Registered Events
DSA.DS.400.003

Registered student organizations (RSOs) may sponsor a wide variety of events that include but are not limited to educational speakers, field days, races, social events, service opportunities, demonstrations, fundraisers, and other events. These events are encouraged when they’re complementary to the educational pursuits of students. To achieve this end, the University has established guidelines for sponsorship, promotion, and execution of RSO events.

Registered student organizations are expected to follow the guidelines presented in this policy and all other University policies. Violations of any regulations may result in sanctions or discipline through the Office of Conflict Resolution and Student Conduct.

The event registration process is managed by the Office of Leadership & Advocacy. The registration process must be completed at least 15 business days prior to the event taking place. The required 15 business days does not include the date of the event, recognized University holidays that fall on business days, or days that the University is closed.

All meetings with appropriate University departments must be completed before an event’s registration is considered complete and must also be concluded at least 15 days prior to the event; the University Police Department, Fire Protective Services, Parking & Transportation, the Ole Miss Student Union, the Department of Facilities Management, and the Department of Landscape Services are examples of some of the departments that may require meetings before an event’s registration is complete.

Events Requiring Registration
Registered student organizations must register an event if the event meets ANY (one or more) of the following criteria:

- Alcoholic beverages will be present at the event;
- More than 150 individuals are expected to be in attendance at the event;
- The event will be held outdoors;
- The event is open to off-campus guests; and/or
- The event will take place outside the Lafayette, Oxford, and University (LOU) area.

An RSO sponsored event occurring anytime of the year (including summer) must be registered if it meets any one of the above criteria. Organizations will receive email notification from the Office of Leadership & Advocacy no later than 24 hours after all requirements of the event registration process have been completed stating clearly the event is registered.

The only exception to the event registration requirement shall be regularly-scheduled meetings and regularly-scheduled meals. Registered student organizations should provide the Office of Leadership & Advocacy notice of any such regularly-scheduled meetings or meals via the RSO renewal process in order for these events and meals to be exempted from this policy.
**Time Restrictions for Events**

For organization events taking place on campus Sunday through Thursday, the end time is midnight. The end time for on-campus events taking place Friday or Saturday is 1:00 am.

Events with alcohol may not extend beyond five consecutive hours.

Requests for exceptions to the listed time restrictions must be made by the person who submitted the event registration form in writing to the Director of the Office of Leadership & Advocacy prior to the date by which the event should be registered.

**Scheduling of Events**

The University of Mississippi is an institution of higher learning, and no event shall interfere with the academic mission of the institution. For this reason, no registered student organization (RSO) shall be permitted to register, schedule, or host an event that will detract from the University’s academic mission. The following scheduling limitations are applicable to all RSOs:

- Organization events cannot be scheduled during final examinations. This includes on-campus and off-campus events.
- Organization events taking place on-campus or off-campus cannot be scheduled at times that conflict with official University sponsored events, including but not limited to, University Commencement and New Student Orientation.
- Organization events scheduled to take place on-campus at times when the University is closed due to inclement weather or other unforeseen circumstances may not continue at the scheduled time. The Office of Leadership & Advocacy will work with organizations impacted by this requirement to reschedule the event as quickly as possible.
- Organization events held on campus where alcohol will be present will be limited to no more than five scheduled overlapping events on the same date.
- The number of organization events scheduled on any given date may be limited due to finite resources and/or other University scheduled events that require the use of University resources.

**Event Monitors**

The consideration of event monitors is a part of event registration. Event monitors are required when an event will include the presence of alcohol. For these events, one event monitor must be present for every 50 guests.

Event monitors must be enrolled students and members of the registered student organization sponsoring the event. The University has the following expectations for event monitors at registered events:

- Wear identifiable badges provided by the Office of Leadership & Advocacy;
- Be present at the event’s start time through the end time of the event.
Given Event Monitors are designated for health and safety reasons, they should arrive to the event without being under the influence of alcohol or drugs and should not consume alcohol or drugs while serving as Event Monitors.

All event monitors must complete Event Monitor Training. Event Monitor Training will take place regularly throughout the academic year.

**Events Involving Alcohol**

Registered student organizations hosting events where alcohol may be present must adhere to all local, state, and federal laws, University of Mississippi policies, and all other policies outlined within the Student Organization Handbook. Additionally, organizations allowing the lawful consumption of alcohol at any event should be familiar with Mississippi’s Social Host Law (Reference Miss. Code Ann. § 97-5-49 (2011)).

The hosting Registered Student Organization (RSO) should implement a sound risk management plan and ensure that all events where alcohol is present will conform to the following standards and requirements. The Office of Leadership & Advocacy reserves the right to make additions to the standards outlined below. Failure to meet any of these requirements will result in referral to the Office of Conflict Resolution and Student Conduct.

