

Student Organization General Event Policies



MEETING & CONFERENCE SERVICES
UNIVERSITY OF CENTRAL MISSOURI

- Events must be requested through the online form, “Schedule an Event”, found at: www.ucmo.edu/meetings. Your request will be filled within 2 full business days.
- Recurring events must end by 10 p.m. and only last 3 hours.
- All events need to be scheduled at least 2 full business days (no less than 48 hours) prior to the start of the event. Note that the earlier you request, the greater chance it can be filled.
- Each event should have only one primary contact person. The person who booked the event and the president of the organization are the only two individuals who can make changes to an event or cancel it.
- All requests for changing an event must be submitted in writing to your designated event coordinator. Be sure to include the name and date for your event and the specific changes that you are requesting. Please make all changes at least 48 hours in advance. Last minute requests can be denied.
- Student organizations are not allowed to advertise for their event before they have received a confirmation for their room from an M&CS Event Coordinator.
- If you are collecting any money for your event, including but not limited to admission fees, registration fees, and/or donations, your student organization will be required to pay for the use of space and equipment (dance floors, portable stage and bleachers). Collecting items (but not money) for a charity is always acceptable.
- **Each Registered Student Organization is allowed 2 free hall tables and 1 free fund raising event per semester in the Union.**
- Our Gym Policy allows student organizations 3 hours of gym space a week for recurring practices. You can use all three hours on one day of the week or divide up the hours over two or three days, depending on gym availability. Please note that gym space is very limited.
- No university equipment may leave campus without the approval of M&CS.
- As part of the new Campus Dining Contract, new options are now available to campus constituents. These options include elimination of food waivers and the introduction of a new “No-Frills Pick-up Catering Menu” which will allow food to be ordered through the residence halls or in the Union catering office. These items can be picked up resulting in significant savings. Waivers are no longer part of the process, but if you would like to request an exception to the policy please contact the office of Student Affairs; 543-4114 and they will reach a decision within 24 hours of receipt of the request. Clients can contact the Sodexo catering office 543-4440, stop by Union 108 or visit the dining manager in Ellis (543- 4018) or Westside Market located in Todd (543-4097), a minimum of 72 hours (to ensure menu selection) prior to your event and place your order. The “No-Frills Pick-up” Catering menu is not currently on the website, but you may direct them to the web site for additional information. www.cmsu.edu/diningservices/catering.html
- Bake Sales are allowed in buildings that do not have a food service venue.
- Student organizations are responsible for canceling their event at least 48 hours in advance. Failure to cancel will be considered a no-show. The first no show will result in a verbal warning. The second no show will result in a written warning to the person who booked the space, the president of the organization, and the advisor of the organization. After a third violation, the student organization will lose event privileges for the remainder of the semester.
- Student organizations are not allowed to make reservations for non-sanctioned groups for any reason. If any organization does book an event for an outside group dishonestly, they will lose reservation privileges for the remainder of the year. This is a zero tolerance policy.
- If an event is taking place outdoors, a rain site or date should be secured at the time of the reservation. If a rain site or rain date has not been arranged, it is at the discretion of M&CS to cancel the event if university property, including fields and lawns, may be damaged.
- Student organizations sponsoring an event in a campus facility are responsible for the actions of the participants and for any damage to university property.
- The organization scheduling campus facilities will be held financially responsible for any special setup, clean-up, services, equipment, maintenance, or repair resulting from their event.
- All groups using campus facilities shall obey all published University of Central Missouri and Elliott Union policies, regulations and guidelines.

Type A Events (No Charge)



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Student Organization Event Planning Information

- There are two basic event categories that will be used to describe the use of university facilities and services for student organizations. Events will either be considered a Type A or Type B event.
- Type A events are for recognized student organizations meetings and for FREE student organization events.
- Type A events are not charged for the space rental fee or support services related to general event planning and scheduling assistance.
- Type A events will be charged the applicable fees for events that involve: food service, overtime for special staffing or sound technicians, non-standard equipment (complex audio-visual, portable stage, T-stage extension, etc.) and costs associated with vandalism or damage to university property.
- Collecting money for your event, in any form (admission fees, ticket fees, donations, etc.), or selling any items will automatically make your event a Type B (paid) event.
- Collecting items, and not money, for charity is always acceptable and will not affect your Type A status. If you accept monetary donations, your event will automatically become a Type B event, and your organization will be responsible for all charges.

Type B Events (Charged Events)



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- There are two basic event categories that will be used to describe the use of university facilities and services for student organizations. Events will either be considered a Type A or Type B event.
- Type B events are for recognized student organizations that are charging admission, collecting money or donations in any format, and/or selling items at the event.
- Each event should have only one primary contact person. The person who booked the event and the president of the organization are the only two individuals who can make changes to an event or cancel it.
- Type B events will be charged at a discounted rate for the use of all spaces, equipment and support services. Extra costs may apply, in the occurrence of vandalism or damage to university property.
- For all Type B events, a 50% deposit must be submitted with the signed contracts in order to secure your reservation.