

3341-2-11 Event Management for Recognized Student Organizations.

Applicability	Recognized Student Organizations
Responsible Unit	Office of Student Engagement
Policy Administrator	Director of Student Engagement

(A) Policy Statement and Purpose

Events sponsored by BGSU recognized student organizations can enrich the lives and interests of all community members. A major responsibility of recognized student organizations is to ensure that all appropriate policies and safety measures are in place in order to have a successful event.

This policy applies to recognized student organizations and sets forth procedures those organizations must follow when holding events on BGSU property.

(B) Policy

- (1) For purposes of this policy, a “recognized student organization” means a group of people who are associated with each other and who have registered with the University as a student organization as outlined in [University Policy 3341-2-36](#).
- (2) All recognized student organizations sponsoring an event on campus grounds or within a campus facility must adhere to the following:
 - (a) The event must be registered with the Office of Student Engagement using the online event registration form.
 - (b) The event space must be reserved with the approving office of that space and in accordance with the University’s Space and Facilities Reservations Including Use of Campus Grounds [Policy 3341-6-42](#).

- (c) The organization must have a minimum of three members of the organization's leadership group present for the duration of the event. The Office of Student Engagement may also require the presence of the organization's advisor.
- (d) The organization must designate members to serve as event staff for the duration of the event. These individuals must be clearly identifiable as event staff.
- (e) The organization is responsible for the cost of all damages caused by the event, including but not limited to furniture repair or replacement, extra custodial services, and repair of structural damages to the premises.
- (f) Alcohol is prohibited at events unless approved in writing by the University before the event. If approved, alcohol must be consumed in designated areas only.
- (g) Failure to follow the Code of Student Conduct and/or other university policies may cause the event to be halted or canceled. This determination is at the discretion of any of the following entities: University Police, facility managers, or authorized university staff. In addition, the organization may be referred to the student conduct process.
- (h) Marketing and entry tickets will include standard ticketing terms (e.g., ID requirements, expectations concerning re-entry, processes regarding refunds) as applicable to the event. The Office of Student Engagement may require review and approval of these ticketing terms.
- (i) Any activity, program, contest or event that requires or promotes overconsumption, over-indulgence, or the eating of potentially hazardous foods and/or liquids is strictly prohibited due to the significant health risks associated with these activities.
- (j) If there are any guest speakers, the organization must make it clear that the organization, and not BGSU, is inviting each speaker and that any views or opinions of the speaker are their own and not those of BGSU.

(3) Security for Events

- (a) The sponsoring organization is financially responsible for any security that is contractually required by the event (e.g., if a visiting artist's contract requires two police officers at an event).
- (b) BGSU Police may conduct a safety assessment prior to the event to determine if enhanced security is needed based on the information provided and such other information obtained. The following factors may be considered by BGSU Police in its safety assessment:
 - (i) Whether alcohol will be served
 - (ii) Estimated attendance
 - (iii) Location or venue
 - (iv) Whether cash be collected at the event
 - (v) Recent history of similar events
 - (vi) Number of university staff to be present
 - (vii) Other events taking place on campus at that time
 - (viii) Health and safety concerns
 - (ix) Impact of event, if any, on normal campus operations and/or academic mission of the university
 - (x) Any similar viewpoint and content-neutral factors relevant to the assessment of security needs
- (c) If it is determined that enhanced security is needed, resources will be secured by the institution to ensure that necessary safety measures are in place.

Organizations that host races (e.g., 5k race) may be responsible for certain security costs depending on the location of the race.

(4) Compilation of Relevant Policies

The following university policies are most relevant to event management.

- (a) University Food Service Policy – [Policy 3341-6-46](#).
 - (b) Reservations for Use of Campus Grounds – [Policy 3341-6-42](#).
 - (c) Postings by Student, Recognized Student Organizations, and Student Groups – [Policy 3341-2-2](#).
 - (d) Use of Amplified Sound on University Premises – [Policy 3341-6-3](#).
 - (e) Fundraising, Solicitation, and Sales Rules for Recognized Student Organizations – [Policy 3341-2-14](#).
 - (f) Programs and Activities with Minor Participants – [Policy 3341-6-54](#).
 - (g) Alcohol – [Policy 3341-6-2](#).
- (5) Failure to adhere to the expectations, procedures, and protocols outlined by Student Engagement may result in the event being cancelled or postponed.

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: May 24, 2023