**Restrictions for Events Held in Academic Buildings Where Alcohol Will Be Present**

1. Posted signs in the area of the event should state the start time and end time for the event.
2. Event venues are not to exceed the occupancy load outlined by the Fire Marshal.
3. RSOs must specify how attendees who are 21 years of age or older will be identified.
4. RSOs must designate one event monitor for every 50 attendees. Event Monitors should arrive to the event without being under the influence of alcohol or drugs. Event monitors should be in attendance and not consume any alcohol for the entirety of the event. Names and contact information for each event monitor must be provided to the Office of Leadership & Advocacy as part of the event registration process.
5. RSOs must provide adequate security personnel as specified by the University Police Department during the event consultation. The security personnel must be identifiable and employed by a bonded security company. Applicability of required security will be determined on a case by case basis.
6. RSOs hosting events in academic buildings must operate in accordance with the University’s Alcohol Policy. The University’s Alcohol Policy is located at https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=11080056.
7. RSOs must provide written confirmation that the Building Mayor has been notified of the specific location, date, time, and expected attendance for the event. This written confirmation must include the Building Mayor’s signature. An acceptable form of confirmation is an email directed to the Office of Leadership & Advocacy from the
Building Mayor’s university email address. The Office of Leadership & Advocacy will assist RSOs with obtaining the name of the Building Mayor if needed.

8. The RSO must develop, maintain, and share their attendance tracking process with the Office of Leadership & Advocacy as part of the event registration process.

9. In addition to these guidelines, RSOs affiliated with a national organization are also expected to follow their national organization’s risk management policies, guidelines, and/or practices. In situations where there may be conflicting or different expectations between the national organization and the University of Mississippi, the RSO is expected to follow the stricter policy.

Restrictions for On-Campus Events Held in Non-Academic Buildings Where Alcohol Will Be Present

1. Posted signs in the area of the event should state the start time and end time for the event.
2. Event venues are not to exceed the occupancy load outlined by the Fire Marshal.
3. RSOs must identify attendees who are 21 years of age and older with wristbands. The only means of removing the wristband must be cutting or tearing to prevent transfer to attendees who are under age 21.
4. RSOs must designate one event monitor for every 50 attendees. Event Monitors should arrive to the event without being under the influence of alcohol or drugs. Event monitors should be in attendance and not consume any alcohol for the entirety of the event. Names and contact information for each event monitor must be provided to the Office of Leadership & Advocacy as part of the event registration process.
5. RSOs must provide adequate security personnel as specified by the University Police Department during their event consultation. The security personnel must be identifiable and employed by a bonded security company.
6. RSOs hosting events in non-academic buildings must operate in accordance with the University’s Alcohol Policy. The University’s Alcohol Policy is located at https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=11080056.
7. RSOs must provide written confirmation that the Building Mayor has been notified of the specific location, date, time, and expected attendance for the event. This written confirmation must include the Building Mayor’s signature. An acceptable form of confirmation is an email directed to the Office of Leadership & Advocacy from the Building Mayor’s university email address. The Office of Leadership & Advocacy will assist RSOs with obtaining the name of the Building Mayor if needed.
8. The RSO must develop, maintain, and share their attendance tracking process with the Office of Leadership & Advocacy as part of the event registration process.
9. In addition to these guidelines, RSOs affiliated with a national organization are also expected to follow their national organization’s risk management policies, guidelines, and/or practices. In situations where there may be conflicting or different expectations
between the national organization and the University of Mississippi, the RSO is expected to follow the stricter policy.

**Restrictions for Off-Campus Events Where Alcohol Will Be Present**

1. Posted signs in the area of the event should state the start time and end time for the event.
2. Event venues are not to exceed the occupancy load outlined by the Fire Marshal. RSOs are expected to provide the Office of Leadership & Advocacy proof of an off-campus venue’s occupancy as part of the registration process.
3. RSOs must identify attendees who are 21 years of age and older with wristbands. The only means of removing the wristband must be cutting or tearing to prevent transfer to attendees who are under age 21.
4. RSOs must designate one event monitor for every 50 attendees. Event Monitors should arrive to the event without being under the influence of alcohol or drugs. Event monitors should be in attendance and not consume any alcohol for the entirety of the event. Names and contact information for each event monitor must be provided to the Office of Leadership & Advocacy as part of the registration process.
5. RSOs must provide adequate security personnel as specified by the University Police Department during the event consultation. The security personnel must be identifiable and employed by a bonded security company.
6. RSOs must register all events occurring off campus where alcohol will be present.
7. The RSO must develop, maintain, and share their attendance tracking process with the Office of Leadership & Advocacy as part of the event registration process.
8. In addition to these guidelines, RSOs affiliated with a national organization are also expected to follow their national organization’s risk management policies, guidelines, and/or practices. In situations where there may be conflicting or different expectations between the national organization and the University of Mississippi, the RSO is expected to follow the stricter policy.

**Common Transportation to Off-Campus Venues**

Registered Student Organizations (RSOs) traveling in groups larger than 15 are strongly encouraged to use common transportation provided by a chartered transportation company (vans, charter service, shuttles, etc.). In addition to the event registration submission, the contract from the common transportation provider must be provided to the Office of Leadership & Advocacy as part of the event registration process.

The list of all individuals traveling, including names and student identification numbers, should be submitted with the Event Registration Form. The name and contact information for an individual who is not traveling with the group should also be provided. The Office of Leadership & Advocacy will look to this individual for information and assistance in the case of an emergency.
RSOs are responsible for providing a safe and orderly boarding and drop-off procedure. Additionally, the RSO is expected to provide appropriate clean-up of the boarding and unloading area as appropriate and necessary.

RSOs are responsible for communicating parking arrangements for vehicles that will be parked on campus during the event. Parking vehicles in unapproved locations may result in personal vehicles being towed from the location at the owner’s expense.

Failure to meet any of the requirements listed in this policy will result in referral to the Office of Conflict Resolution and Student Conduct.