Student Organization Event Guidelines

WHY ENGAGEMENT MATTERS

- Research shows that engagement is important to the overall success and retention of students.
- Engaging in student organizations is one way to find that community and belonging. Involved students enrich their learning in deeper ways, are offered opportunities to practice the information and skills they are learning in class, find community, have more opportunities for individual growth and identity development, and begin to build relationships and social capital.
- Getting involved and engaging in outside the classroom activities increases student retention, improves student satisfaction with the college experience, strengthens staff-student relationships, improves career development and readiness, improves personal efficacy and self-awareness, facilitates cultural and racial understanding, offers opportunities to grow interpersonal communication and leadership skills, and increases the affinity towards the University of Maryland.
- Student organizations have an important role to play in providing opportunities for students to connect and deepen friendships, deepen engagement with the university, as well as to engage in experiential learning.

Requirements for **ALL** student organization meetings, events, and activities

*Meetings vs. Events*

To help student organizations differentiate between a meeting and an event, for purposes of these guidelines, please use the following definitions:

- **A meeting** is a gathering of organization members with the goal of addressing matters related to the business of the organization, typically occurring on some on-going and predictable schedule, e.g. weekly or monthly basis, and generally does not require additional support beyond a physical space (if in person) and/or technical support (if virtual).

- **An event** is an activity that an organization sponsors that could serve a variety of purposes, e.g. entertainment, educational, celebratory, as it pertains to an audience, usually occurs as a special occasion and not on an on-going basis, and may require additional services or support, e.g. consultation with the Office of Risk Management, Office of Facilities Management, ticketing services, etc.

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**Benefits of Event Registration**

- The Event Registration process provides student organizations with a tool to manage many aspects of the event planning process.
- Student organizations are able to connect in a central virtual location with offices that may be necessary to their planning process, including the Student Organization Resource Center, Stamp Events and Guest Services and other venue management offices, as well as other services such as University of Maryland Police Department, and Fire Marshal.
- This process also best ensures that events are executed in a safe manner for all parties involved.
- Events are marketed and promoted on the TerpLink Calendar which can serve as a central location for all student organization events.

**Event Registration and Approval**

- Student organizations must register all meetings, events, and activities (whether in-person or virtual) through TerpLink. See [here](#) how to access
- Student organization in-person events and meetings must be reviewed and approved by the Student Organization Resource Center (SORC) staff and/or an Assistant Vice President for Student Affairs.
- Student organization advisors will receive notice of a pending event and will be encouraged to work with their group’s planning and execution of the event.
- Students and/or registered student groups who fail to get approval may be referred to the Office of Student Conduct ([University of Maryland Code of Student Conduct, Prohibited Conduct 10 (e) Offenses Against University Operations 3](#)).
- SORC may modify these expectations at any time and will provide notice in the event such modifications are made. Student organizations must keep apprised of changes to the expectations, and abide by them.

**On Campus In-person (Indoor/Outdoor) Events**

**Health and Safety**

Though university guidelines state that all students, staff, and faculty be vaccinated as of 8.2.2021, there may be a very small number in our community who do not receive a vaccination due to medical or religious reasons. Additionally, some members of our community live with or care for unvaccinated people, and as such, it is incumbent upon all members of the UMD community to continue to follow safe health practices. Additionally, according to the CDC, for universities where vaccinations are required, "general public
health considerations such as handwashing, cleaning/disinfection and respiratory etiquette should continue to be encouraged regardless of vaccination status.” The following guidelines will help us all continue to operate in a healthy environment:

- **Fully vaccinated** individuals are no longer required to wear a face mask, with the following EXCEPTIONS:
  - In all public venues and businesses in Prince Georges County including UMD campus
  - Riding public transportation
  - Involvement in events with K-12 students and elderly
  - While obtaining healthcare services

- **Unvaccinated** individuals are required to wear a mask, covering nose and mouth:
  - In all public indoor spaces
  - At crowded outdoor venues
  - Riding public transportation
  - Involvement in activities with K-12 students and elderly.
  - While obtaining health care services, including regular COVID-19 testing

- Individuals that are fully vaccinated may choose to wear a mask. Other members of the campus community should respect this personal decision.

