

Procedures for Conducting an On-Campus Activity

All Organizations except Residence Hall Governments, their Committees and Caucuses

1. Your student organization must be registered (exception: major governing groups, and living unit groups) with the Department of Student Life, 101 Student Services Building, to be allowed to use University facilities and services.
2. An Activity Planning Form (APF) must be completed with the Student Life office to plan an activity on the MSU campus.
3. These activities and their time, place, and manner must be scheduled according to University policies and procedures.
4. The activity for which a facility is requested cannot physically conflict with other previously scheduled events or interfere with basic ongoing facility requirements.
5. Student organization members are encouraged to consult with the Department of Student Life staff, **Monday through Friday, 8:00 a.m. to 5:00 p.m.**, if assistance is needed in planning and implementing a student event.
6. If the activity is revenue-producing (fund raising) and if the event requires University services or facilities for which there is a fee, organizations must have an active/open University account. The general policy for "University Financial Accounts" is further detailed on pages 7-14 in this handbook.
7. The student organization's representative will retain a copy of the email stating that this is an approved APF. Student groups are required to have their copy with them at the event, and it is advisable to keep the form for your records.
8. If your event is a social event (e.g. dance, party, concert, etc.) where persons beyond the organization's membership are invited, an APF must be initiated well in advance of the desired date for the activity. Major events should be planned several months prior to the date of the event. For other activities (i.e. group meetings, educational speakers, etc.), an APF should be initiated at least two weeks in advance of the event in order to allow enough time to secure services and facilities and do adequate event planning.

Information for Residence Hall Governments, their Committees and Caucuses Special Instructions for Scheduling Events:

Residence hall groups need to be aware of both in-hall and campus-wide scheduling regulations and procedures. The planning process begins at the indicated office for the following types of events:

- Revenue-producing events where the solicited group is your hall residents only -- See hall director and manager. (No Activity Planning Form [APF] required.)
- Revenue-producing events where persons outside your hall are being solicited -- See the hall director and hall manager, regarding the availability of space, then initiate an APF. (APF required -- refer to steps 2 - 5 above.)

- Social events which are conducted within a hall -- See hall director, manager, and student government. (Must complete the Residence Hall Space Use Form obtained from the hall director).
- Outdoor events with amplified sound that are outside in your complex -- See Student Activities office first, then your hall director and the area director. (APF required -- refer to steps 2 - 5 above.)
- Outdoor events with or without amplified sound that are outside in your complex -- See Student Activities staff first, then others indicated on the APF. (APF required -- refer to steps 2 - 5 above.)

Residence hall affiliated groups should also read the section regarding the various types of activities. Depending upon the nature of the event, additional steps may be necessary in order to have the activity on campus.

Revenue-producing events are those activities at which money is collected (e.g. admission fees, product sales, etc.). Procedures regarding revenue-producing events must be adhered to regardless of whether or not profit is being made.

Event Security Information

The Michigan State University Police Department (MSU Police) has the sole responsibility for providing the police and security functions on the campus of Michigan State University. This means that groups and organizations may not contract with any off-campus agency for security at events held on campus. Police and security needs must be discussed with the MSU Police and if it is determined a need exists, MSUPD will provide such services. Sometimes this will mean a cost to your organization. A **total** of up to four officers per night may be assigned to student group function(s) at no cost to the organization. These officers will be assigned on a first come, first served basis. Therefore, it is best to begin the planning process as soon as possible.

Many factors determine the need for MSU Police services and they will work with each organization in an effort to make an event as safe and secure as possible at the lowest possible cost. Determining security is not an exact science and the MSUPD consult with the venue managers prior to making a final decision on police and security staffing levels. Factors considered by the MSU Police include, but are not limited to:

1. Type of event
2. Day, time and location of the event.
3. The number of events occurring at the same time that require security.
4. The expected size of the crowd.
5. History of similar events.
6. History of the sponsoring organization. (Past three years)
7. Good financial standing with MSUPD.
8. Ticket sales at point of entry on day of event.
9. History of the performer at other venues.

10. Potential for alcohol or other illegal substances to be brought into the venue, requiring searches.
11. Events held on weekends of home football games are limited to a reasonable size (500 persons). Two such events may be held if two (2) officers and two (2) green coats each can staff them.
12. MSU Police require a **minimum twenty-one (21) days notice** in order to have time to arrange security. This time is needed in order to provide adequate notice to personnel to allow adequate time to adjust schedules if an officer is assigned to work an event. For this reason it is imperative that the activity planning process start at the earliest possible time.

Should members of an organization have any questions or require additional information, please do not hesitate to contact the Special Events Coordinator of the MSU Police at 517-353-5361.

Enforcement Procedures

The following procedures govern the actions taken by Student Affairs and Services staff in their enforcement of "Procedures for Conducting On-Campus Activities."

1. Examples of behavior that may jeopardize an organization's registration include, but are not limited to: failure to pay a University bill in a timely manner, destruction of property in a facility where an event is being held by the organization, failure to comply with requests made by a University department, facility manager or law enforcement official, violation of these guidelines, of an ordinance, policy, or regulation. An individual student and/or student organization can also be referred through the University judicial process as described in Article 4, "Academic Freedom for Students at Michigan State University."

The following identifies the possible sanctions appropriate to student organization constitutional questions:

Censure - An official statement to an organization which suggests placing the responsibility for bad or unfortunate acts committed. The censure may be accompanied by a strong suggestion of authority and reprimand for the action taken.

Revocation of Privileges - A period of time when a student group's functioning is limited to holding regular meetings. No other activity may take place. This sanction will be imposed for a specific period of time, and the organization's privileges will be automatically returned when the imposed period expires. This sanction may be accompanied by special conditions (i.e. restitution for damaged property, public apology, etc.).

Revocation of Registration - The most serious consequence for a student organization. An organization's registration can be suspended if an act is deemed to be of the most serious nature, or the organization has repeated occasions of non-compliance with University rules, ordinances, regulations, policies and guidelines. The suspension may last for a specified period of time. During this period the student group will not be allowed to use University facilities and services. An organization wishing to re-register after a suspension has expired must meet with a designee of the Vice President of Student Affairs and Services prior to submitting registration materials. Officers of suspended organizations may not register as an officer of any other student organization during the suspension period.

Other action deemed appropriate to a specific case.

2. Actions taken under these procedures may be appealed to the All-University Student Judiciary or the University Student Appeals Board under section 4.5.3.2.d of "Academic Freedom for Students at Michigan State University."