

## Policy Regarding Registration of Events

1. An event that meets any one or more of the following criteria would warrant event registration:
2. Any on campus event that needs resources from Event & Classroom Management (ECM).
3. Any on campus event at which attendance will exceed 100 people.
4. Any on campus event that requires significant University resources, (e.g., services supplied by Facilities, Public Safety, Parking & Transportation). This includes events that will be held in the following spaces: Upper Strong, Lower Strong, Spurrier Dance Studio, Douglass Commons, Wilson Commons Hirst Lounge, Wilson Commons May Room, the Palestra, and the Field House.
5. Any event, on- or off-campus, at which money will be collected (including but not limited to events with tickets, fundraisers, and raffles).
6. Any on campus conference hosted by a student organization.
7. Any on campus event at which more than 20% of the audience and/or participants is expected to be non-U of R community members (conferences included).
8. Any on campus event that involves working with a non-U of R organization, such as co-sponsors or guests.
9. Any programs, on- or off-campus, involving minors and children (not including University students who are minors).
10. Any event with alcohol that meets one or more of these qualifications:
  - a. Is the event being hosted or planned by one or more members of the organization and supported by executive board officers?
  - b. Is the event financed in whole or in part by the organization including the purchase of alcohol?
  - c. Is the event listed or advertised on the organization’s website or social media accounts (Facebook, Twitter, etc.)?
  - d. Do online invitations refer to the organization? This includes location name.
  - e. Is the event listed on the organization’s calendar (public or private calendars included)?
  - f. Will the event be announced at an organization meeting or over organization’s group text, Group Me, Slack Channels, etc.?

*Example A (event must be registered):*

An organization wants to host a wine tasting event for campus community members at an on campus location (fraternity house, May Room, etc.). The event is announced at the chapter meeting and advertised through CCC.

*Example B (event does not need to be registered):*

A 21 year old organization member wants to have people over to the fraternity house to watch football and will provide pizza and beer. They announce the gathering at the conclusion of the chapter meeting.

## Guide for Registration Timeline

Student organizations must stick to strict timelines in order to ensure the success of their events. Failure to follow event registration timelines will result in event denial by the organization’s primary advisor. Please see

<i>How many business days before the event do you:</i>	
Register a large scale event (events with over 100 people, Strong Auditorium, May Room, Douglass Ballroom)	30 days
All other events that meet event registration criteria	10 days