Registering an Event

Registering an event through the Office of the Dean of Students requires the Registered Student Organization (RSO) to submit an Event Registration form through OrgSync. The registration process must be completed at least 15 business days prior to the event taking place. Upon submission of the event information, the advisor(s) of the organization will be notified of the scheduled event. The Student Organization Advisory Committee will consider exceptions, but exceptions will be made rarely.

RSOs must register an event if it meets any of the following criteria:

- The event will be held outdoors.
- Alcoholic beverages will be served.
- The event will have amplified sound.
- More than 100 guests are expected.
- The event location is within a 50 mile radius of campus.
- The event is open to off-campus guests.

Regardless of the event location, the RSO is responsible for all usage fees and any damages that might occur to the event facility. The sponsoring organization is also responsible for the cleanup of on-campus events. Failure to meet this requirement will result in charges for the cleanup of trash or damage to property.

RSOs are not required to register their regularly scheduled business meetings, even if they are held on-campus. Additionally, information tables or other table set-up events do not require registration.

Restrictions on Events

Restrictions on events have been established to ensure that no event interferes with the academic integrity of the institution. Therefore, no RSO events may be registered or hosted during the following time frames:

- Final Examinations Week - Starting the Sunday before finals week and lasting through the end of final exam week and/or commencement
- Winter Session
- Summer Terms
- Fall and Spring Breaks

RSO events must also adhere to the following time restrictions:

- Events cannot begin until after 5:00 p.m. Monday through Friday
- Events must conclude by 1:00 a.m., with the exception of registered events scheduled for Friday and Saturday evenings.

The Office of the Dean of Students will consider exceptions. Requests for exceptions must be made using the Event Registration form available through OrgSync. RSOs violating the Event Registration Policy are subject to disciplinary action through the University Conduct System (DSA.SC.300.001).
Events Involving Alcohol

Events involving alcohol that are hosted by RSOs are required to follow all local, state, and federal laws, The University of Mississippi policies, and all other policies outlined in the Student Organization Handbook. Additionally, organizations allowing the lawful consumption of alcohol at any event should be familiar with Mississippi’s Social Host Law (please refer to Miss. Code Ann. § 97-5-49 (2011)).

It is the responsibility of the RSO to complete a safety assessment by meeting with a University Police Department representative. The list below is not an exhaustive list and should be used as guidelines for an event involving alcohol. The Office of the Dean of Students and the University Police Department reserve the right to outline the appropriate assessment level and to make additions to the standards outlined below.

1) RSOs may not host an on-campus event open to the general public where alcohol is permitted. All events occurring on University property where alcohol is present must have a guest list. The list must be submitted along with the Event Registration form.

2) Events are not to exceed the occupancy load outlined by the Fire Marshall for the event’s venue.

3) Signs should be displayed, in plain view, at all entrances indicating the event is restricted to members and invited guests. Signs should also state the ending time of the event.

4) RSOs must provide adequate security personnel as recommended by the UPD during their consultation. The security personnel must be identifiable and employed by a bonded security company.

5) RSOs must designate an appropriate number of sober observers who will be in attendance and remain sober for the entirety of the event. Names and contact information for the sober observers must be attached to the Event Registration form. Based on anticipated attendance, the appropriate amount of sober observers should be 1 per every 50 guests.

6) Wristbands must be provided to any guests 21 years of age or older. The only means of removal of the wristband must be cutting or tearing to prevent transfer to those guests under 21 years of age.

   - Wristbands are intended to identify those who are at least 21 years of age. RSOs are responsible for ensuring that only persons 21 years of age or older with the appropriate wristbands consume alcohol. Organizations are also responsible for making appropriate decisions regarding underage drinking at the event (i.e. asking the person to leave, or shutting down the event). The sponsoring organization should be familiar with Mississippi’s Social Host Law (please refer to Miss. Code Ann. § 97-5-49 (2011)).

7) If there is not a licensed third party vendor to serve alcohol at an event, a guest that is over the age of 21 may bring alcohol for personal consumption. Guests under the age of 21 may not bring alcohol into any event. The RSO, sober observers, and additional designees are responsible for ensuring individuals do not enter with excessive amounts of alcohol and that individuals consume only their own alcohol.
Transportation to Off-Campus Events

Transportation to off-campus events hosted by RSOs should be provided by a chartered transportation company (vans, charter service, shuttles, etc.). Groups larger than 15 are strongly encouraged to use common transportation.

When common transportation is used, the following steps should be followed:

- Identify the mode of common transportation and provide the transportation group’s information on the Event Registration form.
- Determine a location where students’ vehicles will be parked and communicate the location to the Parking and Transportation Department. The phone number for the Parking and Transportation Department is 662-915-7235.
  - Parking vehicles in unapproved locations may result in personal vehicles being towed from the location at the owner’s expense.
- Coordinate a plan to support safe and orderly boarding and unloading.
- Cleanup of the boarding and exiting on-campus location.

Failure to meet any of the requirements listed for the use of transportation to an off-campus event will result in notification to the Student Organization Advisory Committee and Office of Student Conduct. Additional offices may be notified depending on the close association of the RSO with University departments or offices.