

# Major Event Policy for Registered Student Organizations

The following is the Major Event Policy of The University of Akron, which sets forth the rules and regulations governing the scheduling and operation of all Major Events on campus.

## **DEFINITION OF A MAJOR EVENT**

A Major Event is defined as an activity where a space has been reserved on campus *and one of* the following applies – the identification of a “major event” is subject to that of the scheduling agent.

1. The event is open to the public (non-university students).
2. Music will be provided and dancing may occur.
3. An event where alcohol will be served.
4. The event is more likely than not to attract a large crowd.
5. A walk or run on campus is to occur.

## **REGISTRATION STATUS**

1. In order to schedule or hold a Major Event on campus, the student organization must be recognized and registered with the Department of Student Life.

## **SCHEDULING**

1. All space reservations must be scheduled with the Department of Student Life at least 30 business days (6 weeks) in advance of the selected date.
2. All outstanding balances owed to the Department of Student Life, University of Akron Police Department or University Catering must be paid in full before a Major Event can be scheduled.
  - a. In addition, the organization must have the financial means necessary to cover all expenses via their EAF/UAF/SAF account.
3. Once the space has been confirmed for the organization, the group will be informed if the Major Event Policy is applicable.
  - a. If the event is found to meet the criteria of a Major Event, the group will be asked to meet with representatives from across campus for a pre-event meeting.
  - b. This meeting will be held at least twenty (20) business days (4 weeks) in advance of the event.
  - c. Required at the Major Event Meeting are at least one (knowledgeable) organization representative and the Campus Advisor.
    - i. If representatives from the group fail to attend the Major Event Meeting and make final arrangements, the Department of Student Life has the right to cancel the event.

## **CANCELLATION**

- Should the student organization determine that the event will be cancelled; the student organization should contact the Department of Student Life seven (7) business days prior to the event via e-mail to [sueventplanning@uakron.edu](mailto:sueventplanning@uakron.edu) or the immediate contact who hosted the Major Event Meeting.
  - a. It is also the responsibility of the organization to notify University Catering and University of Akron Police Department of the cancellation, if applicable.
  - b. If the event is not cancelled within seven (7) business days of the event, the University of Akron Police Department, University Catering, and the Department of Student Life reserve the right to charge the student organization cancellation charges.

## **SECURITY**

1. The University of Akron Police (UAPD) will determine if and how many officers will be assigned to the event. UAPD will also decide on how to ensure the safety of students and guests.
2. The student organization shall be responsible for compensating any assigned UAPD officers present at the Major Event.

## **EVENT MANAGEMENT**

1. University of Akron students will be required to present their student I.D. card. Guests of the University of Akron will be required to show a valid state I.D. card upon entering. Individuals aged 17 and younger will be required to sign a Minor Waiver form provided by the Department of Student Life.
2. Organizations may not advertise the event on or off campus until the event planning process has been completed and the space reservation has been confirmed. A member of the Department of Student Life's SOuRCe staff will determine if marketing materials are approved.
  - a. Organizations may advertise the events off campus; however, all advertisements must contain the Student Organization Disclaimer.
  - b. All advertisements must state that a valid University of Akron ID is required for all students and a current state ID is required for all guests who attend the event.
  - c. Failure to obtain proper approval of all advertised materials may result in the inability to advertise the event.
3. The Campus Advisor, or an appropriate substitute approved by the Department of Student Life, must be present for the entire event. If the Campus Advisor or appropriate substitute is not present, the event may be cancelled and the student organization will be responsible for paying the cancellation charges.

## **ALCOHOL AT MAJOR EVENTS**

1. All student organizations are required to follow the University Alcohol Policy, as set forth in University Rule 3359-47-01 in addition to all state and local laws regarding the possession, consumption or distribution of alcoholic beverages.
2. The Alcohol Policy of University Catering includes the following:
  - a. University of Catering has the right to amend their alcohol policy at any point.
  - b. All prices are set forth by University Catering and are subject to change.
  - c. University Catering will have one available bartender for every 100 guests.
  - d. Alcohol service ends no later than 11:45pm.
  - e. All alcohol is poured over ice and "shots" will not be served.
  - f. Alcohol must be carried away from the bar before being consumed.
  - g. Guests ordering drinks at the bar may not be served more than two drinks at a time.
  - h. Bartenders have the authority to refuse to serve anyone who is obviously intoxicated.
  - i. Absolutely no alcohol may be brought in from outside.

## **SANCTIONS**

1. All student organizations are responsible for assisting in the enforcement of the University Code of Student Conduct. No disruptive or unlawful conduct on property owned, leased or operated by The University of Akron shall be tolerated. The sponsoring organization is responsible for all disturbances, damage to property, injury to persons or property during the Major Event whether caused by the sponsoring organization, one of its members, or one of the guests at the event. Sanctions may be imposed on the student organization for such violations.
2. At a minimum, and in addition to an applicable sanction, any University student whose conduct at the Major Event allegedly violated The Code of Student Conduct shall be referred to the Office of Student Conduct and Community Standards.

## **EXEMPTIONS**

1. The Department of Student Life staff reserves the right to adjust or waive these policies on a case-by-case basis when a compelling reason is provided. A waiver of any provision in these policies for one organization does not constitute a waiver for any other organization.