Application for Organization Sponsored 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 that end, the University has established guidelines for sponsorship, promotion, and execution of events. Any event occurring on or off campus, involving a planned gathering of students for social purposes is considered a social event. 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 University Conduct System or other appropriate governing body.

Applying to have an Event

Every event, held both on and off campus, must be registered with the Office of the Dean of Students. Student organizations must register the activity at least 15 business days in advance and provide the information requested on the application for an event. Additionally, the advisor or chairman of the advisory board when applicable, also must be notified and accept the event. The Office of the Dean of Students will consider exceptions. Exceptions will be made rarely.

Regardless of the event location, the student organization is responsible for all usages fees and any damages that might occur to event facilities. The sponsoring organization is responsible for the cleanup of on-campus events. Organizations will be charged for the cleanup of trash or damage to property on-campus through the University.

Event registration forms are available online through Org Sync, which can be found at the Office of the Dean of Students’ website and in your organization’s Org Sync portal under the “Forms” tool entitled “Application for an Event”.

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. Therefore, no student organization, Greek or otherwise, shall be permitted to schedule, register, or host an event that will detract from the academic integrity of the institution. During the period beginning Sunday the week of final examinations, and lasting through the end of final exam week no event within student organizations shall be permitted. This includes both on and off campus functions and applies to all academic terms. Events shall not be permitted when the University is not in session including Winter Session, summer terms, or during any intra semester breaks such as, but not limited to, fall break and spring break. The Office of the Dean of Students reserves the right to consider exceptions with any of the components of the application process. Requests for exceptions must be made on the Application for an Event form.

Time Restrictions on Events
Any event held on the University of Mississippi campus on Sunday through Friday may not commence prior to 4:00 p.m. without the special permission of the Office of the Dean of Students. Events held on Sunday through Thursday nights shall not continue beyond midnight. Events held on Friday or Saturday may not continue beyond 1:00 a.m. Exceptions will be considered by the Office of the Dean of Students and may be approved by the Office of the Vice Chancellor for Student Affairs. Requests for exceptions must be made on the Application for an Event form. Students or student organizations violating this policy are subject to disciplinary action through the University Conduct System (DSA.SC.300.001).

Events Involving Alcohol

Student organizations facilitating events where alcohol may be present are required to follow all local, state, and federal laws, University of Mississippi policy, 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 (please refer to Miss. Code Ann. § 97-5-49 (2011)).

It is the responsibility of the host organization to implement a sound risk management plan and ensure all social events taking place where beverages containing alcohol are present conform to the following standards. 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 levels and additions to the standards outlined below.

1. Registered student organizations 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.

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

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

4. The host organization must provide adequate security personnel recommended by UPD in their consultation. The security personnel must be identifiable and employed by a bonded security company.

5. The organization must designate an appropriate amount of sober observers who will remain sober and be in attendance for the entirety of the event. Names and contact information must be provided by the organization. Based on anticipated attendance the appropriate amount of sober observers should be 1 per every 50 attendees.

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

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

8. If there is not a licensed third party vendor to serve alcohol at an event a person that is over the age of 21 may bring alcohol for personal consumption. People under the age of 21 may not bring alcohol into any event hosted by a registered student organization. The host organization and/or its designee is responsible for ensuring individuals do not enter with excessive amounts of alcohol and that individuals consume only their own alcohol.

**Common Transportation to Off Campus Sites**

Organizations traveling in groups larger than 15 are strongly encouraged to use common transportation to be provided by a chartered transportation company (vans, charter service, shuttles, etc.). In the event that common transportation is used, the departure location must be provided to the Office of the Dean of Students on the Application for an Event form. Parking vehicles in unapproved locations could result in personal vehicles being towed from the location at the owner’s expense.

The sponsoring organization is responsible for providing a safe and orderly boarding and drop-off procedure and for the cleanup of the boarding location. Organizations will be charged for the cleanup of trash or damage to property by their members or guests.