Application for Registered Events
DSA.DS.400.004

Opportunities for events on The University of Mississippi campus are encouraged when these events serve as a complement to the educational pursuits of students. To achieve this end, the University has established guidelines for sponsorship, promotion, and execution of student organization events. Student organizations are expected to follow the guidelines presented in this policy and in other stated University policies. Violations of these 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 – including meetings with appropriate University agencies such as the University Police Department for a safety assessment – 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 a business day, or days that the University is closed.

Events Requiring Registration
Registered Student Organizations (RSOs) 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 (including demonstrations or rallies) will be held outdoors.
- The event is open to off-campus guests and/or includes off-campus speaker(s).
- The event will take place outside the Lafayette, Oxford, and University (LOU) area.

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

Scheduling of Events
The University of Mississippi is an institution of higher learning and no event shall interfere with the academic integrity 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 integrity. 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.

**Time Restrictions for Events**

Organization events scheduled to take place Monday through Friday may not commence prior to 5:00 pm. 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.

**Events Involving Alcohol**

Events where alcohol may be present are required to follow 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 sober observer for every 50 attendees. Sober observers should remain sober and should be in attendance for the entirety of the event. Names and contact information for each sober observer 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 communication 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.

Restrictions for On-Campus Events Scheduled to Take Place in Non-Academic Buildings and 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 sober observer for every 50 attendees. Sober observers should remain sober and should be in attendance for the entirety of the event. Names and contact information for each sober observer 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 on campus 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 communication 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. RSOs are required to have a guest list. The guest list should mirror the expected attendance for the event. RSOs should explain in the Event Registration Application how they will manage and account for guests who are not included in their guest lists.

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 sober observer for every 50 attendees. The sober observers should remain sober and should be in attendance for the entirety of the event. Names and contact information for each sober observer 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 are required to have a guest list. The guest list should mirror the expected attendance for the event. RSOs should explain in the Event Registration Application how they will manage and account for guests who are not included on their guest lists.

7. RSOs must register all events occurring off campus where alcohol will be present.

**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 unloading 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.