- Physical distancing restrictions are lifted.

- Practicing good hand hygiene, cleaning disinfection, respiratory etiquette, and staying home when feeling sick are still necessary.

- Members of the UMD community that are on campus, but not fully vaccinated, must continue to participate in regular COVID-19 testing.

**Location of In-Person Meetings and Events**

- All in-person meetings and events must be held in a reservable space
  - INDOOR Reservable spaces include:
    - STAMP
    - TerpZone Activity Room
    - Student Involvement Suite
    - Memorial Chapel
    - Riggs Alumni Center
    - Academic Classrooms/Spaces

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OUTDOOR Reservable spaces include:

- McKeldin Mall
- Hornbake Plaza
- Nyumburu Amphitheater
- Artificial Turf Fields (aka Xfinity Field)
- Chapel Fields
- Engineering Field
- Fraternity Row Fields
- La Plata Beach

Classrooms

- A very limited number of academic classrooms will be available for reservation by student organizations beginning mid- to late-August for fall semester and early to mid January for spring semester. Access to classrooms is very limited to specific buildings and rooms. The average room seating capacity is 40.
- Faculty/staff advisors should not make reservations in general purpose classrooms on behalf of their student organizations. Reservations made by a UMD staff or faculty member, regardless if an advisor is doing so on behalf of a student organization, are considered a departmental event and no longer a student organization event, and may require different guidance, and also become the responsibility of the faculty/staff advisor.

General Event Guidelines

Size/Capacity/Large Events Gatherings

- Facility managers and identified building safety officers will determine specific space occupancy, in accordance with current State and County regulations and in consultation with the Office of the Fire Marshal.

Crowd Management

- Facility managers will hold the student organization accountable for compliance and will work with student organizations to comply with guidelines. Facility managers are authorized to close an event when procedures are not followed.

Staffing

- Student organizations are responsible for providing appropriate supplies for all student organization members and/or volunteers working the event. Although not required, student organizations may want to provide hand sanitizer at their events.

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Ticketing

- Where possible, events that could benefit from ticketing will use University Ticketing.
  - All ticketed events occurring in STAMP must use the services offered through the STAMP Ticket Office. Please see information on ticket services here.

Attendance Tracking

- Student organizations are encouraged to track attendance through TerpLink.

Campus Advertising and Chalking Policies

- Every semester, a new set of student leaders tries to market their programs and organizations in unique ways - we get it. We wanted to reinforce the need to follow a few prescriptive guidelines as you reach out to the campus. Please review the complete advertising policy here.

Virtual Meetings, Events, Activities

- Student organizations may create virtual programming as alternatives or as a complement to in-person events, meetings and programs.

Technology to Support Virtual Meetings, Events, and Activities

- Student organizations can receive support from STAMP IT on the best technology to use for activities online as a way to connect students. Additional costs may be applicable for their services.

Contracts and Agreements

- If your organization is utilizing funding from an account managed by SORC, your organization or individual members cannot enter into a contractual agreement related to that event/activity. If a contract or agreement is required, please consult with SORC Finance (sorcfinance@umd.edu).
- If you have secured funding from another University Office or Department, please consult with the office or department if a contract or agreement is required for your event/activity.
- A student should never enter into a contractual agreement when related to the use of university funds.

Specific In-Person Event Policies and Procedures

According to the CDC, with the university policy in place that all staff, faculty and students be vaccinated by 8.2.2021, “institutions of higher education where all students, faculty, and staff are fully vaccinated prior to the start of the semester can return to full capacity in-person learning.” This includes in-person events and activities. Here are some additional considerations and guidelines for in-person events.

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**Fundraisers**

- If your organization is interested in fundraising, please see the following policies.

**Concerts and Major Events**

- To ensure that the promotion of entertainment related events are produced in a safe and fiscally responsible manner, policies and procedures are required for the production and management of large scale concerts and entertainment events on campus. Policies and procedures can be found here.

**Movies**

- You must have authorization to show a film/movie in a space that is not a private residence/home. Your organization is responsible for paying the appropriate licensing fees if you are showing a movie that is not in your residence or home. The cost varies by film, but you can expect to pay between $300 to $900 per film. It is ILLEGAL to show films in a public setting (i.e. Stamp, etc.) without the proper licensing rights. It is best to allow for a 30 day lead time to acquire authorization.

