events should visit the Student Activities office, 101 Student Services Building, 355-8286 at least ten (10) days prior to the selling date.

Regulations/Procedures For Selling At Athletic Events

The student group must fill out a revenue-producing statement with the APF.

The student group must have an open University account (see “Revenue-Producing Events”).

Student Activities requires at least two (2) class days to review the paperwork.

After Student Activities reviews the APF, the student group representative will be notified when it is ready to pick up to acquire a signature of approval from MSU Police, and a concession selling guidelines sheet. If the item sold bears any form of an MSU logo, the group must also obtain a signature of approval from the Licensing Office in the Union (see University Licensing). These instructions will be made clear when the student meets with a Student Activities staff member.

At least five (5) class days prior to the event, the student must return the signed APF, signed guidelines sheet, revenue-producing form, and the names and PID’s of the students who will be selling the product at the athletic event. Groups are allowed only 10 sellers at football games and four (4) at all other sporting events.

After 12 p.m. the day prior to the event, the representative may pick up their selling authorization form and badges for the sellers. If the athletic event falls on a Saturday, Sunday or Monday the badges will be ready on the preceding Friday. All sellers must visibly wear their badges and have their student ID’s in their possession.

All name badges must be returned to the Student Activities office the first class day following the event. Failure to do so may jeopardize further selling authorizations for the group.

Sellers may not sell within athletic facilities and should not interfere with access to the facility or with the use of streets and sidewalks.

Sandwich Board/A-Frame Signs and Abbott Entrance Banners

For Sandwich Board/A-Frame Signs and Abbot Entrance banners, **students do not need an APF**. Students should see Campus Park and Planning, 412 Olds Hall, 355-9582.

A-Frame Sign Policies

Permission for signs and banners is granted in advance on a first come basis.

Requests for signs and banners may be taken over the phone, in person, or by letter.

The sign or banner may be in place no longer than seven days.

Campus Park and Planning will obtain the organization name, addressee and address, phone number, number of signs, where and when they will be placed.

Permit is filled out on a pre-printed ordinance form, and then five (5) copies are distributed as follows:

- Original to group requesting permit
- MSU Police
- Physical Plant
- Grounds Maintenance
- Department of Student Life/Student Activities
- Campus Park and Planning

Student organizations may have permission for A-frames and banners once per term only. Organizations requesting permits must be registered with Student Activities. Non-campus groups may not put up signs or banners.

Signs shall not be larger than 3' x 5' in size.

Signs must be placed in such a way as not to interfere with pedestrian and vehicular traffic. Signs shall not be chained to trees, benches, bike racks, fences or other signs.

Those organizations which fail to abide by this procedure and University ordinances may have their signs and banners removed and permission for future signs and banners may not be granted.

Banners at Abbott Road Entrance Policies

The same policies and procedures for A-frames apply to banners in addition to the following:

Campus Park and Planning will obtain the organization name, addressee and address, phone number and dates the banner is to be placed and removed.

Physical Plant (355-8485) will place and remove a banner for an organization on request. There is a charge for this service.

An organization may elect to place and take down its own banner. If the banner is not removed on time, Physical Plant will take it down. The student organization will be charged for this service.

Only two banner permits will be issued for the same dates.

Student groups can make their own banners, or the Upholstery Shop in the Physical Plant will make one for free.

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.

Temporary Structures

(Administrative Ruling, *Spartan Life*, p. 221)

- In accordance with constitutional rights of freedom of expression, symbolic structures representing constitutionally protected expression may be erected by students, student groups and registered student organizations in the area lying between the Red Cedar River, the International Students Center, Erickson Hall and Wells Hall in accordance with this administrative ruling.
- Registration for a permit shall be initiated in the Office of the Vice President for Student Affairs and Services (Student Life Center) during normal business hours on forms provided by that office. Permits for the erection of such temporary structures shall be issued after proper registration on a first come, first serve basis unless it is determined that the approval would result in interference with the public health and/or public safety or in unreasonable interference with the operations and/or use of University buildings or grounds. The

duration of a permit shall not exceed fourteen (14) consecutive days. Permits may be renewed for additional periods of fourteen (14) days upon renewal of registration, provided that there has been no breach of the terms of the permit, the number of registrants who can be accommodated in the area is not exceeded and there are no other registrants waiting to use the area.

- Individuals who are issued permits shall abide by the following terms:
 1. Symbolic structures shall be erected only within the above-described area and restricted to the boundaries indicated on the attached map. (A copy of the map may be obtained in 101 Student Services Building.)
 2. Symbolic structures shall not exceed thirty-two (32) square feet at the base, eight (8) feet in height, or be located less than twenty-four (24) feet from any other structure.
 3. Symbolic structures shall not be inhabited, slept in, camped in or used as shelters.
 4. Persons to whom permits have been granted (permit holders) shall be personally responsible for any symbolic structure erected.
 5. Permit holders shall maintain the structure and immediate surrounding area in such manner and by such means as will leave the area unimpaired and free from trash, garbage and litter.
 6. Signs, posters, placards, and banners shall not be attached to any trees, shrubs or buildings. Symbolic structures shall not be affixed to the grounds or any trees, shrubs or buildings.
 7. Individuals who have erected structures or directed the erection of structures are responsible for and liable to the University for the costs of removal, storage or other disposition of any structure that is impounded by the University for violation of any of these guidelines.
 8. Violation of the terms of any permit by a permit holder may result in prosecution and/or penalties as provided in Ordinance No. 52.
- Any permit may be revoked or modified if the activities of the participants interfere with the public health and/or safety or unreasonably interfere with the operations or use of University buildings or grounds or if the terms and conditions of the permit are violated.

Every effort will be made to complete the processing of the registration for a permit expeditiously but not later than three (3) class days