- If you need assistance, the Stamp can help you obtain the licensing if you are showing a movie in its facility. If you have obtained authorization on your own, you must provide proof of the authorization to your Event Services Coordinator prior to your event. For assistance email, stamp365guest@umd.edu or talk with your Event Service Coordinator.

- Student organizations showing a film in a location different from Stamp can work with Student Entertainment Events (SEE) to obtain licenses. Email SEE Graduate Advisor Alyssa Bower, ambower@umd.edu for more info.

- If you are selling tickets for admission to a film event, you are required to either pay a percentage of your profits from the event or pay a flat rate to the distributor of the film. Often distributors charge a flat rate of at least $350 or 40% of your profits, whichever is greater. Your cost will depend on how much your event makes.

- If you are showing a film that you've created and you own the rights, this policy does not apply to you.

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Parties

- In order to ensure a safe social environment for student organizations and their guests this policy details the responsibility of student organization leaders in the planning of party/social events. A party/social event is defined as a social gathering open to UMD and Non-UMD guests in which a DJ or live entertainment will be the primary entertainment and the majority of attendees will not be seated. Policies can be found here.
- Student organizations hosting parties are responsible for guests following the Health Safety Guidelines referenced in this document.

Demonstrations and Leafleting

- The University of Maryland supports the right of individual students, faculty, staff and student organizations to demonstrate and leaflet, provided such activities do not disrupt normal activities or infringe upon the rights of others. Policies can be found here.

Off-Campus Events

General Guidelines

- Activities undertaken by a student organization are not sponsored or approved by the University. Registration as a student organization does not create a contractual relationship between the University and the Student Organization or a property right or legal expectancy on the part of the organization.
- The Code of Student Conduct applies to student organization off-campus activity (University of Maryland Code of Student Conduct, Jurisdiction 9 (c)).
- If a student organization is planning an event at an off-campus location, please make sure to research and follow the applicable policies and procedures of that location relevant to your event. For example, if a student organization is planning an outing to a local park, a reservation may be required for the use of the location for your activity/event. Please be sure to acquire the necessary approvals from the appropriate agency(ies) prior to the activity/event taking place.
- Prior to and during activities, the student organization should consider and implement strategies to reduce the risk of injury or loss. Feel free to contact the UMD Risk Management Office at insurance@umd.edu for guidance.
- University resources for the purposes of off-campus activities may include, but not limited to, funding from the Student Government Association or Graduate Student Government, a
University department or office, or the use of University Motorpool or Department of Transportation Services.

**Off-Campus Events Not Using University Resources**

- If a student organization or any of its members enter into an agreement or contract on behalf of the student organization for the use of an off-campus location/venue, be aware that the student organization and/or the individuals that are a party to the agreement/contract are fully liable for complying with the terms of the agreement/contract, including but not limited to associated costs. The Student Legal Aid Office is available for consultation regarding contractual agreements ([slao@umd.edu](mailto:slao@umd.edu)).

- If a student organization members are using personal vehicles to travel to and/or from an off-campus location, please be aware that the vehicle owners are fully liable for all activity that takes place while traveling. This includes traffic violations and accidents that may occur.

**Off-Campus Events Using University Resources**

- Please note that if a student organization is using funds from an account managed by the Student Organization Resource Center (SORC), the student organization will be required to submit a Travel Approval Request **no less than** ten (10) business days in advance of your activity.
  - Travel related expenses are those where SORC funds are being used to pay for Motor Pool vehicle rental, DOTS services, charter bus services, airfare, train, lodging, out of state conference fees or any expense related to out of state activities.
  - Out of state is defined as any event/activity outside of Maryland, Washington D.C. or locations in Virginia **not** accessible by Metro.

- Detailed information regarding travel requests using SORC funds can be found [here](#).

- If a student organization is receiving funding for travel related expenses from a University Office or Department, not funding from an account managed by SORC, or any other type of support, the student organization should consult with the department or office in the planning process, particularly related to the spending of funds or the use of any other university-related resources.